



WQA APPROVED SEAT TIME PROVIDER REVIEW PROCESS AND FEE

To become an approved Seat Time Program Sponsor, the hosting agency must submit the completed Application below. All participating presenters must review and agree to the WQA Speaker Guidelines.

All forms must be submitted to WQA no later than 4 weeks prior to the day of the presentation. The review fee will be charged upon receipt of the forms and is payable online.

Upon approval, WQA will provide attendee sign-in sheets that must be returned within 1 week following the presentation. Sign-in sheets may be photographed or scanned and emailed to education@wqa.org.

The review fees are \$30 per individual presentation topic, \$150 per 4-hour day, and \$250 per 8-hour day.

International, state, and regional WQA organizations are exempt from the review fees.

Send completed form via mail or email to:

WQA Professional Certification & Training Department • 2375 Cabot Drive • Lisle, Illinois 60532
Email: education@wqa.org • Phone: 630-505-0160, ext 508

Fee payment information

Contact First and Last Name: _____

Contact title: _____

Contact email address: _____ Contact phone number: _____



2375 Cabot Dr.
Lisle, Illinois 60532 USA
Phone 630-505-0160
Fax 630-505-9637
www.wqa.org

PROGRAM SPONSOR'S APPLICATION FOR
WQA PRE-APPROVED CPD/CEU (SEAT-TIME) CREDIT

(**Approval for sign-up attendance credit is given only PRIOR to the educational session, not after the session has occurred)

SECTION 1: SPONSORSHIP INFORMATION

The sponsoring agency is: ☐ A not-for-profit agency ☐ A for-profit company ☐ A government agency

Name: sponsor (agency): _____

Address of sponsor: _____

Phone number/sponsor: _____ Fax number: _____ email: _____

Contact person for WQA: _____ Phone: _____

(In order to assure continuity and quality, WQA requires ONE person as a responsible contact.)

Sessions for which credit is being sought are: ☐ Part of a stand-alone seminar ☐ Part of a convention

Dates of the seminar or convention: Month _____ Days _____ Year _____

Location/meeting place of seminar/convention: _____

Address of meeting place: _____

Phone & fax number/meeting place: Phone: _____ Fax: _____

Name of person from sponsoring agency who will be responsible for final collection of all the Attendance Rosters and return of rosters to WQA: _____ Phone: _____

Person Completing This Form: _____ Phone: _____

SECTION 2: WQA PROGRAM QUALITY REQUIREMENTS FOR APPROVAL

1. **Only educational sessions of a technical nature will be approved** because WQA Professional Certification Program is designed to help assure acquisition of technical knowledge. The only exception is programs based upon regulatory information related to water, the WQA Code of Ethics or other WQA Ethics Courses. Sales and management training do not qualify.
2. **Speakers or presenters must meet WQA Speaker Qualifications and must complete WQA Speaker Forms. It is the responsibility of the Sponsoring Agency to obtain the completed Speaker Forms from the speakers and send these forms to WQA.**
3. **All information presented must be generic (non-company-specific) information in nature.** Hands-On training sessions are exempt. Presentations should be viewed by the presenters and participants as educational presentations, not sales opportunities.
4. **Speakers or presenters must sign and abide by WQA Speaker Guidelines forbidding the display of specific products, use of trade names, trademarks, order numbers, or other identification names or marks used for specific company products during the speaker's presentation.** Exceptions to these rules other than for pre-approved Hands-On training sessions will be extremely rare and must be specifically justified and approved in advance and in writing by WQA.
5. **Each approved educational session must be at least 30 minutes in length.**
6. **Credit will be granted on the basis of the number of 30-minute blocks of teaching or presentation** (Break times are not counted for credit). **Ten (10) hours equal one full credit or one CEU.** (One 30-minute session equals 0.05 credit.)
7. **All educational sessions must be held in suitable meeting rooms that are comfortable and appropriately appointed for use as an educational classroom.**

(Form continued on reverse side) 10.99

SECTION 3: SPECIFIC EDUCATION SESSIONS FOR WHICH CREDIT IS SOUGHT

EACH speaker must fill out the separate WQA SPEAKER FORM. It is the responsibility of the Sponsoring Agency to obtain the completed Speaker Forms from the speakers and send these forms to WQA well ahead of the session.

NOTE: Not all individual sessions will have more than one speaker. This is the choice of the sponsoring agency.

SESSION NAME: _____

Date/time of this session: Date: _____ **Time (circle am/pm) from** _____ **am/pm to** _____ **am/pm**

Repeat of this session: Date _____ **Time (circle am/pm) from** _____ **am/pm to** _____ **am/pm**

Name: 1st speaker/presenter: _____ **Phone:** _____

Company: _____

Name: 2nd speaker/presenter: _____ **Phone:** _____

Company: _____

Name: 3rd speaker/presenter: _____ **Phone:** _____

Company: _____

Name: 4th speaker/presenter: _____ **Phone:** _____

Company: _____

SESSION NAME: _____

Date/time of this session: Date: _____ **Time (circle am/pm) from** _____ **am/pm to** _____ **am/pm**

Repeat of this session: Date _____ **Time (circle am/pm) from** _____ **am/pm to** _____ **am/pm**

