CWEA HOW TO GUIDE: **CONTACT HOURS**

CWEA Local Sections can issue contact hours for any qualifying Local Section training event to count towards certification holders Continuing Education requirements. This guide will help you understand how to calculate hours and the difference between automated and paper delivery of those hours to event participants.

> You can find all contact hour resources below or visit leaders.cwea.org.

> > CONTACT HOUR RESOURCES >

Before The Event

CALCULATE CONTACT HOURS

Event organizers are responsible for calculating the number of contact hours that can be earned at the training event and should include the number of hours and which certification requierments they will count towards to when setting up event registration.

To calculate the number of hours earned at a training event take the total minutes of activities minus the total minutes spent on non-allowable activities (breaks, meals, social time, etc.) and divide the total by 50 minutes.



SET UP EVENT REGISTRATION

Use the CWEA Registration System or an external registration platform. The registration platform you choose determines whether contact hours are automated or recorded by paper.

CWEA EVENT REGISTRATION (RECOMMENDED)



Contact hours are automated and are added to participants' mycwea.org accounts in 1-2 weeks. Do NOT issue any paper certificates if hours are



automated.

Include the number of contact hours and the certifications they will count towards in your initial event set up request.

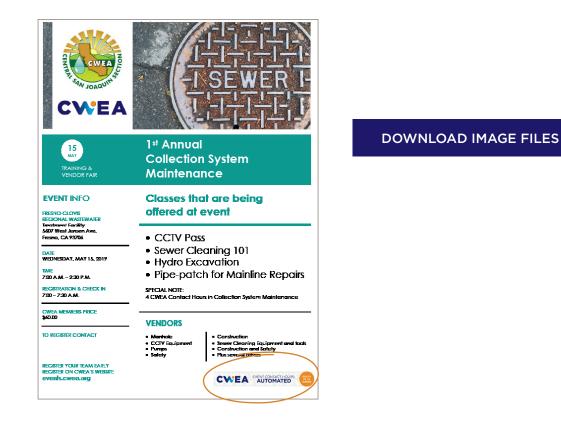
EXTERNAL REGISTRATION PLATFORM



Contact hours are tracked using paper certificates and are processed when an event participant mails in their certification renewal with their contact hour certificates.

PROMOTE EVENT CONTACT HOURS

Add the appropriate image file to your event promotional materials to let members know how they'll earn contact hours at your event.



At The Event



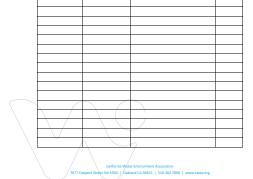
SIGN-IN SHEET (AUTOMATED)

	ON-SITE PARTIC	CIPANT SIGN IN SHEET	
EVENT:			
EVENT DATE:			
Last Name	First Name	Email & Organization	Time I

CWEA Registration means contact hours are automated. Attendance must be tracked for hours to be recorded.

Use the CWEA sign-in sheet to track attendance - provided via email.

Use the on-site registration sheet to



track walk-ins - download below.

After the event, submit both sheets to CWEA for hours to be processed.

ON-SITE REGISTRATION TEMPLATE

CERTIFICATE OF COMPLETION (PAPER)

Events using an external registration platform should provide event participants with their Local Section Certificate of Completion to record contact hours.

Event participants are responsible for keeping their certificate and turning it in with renewal.

Find your Local Section Certificate of **Completion below**

State Price
CWEA

Colorado River Basin Section Certificate of Completion Name of Session: ____ Location of Session: _ Date: EMPLOYER EMAIL SESSION NAME # CONTAC HOURS licate el comp EMAIL questions to:

er Environment Association (C.S. 0462)

CERTIFICATES OF COMPLETION

ANNOUNCE: AUTOMATED OR PAPER

Let event participants know how their contact hours will be processed.

You can download CWEA PowerPoint templates to use at the event.



POWERPOINT TEMPLATES

After The Event



Submit the event sign-in sheet to CWEA.

Contact hours will be processed and added to participants' mycwea.org accounts in 1-2 weeks.

The event organizer will be notified by email once hours have been processed and added to participants' accounts.



Event participants are responsible for keeping their paper Certificate of Completion after the event and turning it in with their renewal.

QUESTIONS?

Contact Member Services at memberservices@cwea.org 510.382.7800 option 4