



# HOW TO EARN CONTINUING EDUCATION CREDIT

CEU – Continuing Education Unit (1.0 CEU equals 10 hours of time)

PDH – Professional Development Hour (1.0 PDH equals 1 hour of time)

It is the individual's responsibility to confirm the workshop/session attended meets relevancy criteria and current rules established by your licensing board for your continuing education needs. It is also the individual's responsibility to apply to the licensing board in their state for continuing education approval.

## 1. DOCUMENT YOUR ATTENDANCE

In order to be awarded a Certificate of Completion you must document attendance at workshops/sessions that offer CEUs. To document attendance, swipe the bar code found on your conference badge under the room monitor's scanner upon entering and exiting a workshop/session. AWWA can provide documentation of attendance at ACE09 in:

Sunday Workshops, Exhibit Education Sessions, High-Tech Operator Course 1

And, the following professional session tracks:

Distribution & Plant Operations

Manufacturers & Associates

Residuals

Reuse

Small Systems

Water Quality tracks

Certificates of Completion only list CEUs awarded.

## FOR PROGRAMS NOT LISTED IN #1

To document attendance for PDHs at non-CEU workshops/sessions, the exhibit hall, facility tours, committee meetings, etc. as time spent in activities related to professional growth and development; a complimentary PDH Time & Attendance Record is available for your use at the AWWA Registration Counter, Speaker Ready Room and individual session rooms.

## 2. BE PRESENT 90% OF THE TIME

You must be present in a workshop/session for a minimum of 90% of the time in order to receive a Certificate of Completion.

## 3. PRINT CERTIFICATE

Print certificates at [https://www.showreg.net/AWWA0906/confirmation\\_login.asp](https://www.showreg.net/AWWA0906/confirmation_login.asp). The ACE09 CEU Resource Center Web site is only accessible for 90 days so please mark your calendar (available from July 15, 2009 - October 15, 2009). Log in to this site with your name as shown on your conference badge and your badge number. If P.E. was included on your badge, or Jr., Sr. etc. after the last name, also include that in the log in. For example:

First Name	Richard
Last Name	Water, P.E.
Confirmation Number	12345678 (Conference Badge Number)

This Web site also shows you how many minutes you attended a workshop/session. To unlock the printer icon, input your water operator or P.E. license numbers.

## QUESTIONS? NEED ASSISTANCE?

Contact Leah Bang, AWWA Education Coordinator at [Lbang@awwa.org](mailto:Lbang@awwa.org) or Julie Williams, Showcare Event Services Coordinator at [jwilliams@showcare.com](mailto:jwilliams@showcare.com). Thank you for attending!

