

ATTENDEE TIME & ATTENDANCE PDH RECORD

TRAINING TITLE			TRAINING ADDRESS, CITY, STATE, ZIP	

DATE ATTENDED	TIME IN	TIME OUT	PDHs ACCRUED	FILL IN TITLE OF TRAINING ATTENDED (SESSION, EXHIBIT HALL TIME, FACILITY TOUR, COMMITTEE MEETING, ETC.)
TOTAL PDHs ACCRUED				

PDHs are assigned to continuing education and training programs where CEUs are not offered and are used for programs where objectives are not specified or ensured, but the value of participation for educational and career growth is still recognized.

1. Use this "Record" to track attendance and to document PDHs accrued. 1 PDH equals one 60-minute contact hour of study.
2. PDHs can be accrued for attendance at: Committee Meetings, Opening General Session, Keynote Presentations, Exhibit Hall, etc.
3. Document PDH accrual by writing in dates and times in/out of trainings as your record of attendance at each. Fill in the complete title of what you attended legibly. This is your responsibility.
4. Keep the original Record for your files and make a copy to submit to your licensing agency. Keep all supportive documentation as back up (e.g. materials, agendas, etc.) for your licensing agency in case it is needed.
5. AWWA does not issue PDH Certificates of Completion, or maintain a PDH record.
6. Visit www.awwa.org, My Account, My Transcript Information, use the "My Transcript Information" tool as your permanent transcript for recording PDHs accrued from AWWA, and all of your other non-AWWA related events. (If you do not have an AWWA log-in you will need to create one). Visit www.awwa.org/ceupdh for more information.

NOTE: You may be awarded AWWA PDHs by your licensing agency. It is the attendee's responsibility to apply to the licensing agency for PDH approval, and to confirm that the coursework you attend meets the relevancy criteria and rules established for your license.

NAME		P.E. #	AWWA CUST#
EMAIL		DATE	
ADDRESS		PHONE NO.	
CITY	STATE	ZIP	