

**State of Vermont  
Designer License Program**

**Continuing Education Affidavit for Reporting Attendance at Approved Courses**

**EPR Chapter 1 § 1-706**

*(a) **Continuing Education:** All Class A and Class B designers shall complete at least 12 hours of continuing education related to the design, construction, operation, or maintenance of wastewater systems and potable water supplies every two years. Proof that the required continued education has been completed will be required for all renewals starting December 1, 2006. Of the 12 hours required, at least 4 hours shall consist of soil related, in-field courses. All courses must be attended in person. Viewing of recordings of courses or on-line courses shall not count towards the continuing education requirements. The Secretary will provide sufficient training sessions to allow for fulfillment of this requirement. The Secretary may also recognize training provided by others as meeting this requirement. It is recommended that pre-approval be requested to ensure that training provided by others will be considered acceptable. In order to demonstrate completion of the continuing education requirements, a designer shall submit an affidavit, using the form provided by the Secretary, every other year at the time of license renewal.*

- A Designers License Renewal Application is required to be submitted every year, and a Continuing Education Affidavit form must be submitted with the Renewal Application every other year.
- If you are unsure when your Continuing Education Affidavit form is due, refer to the list of licensed Designers sorted alphabetically by name which is located on the Designer License Program web page <http://www.anr.state.vt.us/dec/dwgwp/designerlicensing.htm>

Sponsoring Agency	Name of Course	Date Attended	Number of Credit Hours

**\*Please include a supplemental course sheet if necessary**

I am requesting a provisional license as allowed by §1-705(b) of the Wastewater System and Potable Water Supply Rules. Please provide a schedule of training and the dates you plan on attending to satisfy this requirement. The training must occur within the next six months. No designer may be granted more than one provisional license in a four year period. A \$50.00 fee will be charged for Provisional licenses effective 7/1/2012 (this is in addition to the \$50.00 renewal fee).

**I swear or affirm that the information herein is, to the best of my knowledge, complete and accurate and that I did in fact attend, for the number of hours indicated, the courses listed.**

**Certification/License Number:** \_\_\_\_\_ **Application Date:** \_\_\_\_\_

**Name (printed):** \_\_\_\_\_ **Signature:** \_\_\_\_\_

This form is available on the Designer License Program web page as a PDF document <http://www.anr.state.vt.us/dec/dwgwp/designerlicensingcertification.htm>