



## Onsite Wastewater - Continuing Education Units (CEU) Course Approval Application

*This application is only for Providers who are seeking approval for an onsite wastewater (septic) course. These courses will be utilized by SCDES septic system installers to obtain continuing education units (CEUs). Course materials will need to be submitted with the application.*

SECTION A: Provider Information		
Name of Training Provider / Sponsor:		
Mailing Address:		
City:	State:	Zip Code:
Phone:	Fax:	
Email:		

SECTION B: Course Information				
Course Title:				
Course Instructor:				
Location Address:				
City:	State:	Zip Code:		
Number of CEUs:	Instructional Method:	<i>Webinar</i>	<i>Lecture</i>	<i>Workshop</i>
Level of Course: <i>Basic</i> <i>Intermediate</i> <i>Advanced</i>		<i>Online</i>	<i>Lab</i>	<i>Conference</i>
Course Schedule/Outline (include all breaks, course topics, and time spent on each topic):				
<p><i>Example 1:</i></p> <ol style="list-style-type: none"> <li><i>1. 8:00am - 8:15am Registration</i></li> <li><i>2. 8:15am - 10:00am Installation of Septic Systems</i></li> <li><i>3. 10:00am - 10:30am Break</i></li> </ol> <p><i>Example 2:</i></p> <ol style="list-style-type: none"> <li><i>1. Registration (15 minutes)</i></li> <li><i>2. Installation of Septic Systems (1 hour 45 minutes)</i></li> <li><i>3. Break (30 minutes)</i></li> </ol>				

*SCDES does not endorse any particular course, product, or brand. To view our waiver, please visit our Continuing Education Units for Septic System Installers webpage: [des.sc.gov/OSWWCEUs](http://des.sc.gov/OSWWCEUs)*



## **Instructions for Completing DES 25-0010**

Title, Revision:

### *Onsite Wastewater - Continuing Education Units (CEU) Course Approval Application*

#### **Item by Item Instructions:**

1. *SECTION A: Provider Information:* The course provider should provide the requested contact information within this section.
2. *SECTION B: Course Information*
  - » Course Title: Indicate title of course.
  - » Course Instructor: Indicate the name of the instructor teaching the course.
  - » Course Location: Indicate the address where the course will take place.
  - » Number of CEUs: Indicate the number of continuing education units that can be obtained by taking the course.
  - » Instructional Method: Check the appropriate box to indicate the type of instructional method the course will be taught in.
  - » Level of Course: Indicate the educational level of the material that will be taught in the course.
  - » Course Objective: Indicate what knowledge will be obtained upon the completion of the course.
  - » Course Schedule/Outline: Indicate a timeline of the course and what objectives will be covered.

#### **Office Mechanics & Filing:**

In accordance with Retention Schedule 9312, Licenses to Construct/Clean Onsite Sewage Treatment/Disposal Systems, this form must be retained for 3 years after the account is closed, then destroy.