

**National Environmental Health Association (NEHA)**

**National Radon Proficiency Program (NRPP)**



**Handbook and Application Form for Continuing Education  
Category I Courses**

**April 2005**

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<b>1 NEHA NRPP CONTINUING EDUCATION POLICY FOR CATEGORY I COURSES .....</b>	<b>6</b>
1.1 NOTIFICATION .....	6
1.1.1 NOTIFICATION TO PROVIDERS.....	6
1.1.2 NOTIFICATION TO PARTICIPANTS.....	6
<b>1.2 APPLICATION PROCESS.....</b>	<b>6</b>
1.2.1 APPLICATION FEE.....	6
1.2.2 RECEIPT OF APPLICATION.....	6
1.2.3 TIME FRAME FOR REVIEW.....	6
1.2.4 COURSE CONTENT.....	6
1.2.5 ACCEPTABLE COURSES.....	7
1.2.6 UNACCEPTABLE COURSES.....	7
1.2.7 RE-EVALUATION OF COURSES.....	7
1.2.8 RETENTION OF COURSE MATERIALS.....	7
<b>1.3 LISTING/ADVERTISING APPROVED COURSES .....</b>	<b>8</b>
1.3.1 LISTING BY NEHA-NRPP OF APPROVED COURSES.....	8
1.3.2 ADVERTISING BY COURSE PROVIDERS OF APPROVED COURSES.....	8
<b>1.4 CONDUCTING APPROVED COURSES .....</b>	<b>8</b>
<b>1.5 AUDITS/FOLLOW UP OF COMPLAINTS RECEIVED BY NEHA-NRPP .....</b>	<b>8</b>
1.5.1 FOLLOW UP BY NEHA-NRPP OF COMPLAINTS RECEIVED.....	8
1.5.2 UNANNOUNCED COURSE AUDITS.....	9
<b>2 APPROVAL CRITERIA FOR CATEGORY I COURSE APPLICATIONS .....</b>	<b>9</b>
<b>2.1 COURSE INFORMATION.....</b>	<b>9</b>
2.1.1 COURSE TYPE.....	9
2.1.2 COURSE TITLE.....	9
2.1.3 DESCRIPTION OF COURSE.....	9
2.1.4 LENGTH OF COURSE IN HOURS.....	9
2.1.5 NUMBER OF CREDITS REQUESTED.....	10
2.1.6 NUMBER OF HOURS OF RADON-SPECIFIC MATERIAL.....	10
2.1.7 NUMBER OF HOURS OF RADON-RELATED MATERIAL.....	10
2.1.8 ANTICIPATED COURSE OFFERING LOCATIONS.....	10
2.1.9 INTENDED FREQUENCY OF COURSE OFFERING.....	10
2.1.10 COURSE FEE.....	10
2.1.11 NUMBER OF PREVIOUS OFFERINGS OF SAME COURSE AND WHERE.....	10
2.1.12 CURRENT APPROVALS BY STATES OR PROFESSIONAL ORGANIZATIONS.....	11
<b>2.2 COURSE PROVIDER INFORMATION .....</b>	<b>11</b>
2.2.1 NAME OF ORGANIZATION.....	11
2.2.2 MAILING ADDRESS, TELEPHONE, FAX.....	11
2.2.3 WEB SITE ADDRESS.....	11
2.2.4 CONTACT PERSON, PHONE AND E-MAIL.....	11
2.2.5 ALTERNATE CONTACT PERSON, PHONE AND E-MAIL.....	11
2.2.6 DESCRIPTION OF THE ORGANIZATION’S CE EXPERIENCE.....	12
2.2.7 DESCRIPTION OF ORGANIZATION’S RADON-SPECIFIC TRAINING EXPERIENCE.....	12
<b>2.3 COURSE DETAILS.....</b>	<b>12</b>
2.3.1 COURSE OBJECTIVES.....	12
2.3.2 COURSE OBJECTIVES’ RELATION TO ACTUAL FIELD WORK PERFORMED BY MEASUREMENT AND MITIGATION PROVIDERS.....	12
2.3.3 INSTRUCTIONAL METHODS.....	12
2.3.4 METHOD OF UPDATING NEW INFORMATION.....	12

