



State of Delaware Department  
of Natural Resources  
and Environmental Control  
**Division of Water**

89 Kings Highway  
Dover, Delaware 19901  
Phone: (302) 739-9116  
DOWLicensing@delaware.gov

**DIVISION OF WATER LICENSING  
REQUEST FOR APPROVAL OF CONTINUING EDUCATION TRAINING PROGRAM**

Please complete (1) request form per training program/course. Request forms must be received at least 30 days prior to training program/course. Email the completed request form and all required background materials **(in a single pdf file)** to: [DOWLicensing@delaware.gov](mailto:DOWLicensing@delaware.gov). If you have any questions, please contact the Division of Water Licensing Coordination Section at (302) 739-9116 or at the email address above.

\*Please note: Request form and background materials must be received for consideration of training program approval. Board approval is not guaranteed. Each licensee is responsible for establishing/providing proof of attendance to the Department.

*Application Must Be Complete, Typewritten or Clearly Printed*

**CONTACT INFORMATION**

|                           |  |                          |      |
|---------------------------|--|--------------------------|------|
| Sponsoring Agency:        |  |                          |      |
| Contact Name:             |  | Agency Telephone Number: |      |
| Mailing Address:          |  |                          |      |
| City:                     |  | State:                   | Zip: |
| Contact's E-mail Address: |  | Agency Website:          |      |

**TRAINING INFORMATION**

|  |                                       |  |   |
|--|---------------------------------------|--|---|
| Select Licensing Board to Review Request Form:   |                                       |  |   |
| <input type="checkbox"/> Water Well Licensing Board  |                                       | <input type="checkbox"/> Board of Certification for Wastewater Operators | <input type="checkbox"/> On-Site Systems Advisory Board |
| This training has been approved previously by the selected Board (if "yes" please note the information that has changed, ex: Contact Hours, Location, etc.): |                                       |  |   |
| <input type="checkbox"/> NO  |                                       | <input type="checkbox"/> YES Changes:                                    |   |
| Training Title:  |                                       |  |   |
| Training Offered Online:   | Training Website (if offered online): |  |   |
| <input type="checkbox"/> YES   | <input type="checkbox"/> NO           |  |   |
| Address of Training (if offered in person):  |                                       |  |   |
| City:  |                                       | State:   | Zip:  |
| Training Date & Time (please note if reoccurring):   |                                       |  | Total Contact Hours:                                    |
| Training Description:  |                                       |  |   |
| Instructor Name(s):  |                                       |  |   |

**BACKGROUND MATERIALS**

- Attach the following items (all items are mandatory):**
- The name(s) and qualifications of instructor(s), including any certifications, education, experience, and licenses related to the requested approval program.
  - Training outline, agenda, or syllabus. The outline, agenda or syllabus must show the topic(s) to be presented and the time allotted for each topic, including start and end times and all meal/break times.
  - Copy of all handouts provided to the individual attending training (Please do not attach slides for presentations).
  - A sample of the Certificate of Completion to document attendance/completion of training/course.

**APPROVAL/DENIAL (Board Use Only)**

|  |                                 |              |       |
|--|---------------------------------|--------------|-------|
| <input type="checkbox"/> Approved _____ Hours "Direct"   | <input type="checkbox"/> Denied | Reviewed By: | Date: |
| <input type="checkbox"/> Approved _____ Hours "Indirect" |                                 |              |       |

**\*If the course has been approved previously and there are no changes in the content, time allotted or materials, you do not need to complete a new request form.**