WQA APPROVED SEAT TIME PROVIDER REVIEW PROCESS AND FEE

To become an approved Seat Time Program Sponsor, the hosting agency must submit the completed Application below. All participating presenters must review and agree to the WQA Speaker Guidelines.

All forms and review fee must be submitted to WQA no later than 4 weeks prior to the day of the presentation. WQA will provide attendee sign in sheets that must be returned within 1 week following the presentation.

The review fees are $30 per individual presentation topic, $150 per 4-hour day, and $250 per 8-hour day.

International, state, and regional WQA organizations are exempt from the review fees.

Send completed form to:
WQA Education Department • 4151 Naperville Road • Lisle, Illinois 60532
Email: education@wqa.org • Phone: 630-955-1589 • Secure Fax: 630-505-4952

Fee payment information

Contact First and Last Name: ________________________________
Contact title: __________________________________________
Contact email address: ______________________ Contact phone number: __________________________
Payment method: □ Visa □ MC □ Amex □ Discover □ Check
Name on Credit Card: ________________________________
Credit Card Number: ________________
Expiration Date: ________________ CVV: ________________
Card Holder’s Signature: ________________________________
PROGRAM SPONSOR’S APPLICATION FOR
WQA PRE-APPROVED CPD/CEU (SEAT-TIME) CREDIT

(**Approval for sign-up attendance credit is given only PRIOR to the educational session, not after the session has occurred)

SECTION 1: SPONSORSHIP INFORMATION
The sponsoring agency is: □ A not-for-profit agency □ A for-profit company □ A government agency
Name: sponsor (agency): _______________________________________________________________________
Address of sponsor: _______________________________________________________________________
Phone number/sponsor: ____________ Fax number: ____________ email: ____________________________
Contact person for WQA: _________________________ Phone: ____________________________
(In order to assure continuity and quality, WQA requires ONE person as a responsible contact.)

Sessions for which credit is being sought are: □ Part of a stand-alone seminar □ Part of a convention
Dates of the seminar or convention: Month ______________ Days __________ Year __________
Location/meeting place of seminar/convention: ________________________________________________
Address of meeting place: __________________________________________________________________
Phone & fax number/meeting place: Phone: _____________________ Fax: _______________________
Name of person from sponsoring agency who will be responsible for final collection of all the Attendance Rosters and return of rosters to WQA: ______________________________ Phone: _______________________
Name of person completing this form: __________________________ Phone: _______________________

SECTION 2: WQA PROGRAM QUALITY REQUIREMENTS FOR APPROVAL

1. Only educational sessions of a technical nature will be approved because WQA Professional Certification Program is designed to help assure acquisition of technical knowledge. The only exception is programs based upon regulatory information related to water, the WQA Code of Ethics or other WQA Ethics Courses. Sales and management training do not qualify.

2. Speakers or presenters must meet WQA Speaker Qualifications and must complete WQA Speaker Forms. It is the responsibility of the Sponsoring Agency to obtain the completed Speaker Forms from the speakers and send these forms to WQA.

3. All information presented must be generic (non-company-specific) information in nature. Hands-On training sessions are exempt. Presentations should be viewed by the presenters and participants as educational presentations, not sales opportunities.

4. Speakers or presenters must sign and abide by WQA Speaker Guidelines forbidding the display of specific products, use of trade names, trademarks, order numbers, or other identification names or marks used for specific company products during the speaker’s presentation. Exceptions to these rules other than for pre-approved Hands-On training sessions will be extremely rare and must be specifically justified and approved in advance and in writing by WQA.

5. Each approved educational session must be at least 30 minutes in length.

6. Credit will be granted on the basis of the number of 30-minute blocks of teaching or presentation (Break times are not counted for credit). Ten (10) hours equal one full credit or one CEU. (One 30-minute session equals 0.05 credit.)

7. All educational sessions must be held in suitable meeting rooms that are comfortable and appropriately appointed for use as an educational classroom.

(Form continued on reverse side) 10.99
SECTION 3: SPECIFIC EDUCATION SESSIONS FOR WHICH CREDIT IS SOUGHT

Each speaker must fill out the separate WQA SPEAKER FORM. It is the responsibility of the Sponsoring Agency to obtain the completed Speaker Forms from the speakers and send these forms to WQA well ahead of the session.

NOTE: Not all individual sessions will have more than one speaker. This is the choice of the sponsoring agency.

SESSION NAME:__________________________________________________________________________

Date/time of this session: Date:______ Time (circle am/pm) from _____ am/pm to _____ am/pm
Repeat of this session: Date ______ Time (circle am/pm) from _____ am/pm to _____ am/pm
Name: 1st speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________
Name: 2nd speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________
Name: 3rd speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________
Name: 4th speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________

SESSION NAME:__________________________________________________________________________

Date/time of this session: Date:______ Time (circle am/pm) from _____ am/pm to _____ am/pm
Repeat of this session: Date ______ Time (circle am/pm) from _____ am/pm to _____ am/pm
Name: 1st speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________
Name: 2nd speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________
Name: 3rd speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________
Name: 4th speaker/presenter:__________________________________________________________________ Phone: ____________
Company:__________________________________________________________________________________

FOR ADDITIONAL SESSIONS, PLEASE COPY THIS SIDE OF THE FORM
WATER QUALITY ASSOCIATION SPEAKER FORM

To be used for Educational Sessions to be granted WQA Recertification Credit

This form to be completed by the Speaker and returned to Presentation Sponsor at least 2 weeks before the presentation.