2.3.5 ADDRESSING DIFFERENCES BETWEEN STATE/EPA POLICY OR VERY RECENT EPA OR NEHA PROTOCOL CHANGES .....	12
<b>2.4 DISTANCE LEARNING COURSES .....</b>	<b>12</b>
2.4.1 PERSONNEL AVAILABLE TO ANSWER STUDENT QUESTIONS .....	12
2.4.2 TELEPHONE NUMBER, E-MAIL ADDRESS AND HOURS AVAILABLE.....	13
2.4.3 METHOD OF SECOND-LEVEL TESTING.....	13
2.4.4 INTERNET ADDRESS .....	13
<b>2.5 INSTRUCTOR INFORMATION .....</b>	<b>13</b>
2.5.1 NAME OF PRIMARY INSTRUCTOR(S) .....	13
2.5.2 NEHA NRPP ID # .....	13
2.5.3 ADDRESS, PHONE, FAX, E-MAIL .....	13
2.5.4 PRIMARY INSTRUCTOR’S EXPERIENCE IN COURSE SUBJECT MATTER.....	13
2.5.5 PRIMARY INSTRUCTOR’S PRIOR TEACHING EXPERIENCE.....	13
2.5.6 ASSISTANT INSTRUCTORS .....	14
2.5.7 SIGNATURE.....	14
<b>2.6 DOCUMENTS TO SUBMIT.....</b>	<b>14</b>
2.6.1 COMPLETED APPLICATION.....	14
2.6.2 COURSE AGENDA/COURSE OUTLINE .....	14
2.6.3 INSTRUCTION MATERIALS .....	14
2.6.4 COURSE EVALUATION BY STUDENTS .....	14
2.6.5 EVALUATION OF STUDENT PROFICIENCY .....	15
2.6.6 CERTIFICATE OF COMPLETION .....	15
2.6.7 RESUME(S) FOR PRIMARY INSTRUCTOR(S).....	15
2.6.8 PAYMENT OF APPLICATION FEE .....	15
<b>3 NEHA-NRPP CONTINUING EDUCATION CATEGORY I APPLICATION .....</b>	<b>16</b>
<b>3.1 COURSE INFORMATION.....</b>	<b>16</b>
<b>3.2 COURSE PROVIDER INFORMATION .....</b>	<b>17</b>
<b>3.3 COURSE DETAILS .....</b>	<b>18</b>
<b>3.4 DISTANCE LEARNING COURSES.....</b>	<b>19</b>
<b>3.5 INSTRUCTOR INFORMATION .....</b>	<b>19</b>
<b>3.6 SIGNATURE .....</b>	<b>21</b>
<b>3.7 REQUIRED SUBMITTALS .....</b>	<b>21</b>

## ***Introduction***

The purpose of this manual is to provide a course provider and/or sponsor all of the information and forms necessary to submit a course to the NEHA NRPP for approval as a Continuing Education Category I Course. This manual contains the NEHA NRPP Continuing Education Category I Course Policy, the Evaluation Criteria for Category I Courses and an Application. Please use the checklist on page 14 to ensure that you have included all items necessary for your course to be fairly evaluated. Please submit this entire booklet, along with your supporting materials to:

*National Radon Proficiency Program  
Administrative Offices  
P.O. Box 2109  
Fletcher, NC 28732*

If you have questions regarding this document or any other aspect of the NEHA NRPP, please contact the Program via phone, (800) 269-4174, fax, (828) 890-4161 or e-mail at [angel@neha-nrpp.org](mailto:angel@neha-nrpp.org)

Thank you for your continued support of the NEHA National Radon Proficiency Program.

## Purpose

The National Environmental Health Association and its National Radon Proficiency Program believe that the continuing education and improvement of the skills of radon professionals is an essential element of portraying qualified radon professionals to the general public. This document provides the basis by which continuing education courses are to be structured and approved.

The requirements placed on individuals certified by the NEHA NRPP program are not detailed in this document, but rather may be found in NEHA NRPP Radon Certification Program Manual.

## ***1 NEHA NRPP Continuing Education Policy for Category I Courses***

### ***1.1 Notification***

#### ***1.1.1 Notification to Providers***

Course providers shall be notified in writing that interim approval for courses will expire on February 28, 2001. In order to have their courses appear on the new list of approved courses, they must submit an acceptable application and supporting materials at least four (4) weeks prior to 2/28/2001 (1.2.3 Time Frame for Review page 6).

#### ***1.1.2 Notification to Participants***

A notice will appear on the NEHA NRPP web site announcing the implementation of the CE review process. Participants will be notified that they may still take courses on the interim approved list before February 28, 2001. Any course taken after this date must appear on the list of newly approved courses.

### ***1.2 Application Process***

#### ***1.2.1 Application Fee***

Each course submitted will be assessed a processing fee of \$250 for up to an 8-hour course and \$350 for 9+ hour courses. Payment of the fee (based upon the initial number of credit hours requested) must be submitted with the application.

