APPLICATION FOR APPROVAL AS A REGISTERED PROVIDER
for REHS Certification Continuing Education Program

For office Use Only: Recognized Provider #:

Organization Name:		Phone #:	
Owners Name:		Phone #:	
Address:	City:	State:	ZIP Code:
Contact Person:			
Name:		Phone #:	
Individual Responsible for Record Keeping:			
Name:		Phone #:	
Signature:		Date:	

CONTINUING EDUCATION PROVIDER CHECKLIST

Did you……..

- ☐ Type or clearly block-print the application?
- ☐ Complete every question on the "Course Information" form?
- ☐ Complete every question on the "Instructor Information" form (a separate form for each instructor)?
- ☐ Include copy of post evaluation form (or post-exam if self directed or online learning)?
- ☐ Include a sample of the advertising flyer/brochure or link to on-line advertising?
- ☐ Include a sample of the certificate of completion (if not using CalRecycle template)?
- ☐ Sign and date the application?

Submit application to:

CalRecycle
ATTN: Melissa Parker, MS 10A-15
1001 I Street
PO Box 4025
Sacramento, CA 95812-4025
-or-
Fax: 916.319.7325

COURSE INFORMATION & SYLLABUS

For Office Use Only:
Recognized provider #:

Course #:

Please Type or Print All Entries. Additional Sheets can be added if needed.

Provider Name: _____

1. TITLE OF COURSE:	2. DATE(S) TO BE OFFERED:
3. EDUCATIONAL GOALS (Please number):	
4. LEARNING OBJECTIVES (Please number):	
5. TRAINING FORMAT(s) –check as many as apply to course Classroom: ☐ Web Based: ☐ Field Based: ☐ Other: ☐	
6. TEACHING METHODS –check as many as apply to course Small Group Activities: ☐ Case Studies: ☐ Question & Answer: ☐ Games/Interactive Activities: ☐ Web material: ☐ Video: ☐ PowerPoint: ☐ Other: ☐	
7. NUMBER OF CONTACT HOURS (50-60 minutes of instructional time = 1 contact hour):	
8. CONTENT (Main Points of Each Topic with reference to relevant objective)	
9. SPEAKERS/INSTRUCTORS: (List each person presenting during the course and identify their function/role)	
10. EVALUATION METHODS: (**Post evaluation or examination is required**)	

INSTRUCTIONS FOR COMPLETING COURSE INFORMATION FORM

For REHS Certification Continuing Education Program

1. List title of course

2. List all dates the course will be offered

3. Educational goals: state the broad overall purpose of the course in general terms. What is it that attendees will walk away with when course is completed?

4. Learning objectives: for each of the main topics, break the educational goals down into explicit, observable and measurable behaviors and state what students will be able to do after the course.

   Example:

   Goal: To learn how to safely conduct a load check

   Objective: Identify incompatible household chemicals
   Objective: Know the warning signals of prohibited wastes – labels, containers, and waste source
   Objective: Know the different environmental exposures

5. Check the box(s) of all formats of training utilized: lecture, field tour, web based, etc.

6. Check the box(s) of all teaching methods used: group activities, case studies, question and answer.

7. List the number of contact hours (50-60 minutes of instructional time = 1 contact hour).

8. Give a general outline of the course and a summary listing the topics and main points for each topic with reference to relevant objective.

9. List each person presenting during the course and identify their function/role during the course.

10. **Post evaluation is required**---List those evaluation methods that will be used to conclude whether the course achieved the learning objectives or not. If the training is self directed or web based, a post-examination will be required.

INSTRUCTOR/SPEAKER INFORMATION FORM

Please Type or Print All Entries

Provider Name: _____

1. NAME of Speaker/Instructor:		
2. EDUCATION:		
College/University	Major	Degree

3. EXPERIENCE Related to Course Being Provided (list most recent experience first):			
Agency	Position	From Mo/Yr	To Mo/Yr

3. TEACHING EXPERIENCE Related to Course Being Provided		
Title of Course	Description	Month/Year

Note: If course has more than one instructor, please complete a separate form for each instructor/speaker.