

# CEU Form | Initial or Continuing Education | Course or Event

Florida Solid Waste Management Facility Operators and Spotter

- Refer to [Approved Course List](#) of courses to ensure the course/event is not already approved. You can also check using the [Approved Provider List](#). If course/event is not listed, then select “New Course/Event” in the Type Category below. If course/event is listed, then select “Previously Approved Course/Event” in the Type Category below.
- **Deadline for Submittal for Course/Event to be Reviewed:** Submitted this form by the first day of the month to be reviewed on the 2<sup>nd</sup> Thursday of each month at the SWMTC meeting. Due prior to event per 62-701.320(15)(a).

Operator/Spotter’s Information			
Name			
Facility Name			
City	State		Zip Code
Phone	Email Address		
Course/Event Provider’s Information			
Company			
Web Address			
Contact Name	Contact Email Address		
Course/Event Information			
Date			
Name			
Type	<b>Initial Course:</b> First course the operator or spotter takes for training <b>Continuing Education (Refresher) Course:</b> Hours taken to maintain the trained status New Course/Event <a href="#">Previously Approved Course/Event</a>   Course Number:		
Requested Hours	_____ Number of Requested Hours* <i>*Please Note: Number of CEUs awarded may be less than the actual number of course/event hours</i>		
Delivery Mode	<b>Live:</b> Instructor/student physically present together going over course material <b>Online:</b> Text/Quiz/Access on demand via Internet <b>Webinar:</b> Set Time Offered/Quiz or No Quiz/Delivered via Internet <b>Other:</b> _____ <i>Please Note: No CEUs will be given for Tours/Discussion Sessions/Roundtables/Meetings</i>		
Type Attending	Landfill/C&D Operator Transfer Station Operator	Materials Recovery Operator Spotter	
Instructor(s)			
Link to Event Page			
Attachments	<b>Initial</b>	<b>Continuing Education/Refresher</b>	
	<b>Agenda or Course Outline –Must include time per topic</b> <b>All Course Material (PDF format with max. of 2 slides per page) or Course Link/Password</b> <b>Short Bio of each Instructor/Speaker – New or additional instructor(s) will be required to submit a bio for approval</b> <b>Certificate of Attendance/Completion or CEU Form Provided on Site</b>	<b>Agenda or Course Outline – Must include time per topic</b> <b>Short Bio of each Instructor/Speaker – New or additional instructor(s) will be required to submit a bio for approval</b>	

### How to Submit This Application

- ✉ **Email:** (1) Draft a new email and address to [sienna.horton@treeo.ufl.edu](mailto:sienna.horton@treeo.ufl.edu) (2) Add attachment(s), (3) Select the “Send” Button
- 📠 **Fax:** (1) Print form and attachment(s), (2) Fax documents to the following number: (352) 392-6910
- ✉ **Mail:** (1) Print form and attachment(s), (2) Mail documents to the following address:  
 SW Training Records Manager, University of Florida TREEO Center, 3900 SW 63 Blvd, Gainesville FL 32608
- 💎 **Questions:** Contact Sienna Horton at [sienna.horton@treeo.ufl.edu](mailto:sienna.horton@treeo.ufl.edu) or (352) 294-7047

**Initial Course/Event Submissions** - You will be notified that your form was received for review and the outcome.  
**Continuing Ed. Course/Event Submissions** - Courses/Events will be posted within 10 days after review.  
 Check your [Solid Waste Training Transcript](#) or the List of [Approved Courses](#).