![EOCP Environmental Operators Certification Program logo]

I Want to Have a Course Recognized for CEUs
So What Do I Need to Apply? - *A Checklist* ☑

This is a checklist for applying to have a *new* course recognized. If you want to teach an *existing* course, already the TR, after you are a "Recognized" Instructor, you begin a Course application form. However, you'll only need to complete the part of the form that tasks for the existing TR course number & confirmed permission from the Course Owner.

If you are creating a new course, the tool that gives you the most help with the key elements and what we are looking for is the Guide, Building an Effective Course, & Having It Approved for CEUs. We strongly recommend you review that Guide before looking at this Checklist.

Records Information
☐ **Instructor Number** - Get this from the email you received that approved your instructor application.
☐ **Course Number** - This number is assigned so that if the course is approved for CEUs, it becomes the Course Number. Make a note of it! It will be near the top of the page.

Course Name
☐ **You need a name no longer than 50 characters.** The name is helpful when:
   1. It clearly identifies the topic; and 2. It flags if it is definitely for a specific audience,
   e.g., it is a basic course or an advanced one. Find ways to distinguish it from similar courses.
   For example, Hydrant Maintenance - Introduction

Course Overview
☐ **Course Type** – Will this be a stand alone course? Or is it a session at a conference? Or a seminar? If it is part of a conference or seminar, the Training Organization (e.g. conference organizer) will likely submit the application. Check with them.
   Your main choices: Course or In-House. If it is in-house you should know the Employer's number.

Course Topics & Objectives
☐ **List the topics you have broken your course into.** Figure out the number of them first so you put that number in the field. For example, if you have 6 topics put "6" in the field.
   That way when the window opens up to enter them, there will be enough fields. These topics become the core of your Agenda. Each topic *must* have a learning objective – as in, what should participants be able to do when the course is over. (See the Guide, Building an Effective Course for more details & examples.)
   Note: The learning objectives will be part of the Course Evaluation.

> **TIP:** Get some ideas from looking at the EOCP recognized courses listed in the Training Registry or the ABC **"Need-to-Know Criteria"** for that discipline.

Course Outline
☐ **Course Agenda** - Take the topics and along with adding in the Introductions, breaks, and wrap-up, create the Course Agenda. (Just as before, figure out the number of items first.)
☐ **Time/Hours** - Add the time that each element will take. *Bear in mind a course must be at least 3 hours of CEU recognized topics to be approved.*

Presentation & Teaching Methods

☐ **Methods -** Consider what methods you will use to get across the topics you identified. Estimate how much of the entire time will be taken, for example, with a presentation, how much on demonstrations, and/or hands-on sessions. This may not seem important. But participants have a better chance of remembering and applying things with a range of methods. (See Guide for more detail.)

> **TIP** What is being looked for is whether more than one approach will be used instead of, for example, only a presentation 100% of the time.

Materials & Handouts

☐ Make sure you know what kinds of materials you will hand out, e.g. handouts, books, manuals).

Equipment

☐ Think about any equipment you can use if possible, e.g. corp stops, hydrants, hypochlorinators…)

Assessment:

☐ **Some form of assessment is regarded as *essential*.** (Assessment is a way to confirm if participants have learned the course.) There are many kinds of assessments. For example, there are course exams (oral or written); short quizzes used to check-in throughout a course; and participants doing a demonstration or presentations. Consider what makes the most sense based on time & what participants learn, e.g. are they learning concepts and/or procedures?

Approval from Another Jurisdiction

If this course received approval from another jurisdiction have handy:

☐ Course Number in other Jurisdiction; Jurisdiction Name; Province or State

Course Details & Description - Marketing Opportunity!

☐ **Think about the detail & description field from the point of view of operators & employers.** What do they need to know to decide if the course is a good match for their needs?
As an instructor, it is generally a happier experience for everyone involved if what they expected is what they get! (See the Guide for ideas on what to include.)

☑ When you have entered information, you can hit **Save** and come back to edit it. ☑
Note: It saves it **for14 days only!** When you are finished, click on the **Submit** button.
-If anything is missing you'll see a red note at top of form. Make those changes.

If everything is in order you'll be routed to the Payment Page. You'll need a Visa or Master Card to make the payment. You should receive a receipt in an email to the email address you gave.

Once you complete the application process and pay the fees online, you should receive an email around the 14 day mark. It let's you know the results (unless additional information is needed).