#### ***1.2.2 Receipt of Application***

Applications and supporting materials will be sent to the Administrative Offices of the NEHA NRPP (see address on page 5). The application and materials will be forwarded to the primary reviewer for evaluation.

#### ***1.1.2.3 Time Frame for Review***

#### ***2.1.2.4 Course Content***

Courses submitted for review will be evaluated in the order in which they are received. A minimum of four (4) weeks should be allowed for the entire review process.

The courses submitted to NEHA NRPP for Continuing Education Category I Course approval are to be technical in nature and within the criteria of sections 2.1.6 and 2.1.7. “Technical in nature” means that the main focus of the course is to reinforce or advance the skills in the health risks of radon, measurement of radon or the mitigation of radon.

Courses that are also being submitted for the award of continuing education credits by other entities, such as state certification programs, that have protocols or practices different from NEHA NRPP should include the distinct aspects of that agency as a supplement or special section to the course. This will allow NEHA NRPP to identify the portion of the program for which it is being asked to award continuing education credits and to allow the student to clearly distinguish NEHA requirements from state specific requirements.

#### *1.2.5 Acceptable Courses*

If the course is deemed acceptable, the primary reviewer will recommend the course be granted NEHA NRPP approval and assign a Course ID #. If the secondary reviewer agrees that the course is acceptable, a Certificate of Approval will be mailed to the course provider. The certificate will include the NEHA NRPP Course ID #. A copy of the certificate shall be provided in the course materials to each student completing the course. This will eliminate confusion as to whether or not the course has been approved by NEHA NRPP.

#### *1.2.6 Unacceptable Courses*

If the course and/or application are found unacceptable, the primary reviewer will detail all of the deficiencies in a letter to a second-level reviewer selected by NEHA NRPP based upon his/her knowledge of the subject matter. The letter will be sufficiently detailed to allow the second-level reviewer to be able to find the errors/deficiencies in an expeditious manner. If the second-level reviewer concurs with the findings, a letter (drafted by the primary reviewer and sent to the second-level reviewer via e-mail) will be sent to the course provider asking them to correct the deficiencies before re-submission. Only those portions of the course outlined in the letter should be re-submitted for review. An additional evaluation fee *will not* be charged unless the course content changes significantly.

#### *1.2.7 Re-evaluation of Courses*

Courses will be granted approval for a two-year term. At the end of the two-year period, the course must be re-submitted to NEHA NRPP for approval. NEHA NRPP will periodically disseminate program and protocol updates to be incorporated into the courses. Courses not reflecting these updates during the re-evaluation process will be denied approval. Courses will automatically be removed from the list of approved courses when their approval expires.

### 1.2.8 Retention of Course Materials

Course materials submitted by course providers to the NEHA NRPP will not be returned after evaluation. They will be retained by NEHA NRPP and may be used in the event of a course audit see section

## **1.3 Listing/Advertising Approved Courses**

### 1.3.1 Listing by NEHA of Approved Courses

Courses that have been granted approval shall appear on the list of approved Category I Courses maintained on the NEHA NRPP web site ([www.neha-nrpp.org](http://www.neha-nrpp.org)). The information provided for each course shall include course ID #, provider name, course title, primary instructor, contact information (contact person, telephone number, fax number, address, and e-mail address), number of credit hours, and course approval expiration date. If the provider chooses, there will also be link to their web site. In addition, there will be two links below each course listing. One will be to *read* comments made by students and/or the reviewer, the other to *add* comments for courses that a participant has attended. NEHA NRPP staff will review comments prior to posting on the web site to ensure appropriateness.

### 1.3.2 Advertising by Course Providers of Approved Courses

Course providers shall not advertise a course as having been approved before approval is granted. If a course provider falsely advertises the course as being NEHA NRPP approved, the course evaluation will be delayed. It is, however, acceptable that a course provider advertises the course as having been submitted to NEHA NRPP for approval, but they do so at their own risk if the course is not approved prior to its delivery. If course approval has not been obtained prior to the proposed course delivery date, full disclosure is to be made to students that the course has not been approved by NEHA NRPP and that they may not be eligible for continuing education credits from NEHA NRPP.

## **1.4 Conducting Approved Courses**

An approved course may be sponsored by an entity other than the one that applied for course approval. However, an instructor listed on the original application must teach the course. If an instructor not listed on the original application wishes to conduct the course, their resume must be submitted to NEHA NRPP prior to the course offering. It is the responsibility of the provider submitting the application to ensure that the instructor has updated materials and follows the agenda, course outline, etc. approved by NEHA NRPP.

