Dear Continuing Education (CE) Course Sponsors,

To reduce potential delays associated with approving CE courses and ensure licensees are getting the correct number of CE hours, here are some helpful reminders to ensure that you submit successful CE applications:

- The CE Approval Request Application form (DPR-PML-131) must be submitted at least 30 days prior to the date of the course or program. This allows DPR time to review your application and contact you to resolve any issues that may arise, such as needing more information or clarification on a topic. This is important because, applications are processed in the order they are received and DPR cannot approve a course after the date has passed. Additionally, early submission allows licensees to find your course via our web site and confirm the CE hours they would receive if they did attend.

- All applications must be signed, include a detailed course agenda with main points for each topic, and have the applicable fee included. Complete applications, including payment, must be submitted via mail. No electronic or faxed submissions will be accepted.

- After your course is approved, please check DPR's CE Web site, <www.cdpr.ca.gov/docs/license/classes.cfm>, to see how many hours in each CE category your course was approved for, and to ensure that your contact and course information are correct. If there are changes to the course (e.g. time, location, subject), or questions regarding your approved hours please email <CEmail@cdpr.ca.gov> in advance.

- CE Additional Course Date Request form (DPR-PML-132) must be submitted at least 15 business days before the course or program. Advanced notice of additional course dates is required to enable DPR the ability to audit courses as required by US EPA. Additionally, early submission allows for a longer advertisement period on DPR's website and more time for attendees to sign up to attend your course. DPR has been noticing that there are class dates occurring that have not been approved, when this happens attendees are at risk of not receiving credit. Check our website to ensure ALL of your dates are approved at: <http://www.cdpr.ca.gov/docs/license/cont_ed_cfm/classes.htm>

Please note DPR **cannot** approve CE applications after the course date and time have passed. Help us help you and turn you application in early!

For more information, visit our CE webpage at: <http://www.cdpr.ca.gov/docs/license/conted.htm>