



Tel: 609-292-1250  
Fax: 609-777-1914  
Web: www.nj.gov/lrspboard

**LSRP CONTINUING EDUCATION APPROVAL CHECKLIST  
COURSE, WORKSHOP, SEMINAR, CONFERENCE, OR CONVENTION**

Please submit all completed applications to: **State of New Jersey  
Site Remediation Professional Licensing Board  
Mail Code 401-06  
P.O. Box 420  
Trenton, NJ 08625-042**

**COURSE PROVIDER:** \_\_\_\_\_  
**CONTACT NAME:** \_\_\_\_\_  
**COURSE NAME:** \_\_\_\_\_  
**CONTACT ADDRESS:** \_\_\_\_\_  
**CONTACT PHONE NO.:** \_\_\_\_\_  
**CONTACT EMAIL:** \_\_\_\_\_  
**RP NAME/LICENSE NO.:** *(if applicable)* \_\_\_\_\_

**A COMPLETE REQUEST FOR APPROVAL MUST INCLUDE THE FOLLOWING: PLEASE FILL  
IN A RESPONSE AND CHECK OFF WHETHER OR NOT AN ATTACHMENT IS PROVIDED.  
ALL 9 ITEMS MUST BE PROVIDED.**

- |   | Item<br>Complete         |
|---|--------------------------|
| <p><b>1.</b> The number of Continuing Education Credits (CEC) requested: _____ Please note:</p> <p><b>a.</b> Generally, the Board allows one CEC for each hour of approved course or seminar instruction, however, special consideration is given to courses offered as part of a university or college curriculum;</p> <p><b>b.</b> CEC calculation of one CEC for up to 50% of the total hours of instruction applies to conferences, workshops and/or conventions with no more than 8 CEC's in a 3-year licensing period;</p> <p><b>c.</b> The final CEC determination will be made by the Committee subject to approval by the Board on a case-by-case basis; and</p> <p><b>d.</b> Webinars and other On-line Courses require pre-approval by the Board and would be eligible for 1:1 CEC per hour of instruction; however, in addition to the requirements for Board approval as outlined herein, successful completion of an examination is also required at the completion of the webinar or on-line course and the course provider must issue a certificate of completion, or similar documentation, to the LSRP.</p> | <input type="checkbox"/> |
| <p><b>2.</b> Date(s), time(s) and location(s) of the course, workshop, seminar, conference, and/or convention.</p>  | <input type="checkbox"/> |

**Information Attached:**  Yes  No

3. A written course, workshop, seminar, conference, and/or convention outline or syllabus.

**Information Attached:**    
Yes No

4. A written statement describing the course, workshop, seminar, conference, and/or convention and establishing its relevance to environmental compliance activities at sites in New Jersey.

---

---

**Information Attached:**    
Yes No

5. The credentials of the instructor(s).

**Information Attached:**    
Yes No

6. A statement that the sponsoring organization will maintain a record of attendance (including sign in and sign out documentation) and will follow the course, workshop, seminar, conference, and/or convention outline or syllabus.

---

---

**Information Attached:**    
Yes No

7. The different credit options (if any) attending LSRPs will have for earning specified CECs.

---

---

**Information Attached:**    
Yes No

8. A statement that the sponsoring organization will, at the completion of the course, conduct an evaluation of the course instructor(s) using, at a minimum, evaluations prepared confidentially by the students attending the course and maintained in such a manner that the identity of each student evaluator is not disclosed to the course instructor.

---

---

**Information Attached:**    
Yes No

9. In the case of a Webinar or other On-line Course, provide documentation to confirm that an examination will be required of each course participant upon completion of the Webinar or On-line Course, including an example of the examination.

**Information Attached:**    
Yes No