## **1.5 Audits/Follow up of Complaints Received by NEHA NRPP**

### 1.5.1 Follow up by NEHA NRPP of Complaints Received

The NEHA NRPP will follow up on all complaints received in writing regarding a specific course provider, course or instructor. The method of follow up will be determined by the exact nature of the complaint. If a complaint is found to be justified, the course provider and/or instructor will be notified of the findings and given a deadline for correcting deficiencies. Within the specified timeframe, the course provider or instructor must provide written documentation of the actions taken to correct the problem. If the problem is

not corrected within the specified timeframe, the NEHA NRPP course approval will be revoked. If the problem lies with the instructor, he/she will not be allowed to conduct any further courses for which NEHA NRPP course approval has been granted.

### *1.5.2 Unannounced Course Audits*

An unannounced course audit may occur for one of two reasons, either for cause when a complaint is received or to simply ensure procedures are being followed. During the review process, the reviewer will note any areas that may warrant an audit in the future. For example, if a course provider revises the Course Agenda to include more hours, an audit may be useful in determining whether or not the class actually follows the new agenda. A NEHA NRPP member will perform course audits. The NEHA NRPP member will be provided a report to complete, rating different aspects of the course and the instructor(s). The auditor will also be given a copy of the course materials submitted with the application to review prior to the audit. The NEHA NRPP member is not to be charged tuition for course attendance and is to receive an equal number of continuing education credits earned by any other student in the subject course. If the instructor/course provider fails the audit, they will be notified of the findings and given a deadline for correcting the deficiencies. Within the specified timeframe, the course provider or instructor must provide written documentation of the actions taken to correct the problem.

## ***2 Approval Criteria for Category I Course Applications***

Following is a list of criteria by which the submitted application will be evaluated. The applicable line number of the application form in Section 3 is referenced in parenthesis.

### ***2.1 Course Information***

#### *2.1.1 Course Type*

*(Line 1)* If this is not completed, the reviewer will use his/her judgment to determine the course type. It will be noted on the Evaluation Form that the applicant did not complete the course type. Failure to complete this information does not warrant contacting the applicant or disapproval of the course.

#### *2.1.2 Course Title*

*(Line 2)* This is required information and will be the title used (subject to reviewer discretion) on the list of approved courses.

#### *2.1.3 Description of Course*

*(Line 3)* This is required information. The description should be thorough enough to give the reviewer and students a clear understanding of the course content. This description should be limited to 50 words or less and will be the description (subject to reviewer suggestions) that will be posted on the NEHA NRPP web site.

*2.1.4 Length of Course in hours (Line 4)* The reviewer will do an independent calculation of the length of the course based on the Agenda submitted. This calculation will allow breaks for courses in excess of 4 hours at a rate of 15 minutes per four-hour period, but will not include lunch or dinner breaks. Time expended for completing self-study, homework assignments or review of course exams may be included in the estimation of course hours. If the reviewer's calculated course length does not match the applicant's, the reviewer will cross out the number provided, write in the actual course length determined, and initial the change. If the applicant specifies no length, the reviewer will simply write in the actual course length and initial. Failure to complete this information does not warrant contacting the applicant or rejecting the application.

*2.1.5 Number of Credits Requested*

*(Line 5)* In rare instances, the actual credits awarded may differ from those requested. This typically occurs with correspondence courses, where there is no fixed agenda. In classroom-based courses, the length of the course is the same as the number of credits awarded.

*2.1.6 Number of Hours of Radon-Specific Material*

*(Line 6)* This is required information. The number of hours of radon-specific material must comprise at least 50% of the course material.

*2.1.7 Number of Hours of Radon-Related Material*

*(Line 7)* This must be completed. The number of hours of radon-specific and radon-related material combined must comprise at least 90% of the course material.

*2.1.8 Anticipated Course Offering Locations*

*(Line 8)* This is not required information. This is often determined based on need and may be difficult to pre-determine.

*2.1.9 Intended Frequency of Course Offering*

*(Line 9)* This should be completed, although as with locations, it is based on need and difficult to anticipate. Failure to complete this will not result in contacting the applicant or disapproval of the application.

*2.1.10 Course Fee*

*(Line 10)* Providing this information is optional. Some providers are reluctant to provide this information for competitive reasons, while others may choose to disclose the course fee because their fees are very reasonable.

*2.1.11 Number of Previous Offerings of Same Course and Where (Line 11)* This is required information, although any answer is acceptable.

