



Only distance education courses pre-approved by Washington State Department of Health (DOH) or completed for college credit through an accredited college or university may be submitted for evaluation toward the waterworks operator professional growth requirement. All courses must be completed following the Department's *Distance Education Approval and Examination Procedure*.

You must complete this form for each course and mail it with the required attachments to:

**Washington Certification Services
Green River College
1221 D Street NE
Auburn, WA 98002**

Student Information

Last Name _____ First Name _____ MI _____

Home Address _____

City _____ State _____ Zip Code _____

Work Phone Number _____ Home Phone Number _____

Washington Waterworks Operator Certification Number (Required to post training to transcript) _____

Course Information

Please refer to the *Distance Education Approved Course List*

Course Title _____

Course Sponsor _____ Course Completion Date _____

Course Format: Online Correspondence Course CD-ROM Video

Required Attachments

Declaration of Distance Education Exam Monitoring

Check appropriate box below:

Certificate of completion or transcript for course on *Distance Education Approved Course List* verifying CEU awarded by the sponsor. **CEU accepted in Washington may be different than the CEU awarded by the course sponsor.**

Transcript and course description verifying college credit awarded by an accredited college or university for distance education that meets DOH relevancy criteria.

Note: Incomplete forms or forms submitted without all required attachments will be returned to the originator without further evaluation. Electronic or FAX submittals will not be accepted.

For Office Use Only

Course Completion Date _____ Approve Deny CEU/College Credit Accepted _____

Comments _____