



## Basic SEEP Certification Renewal Form

### **3 Year Renewal Requirement and Continuing Education.**

The certificate must be renewed every three years. Re-testing is not required if the certificate holder complies with the following:

1. Register, pay class registration fees and attend a SEEP class every 3 years. Submit renewal form to instructor in place of testing –OR–
  2. Accumulate 10 continuing education points during the three- year period. Evidence of points (renewal form) shall be submitted to the SEEP Steering Committee. (See ways to acquire continuing education points below)
  3. Abide by the Code of Conduct.
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## How to Acquire Continuing Education Points

Category	Description	Max. Points Allowed
Class Work	Attend educational programs: 1. Stormwater and/or erosion control seminars. 2. Regulatory sessions relating to site disturbance ordinances. 3. Similar programs. <i>(1 point per hour of class)</i>	3
Home Study	Read related topic articles, and submit title and date of article and a short description of content. <i>(1/2 point per article)</i>	2
Public Service	Give a presentation* to a group (any group) on related topics: 1. Erosion Sediment Control (ESC). 2. Planning for ESC. 3. Stormwater. 4. Water Quality. <i>(3 points per presentation)</i> *Session contents must be reviewed and approved by the SEEP Steering Committee prior to the presentation.	6
SEEP Related Meetings	Participate in SEEP Board meetings or IDEQ Watershed Advisory Group (WAG) meetings ( <i>1/2 point per meeting</i> ). Name on the sign-in sheet required for credit.	5
Job Experience	1. Submit photos of successful BMPs on your job site. 2. Submit evidence that an ESC plan designed by you was approved for use by a regulatory agency. <i>(1 point per submission)</i>	3
Renewal	Attend SEEP class for certification renewal. <i>(10 points per class)</i>	10

# CONTINUING EDUCATION

Complete the following form and return to:

Tricia Lotton  
 Panhandle Area Council  
 11100 N. Airport Dr.  
 Hayden, ID 83835-9798  
 208-772-0584 ex. 3013  
[tlotton@pacni.org](mailto:tlotton@pacni.org)

Continuing education points cannot be carried over from one reporting period to the next. Registrants are responsible for documenting and validating their PDUs. Documentation must be retained for the previous two reporting periods and shall be submitted promptly to Panhandle SEEP upon written request.

**Name:**

**Period:**

mm/yy

**To:**

mm/yy

Date of Activity	Activity or Course Description (indicate category from table above)	Sponsoring Organization	Points per unit (see table above)	Number of Units (presentations, articles, etc.)	Total Points

I certify that the above information is true and accurate to the best of my knowledge as of the date shown below.

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Applicant)