



Technical Training for Waste Site Cleanup Professionals

NEWMOA Workshops Continuing Education Attendance Procedures

If you would like to obtain a continuing education certificate (CT LEP, MA LSP or NJ SRLP), you **MUST** follow the procedures to verify your attendance:

- 1- Make sure to check-in at the registration table before the workshop begins
- 2- **After** the morning networking break you will need to recheck-in at the registration table. On the appropriate form (alphabetized list) – find your name and:
 - a. indicate which type of certificate you need (CT LEP, MA LSP, NJ SRLP and/or General)
 - b. write your initials in the morning break column next to your name
- 3- **After** Lunch you will need to stop by the registration table to write your initials in the lunch break column before the session starts.
- 4- **After** the afternoon networking break you will need to sign-in again by writing your initials in the afternoon break column.
- 5- Certificates will be handed out **at the end of the workshop** – NEWMOA will not give you a certificate if you are not present at the end of the day to pick it up.
- 6- NEWMOA does not issue partial credits for late arrival, early departure, or missed sessions.
- 7- NEWMOA does not issue continuing education credits to those who participate via web conferencing or conference calling.

NOTE: NEWMOA staff will also take note of people who do not re-enter the room after signing the form or who leave the meeting room for an extended period during any classroom time - certificates will not be issued to anyone who does not stay in the sessions.