Name: 1st speaker/presenter: _____ **Phone:** _____

Company: _____

Name: 2nd speaker/presenter: _____ **Phone:** _____

Company: _____

Name: 3rd speaker/presenter: _____ **Phone:** _____

Company: _____

Name: 4th speaker/presenter: _____ **Phone:** _____

Company: _____

FOR ADDITIONAL SESSIONS, PLEASE COPY THIS SIDE OF THE FORM



Water Quality Association
International Headquarters & Laboratory

2375 Cabot Drive
Lisle, Illinois 60532
Phone 630 505 0160
Fax 630 505 9637
www.wqa.org

A not-for-profit organization

WATER QUALITY ASSOCIATION SPEAKER FORM

To be used for Educational Sessions to be granted WQA Recertification Credit

*This form to be completed by the Speaker and
returned to Presentation Sponsor at least 2 weeks before the presentation.*

SECTION 1: SPEAKER'S PERSONAL DATA

Speaker's Name: _____ WQA Certifications: _____
Current Positions: _____ Phone: _____
Company: _____ Fax: _____
E-mail: _____
Address: _____
Address: _____

SECTION 2: PRESENTATION INFORMATION:

Sponsor of your Presentation: _____ Presentation Date: _____
Title of your Presentations: _____ Length/Presentation: _____ hrs.

Presentation Outline: List four topics you will discuss during the presentation.

1. _____
2. _____
3. _____
4. _____

Learning Objectives of Your Presentation:

What will your listeners be able to DO as the direct result of hearing YOUR presentation? Use active words like "Describe", "List", "Outline", "Design", "Install", or "Replace".

Keep each learning objective simple. Examples: "Participants will be able to draw a diagram showing the basic components of a reverse osmosis system." "Participants will be able to define the terms *nominal filter* and *absolute filter*". "Participants will be able to replace a cartridge in a carbon filter." "Participants will be able to discuss four reasons for...."

After attending my presentation, the participants will be able to (list at least 3):

1. _____
2. _____
3. _____
4. _____



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SECTION 3: SPEAKER QUALIFICATIONS

For this particular presentation I am qualified because: *Check the most relevant.*

☐ I have been in my current position at least three years and this current position is directly relevant to the presentation.

☐ I held a previous position for at least three years and that position was directly relevant to the presentation.

Position held: _____
With: _____ at: _____
(company) (location)

☐ I have a relevant academic degree:
Degree: _____ in: _____ From: _____
(school)

Position held: _____
(if this position is not your current position)
With: _____ at: _____
(company) (location)

☐ Other reasons I am qualified to give this presentation: _____

SECTION 4: REFERENCES

Please provide references from two persons who can verify your qualifications to speak on this topic. References must be from persons who are at a higher level in your company or organization or from relevant persons outside your organization who are quite familiar with your work and qualifications.

Name: _____ E-mail: _____
Organization: _____ Relationship: _____
Address: _____ Phone: _____
_____ Fax: _____

Name: _____ E-mail: _____
Organization: _____ Relationship: _____
Address: _____ Phone: _____
_____ Fax: _____

SECTION 5: WQA SPEAKER GUIDELINES

All Speakers who make a living selling products or services (including consulting services) or who are employed by organizations which sell products or services are required to sign the WQA Speaker Guidelines and **SEND THEM WITH THIS SPEAKER FORM**. The Guidelines are a separate document which are available from your Program Sponsor or WQA. Government officials are exempt from this requirement.

I hereby affirm that the information given on this Speaker Form is accurate and correct.

Print Name

Signature



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Water Quality Association Speaker's Guidelines

The guidelines listed below have been established to maintain the integrity of the educational experience and provide the best learning opportunities for those attending the educational sessions. An educational session or seminar is an opportunity to provide quality education and present technical information that is non-specific to a particular company or product. It is unacceptable to subject session attendees to commercial messages, and inappropriate for WQA to approve such messages for credit in the WQA professional certification program.

Speakers who sell products or services (including consulting services) are asked to sign these guidelines unless educational staff at the Water Quality Association have waived adherence to these guidelines for a specific and particular occasion. Failure to sign these guidelines can mean that the session will not be approved for WQA recertification credit. Failure to adhere to these guidelines may mean that the speaker will not be invited by WQA to present again. *Government employees need not sign the guidelines.*

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1. Equipment model numbers and trademarks should be omitted from the body of the presentation.
 2. No verbal or written promotion of speaker's services or company's products may be part of the presentation.
 2. No products of any kind should be displayed for sale in the presentation room, nor should any sales or promotional literature for products or services be displayed in the room, unless such products or services are sold by, co-sponsored, endorsed, or approved by the Water Quality Association.
 3. Diagrams, drawings, and pictures are preferred for use in educational sessions. If the speaker feels that it is not possible to make the educational presentation without actual products for demonstration, agreement that this is necessary must be obtained from WQA before the presentation.
 4. No promotional mailing lists are to be developed by the speaker or speaker's company from attendance at educational sessions. During the session attendees are not to be solicited for the purpose of selling services or products. As always, such contacts may be made after the session ends.
 5. A speaker is not to imply that his/her opinions or statements represent the viewpoints of, or positions taken by, the Water Quality Association unless the speaker is an official representative or spokesperson for the Association.
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I have read these Guidelines and agree to abide by them.

Speaker Name (print)

Signature

Date