SECTION 1: SPEAKER’S PERSONAL DATA

Speaker’s Name: _______________________________________ WQA Certifications: __________________________
Current Positions: _______________________________________ Phone: __________________________
Company: _____________________________________________
E-mail: _______________________________________________ Fax: __________________________
Address:___________________________________________________________________________________________
Address:___________________________________________________________________________________________

SECTION 2: PRESENTATION INFORMATION:

Sponsor of your Presentation: ______________________________________ Presentation Date: ____________________
Title of your Presentations: _______________________________________ Length/Presentation: ________________hrs.

Presentation Outline: List four topics you will discuss during the presentation.

1. ______________________________________________________________________________________________
2. ______________________________________________________________________________________________
3. ______________________________________________________________________________________________
4. ______________________________________________________________________________________________

Learning Objectives of Your Presentation:

What will your listeners be able to DO as the direct result of hearing YOUR presentation? Use active words like “Describe”, “List”, “Outline”, “Design”, “Install”, or “Replace”.

Keep each learning objective simple. Examples: “Participants will be able to draw a diagram showing the basic components of a reverse osmosis system.” “Participants will be able to define the terms nominal filter and absolute filter”.

After attending my presentation, the participants will be able to (list at least 3):

1. ______________________________________________________________________________________________
2. ______________________________________________________________________________________________
3. ______________________________________________________________________________________________
4. ______________________________________________________________________________________________
SECTION 3: SPEAKER QUALIFICATIONS

For this particular presentation I am qualified because: Check the most relevant.

☐ I have been in my current position at least three years and this current position is directly relevant to the presentation.

☐ I held a previous position for at least three years and that position was directly relevant to the presentation.

Position held: ________________________________________________
With: ___________________________________________ at: _____________
(company) (location)

☐ I have a relevant academic degree:

Degree: ______ in: ____________________________________________ From: _____________
(school)

Position held: ________________________________________________
(if this position is not your current position)
With: ___________________________________________ at: _____________
(company) (location)

☐ Other reasons I am qualified to give this presentation:
______________________________________________________________
________________________________________________________________
________________________________________________________________

SECTION 4: REFERENCES

Please provide references from two persons who can verify your qualifications to speak on this topic. References must be from persons who are at a higher level in your company or organization or from relevant persons outside your organization who are quite familiar with your work and qualifications.

Name: ______________________________________ E-mail: ____________________________
Organization: ______________________________ Relationship: ______________________
Address: __________________________________ Phone: ____________________________
                                                   __________________________ Fax: __________________________

Name: ______________________________________ E-mail: ____________________________
Organization: ______________________________ Relationship: ______________________
Address: __________________________________ Phone: ____________________________
                                                   __________________________ Fax: __________________________

SECTION 5: WQA SPEAKER GUIDELINES

All Speakers who make a living selling products or services (including consulting services) or who are employed by organizations which sell products or services are required to sign the WQA Speaker Guidelines and SEND THEM WITH THIS SPEAKER FORM. The Guidelines are a separate document which are available from your Program Sponsor or WQA. Government officials are exempt from this requirement.

I hereby affirm that the information given on this Speaker Form is accurate and correct.

____________________________________  _________________________________________
Print Name      Signature
Water Quality Association Speaker’s Guidelines

The guidelines listed below have been established to maintain the integrity of the educational experience and provide the best learning opportunities for those attending the educational sessions. An educational session or seminar is an opportunity to provide quality education and present technical information that is non-specific to a particular company or product. It is unacceptable to subject session attendees to commercial messages, and inappropriate for WQA to approve such messages for credit in the WQA professional certification program.

Speakers who sell products or services (including consulting services) are asked to sign these guidelines unless educational staff at the Water Quality Association have waived adherence to these guidelines for a specific and particular occasion. Failure to sign these guidelines can mean that the session will not be approved for WQA recertification credit. Failure to adhere to these guidelines may mean that the speaker will not be invited by WQA to present again. Government employees need not sign the guidelines.

1. Equipment model numbers and trademarks should be omitted from the body of the presentation.

2. No verbal or written promotion of speaker’s services or company’s products may be part of the presentation.

2. No products of any kind should be displayed for sale in the presentation room, nor should any sales or promotional literature for products or services be displayed in the room, unless such products or services are sold by, co-sponsored, endorsed, or approved by the Water Quality Association.

3. Diagrams, drawings, and pictures are preferred for use in educational sessions. If the speaker feels that it is not possible to make the educational presentation without actual products for demonstration, agreement that this is necessary must be obtained from WQA before the presentation.

4. No promotional mailing lists are to be developed by the speaker or speaker’s company from attendance at educational sessions. During the session attendees are not to be solicited for the purpose of selling services or products. As always, such contacts may be made after the session ends.

5. A speaker is not to imply that his/her opinions or statements represent the viewpoints of, or positions taken by, the Water Quality Association unless the speaker is an official representative or spokesperson for the Association.

I have read these Guidelines and agree to abide by them.

___________________________  ______________________________  __________________
Speaker Name (print)     Signature     Date