

# International Public Works Congress & Exposition

September 18-21, 2011 | Colorado Convention Center



## American Public Works Congress & Exposition

September 18-21, 2011 • Denver, CO

### CEU REQUEST FORM

The cost for CEU processing is covered by your registration fee; however to receive CEU credit, you must still have your badge electronically scanned at the conclusion of each Education Session you attend and complete and submit this form.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

APWA Membership Number: \_\_\_\_\_ Check Box for Receipt:

Job Title: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: (required) \_\_\_\_\_

Phone No. : \_\_\_\_\_ Fax No.: \_\_\_\_\_

*Florida License Number: \_\_\_\_\_ (if applicable) - IF you hold a PE License in Florida, and would like CEU credit - you MUST include your Middle Initial and Florida License Number on this form. APWA is an approved Florida Board of Professional Engineers training provider – 0003888.*

\*CEU requirements for water/waste water operators vary from state to state. Before you send in your CEU Request, check with your state certifying agency to see if CEUs from APWA will be accepted.



*The American Public Works Association has been reviewed and approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET). We comply with all of IACET's requirements for planning, evaluating continuing education activities and for recordkeeping.*

Please complete and submit this form to the APWA Congress Bookstore before leaving Congress or mail/fax/email it to the address below:

American Public Works Association

Attn: Heather Delacruz, 2345 Grand Blvd, Ste 700, Kansas City, MO 64108

**Fax:** 816-595-5315 or **Email:** hdelacruz@apwa.net

(Turn this page over for additional instructions)

# 2011 APWA INTERNATIONAL PUBLIC WORKS CONGRESS AND EXPOSITION

## INSTRUCTIONS FOR OBTAINING CONTINUING EDUCATION UNITS (CEUs) or PROFESSIONAL DEVELOPMENT HOURS (PDHs)

APWA is an International Association of Continuing Education & Training (IACET) Authorized Provider of CEUs.

### What is a CEU? What is a PDH?

CEUs: The Continuing Education Unit (CEU) is a nationally accepted measure of participation in continuing education activities. For many of you, it is a valuable tool for showing employers and professional licensing authorities that you are adding new skills and staying current with today's ever-changing workplace.

PDHs: The National Council of Examiners for Engineering and Surveying (NCEES) in its manual "Continuing Professional Competency Guidelines" uses the term Professional Development Hour (PDH). In this manual, NCEES defines the relationship between CEUs and PDHs.

### How are CEUs measured?

#### Instruction Hours to Continuing Education Units (CEUs):

Ten (10) hours of instruction equals one (1) CEU.  
One (1) hour of instruction equals one-tenth (0.1) CEU.

### What is the relationship between CEUs and PDHs?

#### Converting Continuing Education Units (CEUs) to Professional Development Hours (PDHs):

0.1 CEU (1 hour of instruction) is equivalent to 1 PDH unit.  
1.0 CEU (10 hours of instruction) is equivalent to 10 PDH units.

#### APWA Congress, PW Stormwater Summit Sessions and Workshops

Self Assessment = 0.65 CEUs	110-120 minutes = 0.2 CEUs
50-60 minutes = 0.1 CEUs	150 minutes = 0.25
75 minutes = 0.1 CEUs	180 minutes = 0.3 CEUs
90 minutes = 0.15 CEUs	

### How do I get CEUs at Congress?

APWA uses an electronic system to track your attendance at Congress education sessions. Your Congress badge has a bar code on it that contains identifying information specific to you. If you are interested in obtaining credit for the education sessions you attend, follow these instructions:

- Room monitors will be in the back of each Education Session room to electronically scan the bar code on your name badge at the conclusion of the session.
- You must attend the entire session to receive CEUs.
- You **MUST** have your badge scanned at the end of each session for which you want to receive CEU credits. The room monitors will **not** be able to reset the scanner to read for any session other than the one you just attended.
- While at Congress, turn in your completed CEU Request Form (see reverse side) to the Congress Bookstore, located on Level 1 near room 150. Six to eight weeks after Congress, APWA will notify you by email when your CEU is processed and available for secure download via APWA's website.
- If you do not turn your form in before leaving Congress, you can mail/fax your completed CEU Request to:

**American Public Works Association**  
**Attn: Heather Delacruz**  
**2345 Grand Blvd, Ste 700**  
**Kansas City, MO 64180**  
**Fax to: (816) 595-5315**  
**Email: hdelacruz@apwa.net**