



COMMONWEALTH OF MASSACHUSETTS  
**Board of Registration  
of  
Hazardous Waste Site Cleanup Professionals**

ONE WINTER STREET, 3<sup>RD</sup> FLOOR  
BOSTON, MA 02108

**STANDARD COURSE**

**CONTINUING EDUCATION ATTENDANCE CERTIFICATION FORM**

This Form is for use by each LSP seeking credit towards fulfilling his/her continuing education requirements under 309 CMR 3.09. *Please note that, once executed, this form is to be retained by the LSP and submitted as part of the license renewal process.*

**Part 1. [to be filled out by LSP Board staff]**

- A. **LSP Course Number: 1638**
- B. **Course Name: Optimization and Monitoring for Bioremediation of Chlorinated Compounds**
- C. **Course Provider: Remediation Seminars**
- D. **Maximum LSP Credits allowed:   4   Technical**
- E. **Length of full course:   4   hours**
- F. **Location: Crowne Plaza, Warwick, RI, July 26, 2018, 10:30 am- 3:00 pm**

**Part 2. [To be filled in by Course Provider]**

- A. **LSP's Name: \_\_\_\_\_**
- B. **Date(s) attended: \_\_\_\_\_**
- C. **Total number of hours attended: \_\_\_\_\_**
- D. **Percentage of full course attended: \_\_\_\_\_**
- E. **LSP Credits earned: \_\_\_\_\_**

To: The Massachusetts Board of Registration of Hazardous Waste Site Cleanup Professionals  
(a/k/a the LSP Board)

**COURSE PROVIDER REPRESENTATIVE CERTIFICATION**

Under the pains and penalties of perjury, I hereby certify (i) that the person named above attended this course on the date(s) and for the number of hours indicated in Part 2 above, thereby earning the credits shown on line 2.E; and (ii) that attendance records for this course were kept and will be maintained for a period of at least 3 years. I understand that making a materially false or inaccurate statement to the LSP Board is punishable by a fine and/or imprisonment.

\_\_\_\_\_  
(Print) Name of course provider representative

\_\_\_\_\_  
(Signature)

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

Phone No. \_\_\_\_\_

Under pains and penalties of perjury, I hereby certify that I attended the above-named course on the date(s) and for the hours indicated above. I understand that making a materially false or inaccurate statement to the LSP Board is punishable by a fine and/or imprisonment and may result in the loss of my license.

DATE \_\_\_\_\_ Signature of LSP \_\_\_\_\_ License No. \_\_\_\_\_

## **INSTRUCTIONS FOR ATTENDANCE CERTIFICATION FORM**

A completed, signed "Continuing Education Attendance Certification Form" is to be given to each LSP who obtains continuing education credit for a Board-approved course. The Form is to be completed, as indicated, by a duly authorized representative of the course provider. While there is no requirement that each LSP personally "sign-in" and "sign-out" at each course session, please note that each course provider must maintain attendance records and record accurately on the Form the total amount of time that the LSP actually attended the course. **PLEASE ALSO NOTE that executed Forms are to be retained by the LSP and submitted as part of the license renewal process, which occurs every three years.** For further information or guidance, LSPs and course providers are encouraged to contact the Board's Continuing Education Coordinator at 617-292-5629.

**Part 1:** After the LSP Board has reviewed and approved a course proposed by an LSP or a course provider, the LSP Board staff will (a) complete Part 1 of the Form and (b) mail the original Form to the requesting LSP or course provider. The "maximum LSP credit allowed" will be equivalent to the number of contact hours, as determined by the Board, that are reasonably likely to maintain or enhance the ability of LSPs to perform, supervise and/or coordinate response actions in Massachusetts. The course provider may copy the original Form as many times as needed to provide one to each LSP who obtains credit by attending the course.

**Part 2:** While either the course provider or the LSP may fill in the LSP's name and dates attended [Lines 2.A and 2.B], an authorized representative of the course provider should (using a photo I.D.) verify the identity of the LSP named on Line 2.A and set forth the total number of hours the LSP actually attended, the percentage of the full course attended, and the LSP Credits earned [Lines 2.C, 2.D, and 2.E].

C. Total Number of Hours Attended: When an LSP attends all of a course, the total number of hours attended should match the length of the full course shown on Line 1.E. When an LSP does not attend all of a course (e.g., arrives late, leaves early, etc.) the total hours actually attended (to the closest tenth of an hour) should be recorded. This should be less than the length of the full course shown Line 1.E.

D. Percentage of full course attended: For LSPs who attend all of a course, the percentage will be 100%. For an LSP who attends less than the full course, divide the total number of hours attended (Line 2.C.) by the length of full course (Line 1.E.) and record the result as a percentage. For example, an LSP who attends 7.5 hours of an 8 hour course would have attended ( $7.5/8.0 = 0.9375$ ) 94% of the course.

E. LSP Credits earned: To earn any credit for a Board-approved continuing education course, the LSP must meet the Attendance Requirements set forth in the Board's regulations at 309 CMR 3.09(7). For Board-approved courses of this type (i.e., a course not classified as either a "DEP Course" or a "university/college course"), the LSP must attend for at least 4 hours AND at least 75% of the course. Both requirements must be met. Thus, if the LSP has attended for a minimum of 4 hours and has attended 75% or more of the course, the LSP will receive a pro rata share of the maximum LSP credits allowed (Line 1.D.). For example, if an LSP attends 6 hours of an 8-hour course (75%), s/he will receive 75% of the maximum LSP credit allowed for the course. But if the LSP attended only 70% of that same course, s/he would receive no credit, because s/he has not met one of the two mandatory Attendance Requirements.

**THE COURSE PROVIDER REPRESENTATIVE CERTIFICATION:** A duly authorized representative of the course provider should carefully read the language of the Certification. After Part 2 of the Form has been fully and accurately completed, the authorized representative must enter the date the Form is signed, provide a business phone number, print his or her name, and sign the Certification where indicated.

**THE LSP CERTIFICATION:** This item may be completed by the LSP at a later date. The LSP should date and sign the certification where indicated.