*2.1.12 Current Approvals by States or Professional Organizations*

*(Line 12)* If this is not completed, it will be assumed by the reviewer that the course has not been approved by any other entity. No contact with the applicant will be made for verification. If the applicant indicates that the course has been approved and proof is not included, the applicant will be contacted and asked to provide documentation. If proof is not provided, the reviewer will note such on the Evaluation Form.

**2.2 Course Provider Information**

*2.2.1 Name of Organization*

*(Line 13)* This must be completed. The name of the organization should be documented exactly as the provider wishes it to appear on the approved list.

*2.2.2 Mailing Address, Telephone, Fax*

*(Lines 14 & 15)* This information must be completed. If this information is not provided, the primary reviewer will contact applicant via e-mail for the information if the e-mail address is provided. If not, the application will be returned to the return address on the application package submission.

*2.2.3 E-mail Address*

*(Line 16)* This information must be provided. In the interest of cost-effectiveness, this will be the primary means of contact with the course provider. This will also be used to notify providers of changes to the CE component of the NEHA NRPP.

*2.2.3 Web Site Address*

*(Line 17)* Publication of this address and linking to it from the NEHA NRPP site is a marketing benefit to the provider. Failure to complete this information will carry no penalty in the review process.

*2.2.4 Contact Person, Phone and E-mail*

*2.2.5 Alternate Contact Person, Phone and E-mail*

*2.2.6 Description of the Organization's CE Experience*

*(Line 18)* These must be completed. This should be the person that students contact to register for the course as well the individual responsible for corresponding with the NEHA NRPP.

(Line 19) An alternate contact person should also be included on the application in case the primary contact person is unavailable.

(Line 20) The organization must have some experience in conducting CE programs, although no minimum amount of experience has been established. To do so would unfairly limit the participants' CE options and stifle competition in the training community.

#### 2.2.7 Description of Organization's Radon-Specific Training Experience

(Line 21) The organization shall be required to have had experience in actively participating in the delivery of at least one prior radon-training program.

### **2.3 Course Details**

#### 2.3.1 Course Objectives

(Line 22) The objectives must be relevant to the needs in the current radon industry. The objectives must not be in direct contradiction to any NEHA NRPP or EPA objectives, policies, or protocols.

#### 2.3.2 Course Objectives' Relation to Actual Field Work Performed by Measurement and Mitigation Providers

(Line 23) The objectives must be relevant to actual fieldwork or administration of a radon business.

#### 2.3.3 Instructional Methods

(Line 24) The total number of hours listed must be equal to the length of the course indicated on the application.

2.3.4 Method of Updating New Information (Line 25) The method described must be practical and expeditious.

#### 2.3.5 Addressing Differences between state/EPA policy or very recent EPA or NEHA NRPP protocol changes

(Line 26) There must be a practical method in place for addressing these differences. Ideally, when differences between state and EPA policies occur, the student should be encouraged to adhere to the most stringent protocols/policies.

### **2.4 Distance Learning Courses**

#### 2.4.1 Personnel Available to Answer Student Questions

(Line 27) There must be a qualified individual available to assist student should they have questions regarding the course.

#### 2.4.2 Telephone number, E-mail Address and Hours Available

(Lines 28 & 29) All are required fields and must be contained in the course materials sent to students as well as on the application.

#### 2.4.3 Method of Second-Level Testing

(Line 30) All distance learning courses shall provide a method of testing students who have successfully passed the student evaluation provided with the course materials. This will ensure that they did comprehend the material presented and didn't simply take an "open book test". The second-level test can contain as few as three questions and must be performed in a secure manner (i.e., by telephone or a secure web site address provided upon successful completion of the initial evaluation).

#### 2.4.4 Internet Address

(Line 31) This is required information for internet-based courses. The course provider is to provide an address for a development web site, where the reviewer can access the course in the same format, as the student would have provided to them.

### **2.5 Instructor Information**

#### 2.5.1 Name of Primary Instructor(s)

(Lines 32a, 33a, and 34a) Must be completed and a copy of his/her resume must accompany the application. More than one primary instructor may be designated, provided each has sufficient individual qualifications to deliver the course.

#### 2.5.2 NEHA NRPP ID #

(Lines 32b, 33b, and 34b) This information must be provided. Primary instructors are required to be NEHA NRPP certified in the area that the course subject(s) address.

2.5.3 Address, Phone, Fax, E-mail (Lines 32c-e, 33c-e, and 34c-e) All contact information must be completed.

#### 2.5.4 Primary Instructor's Experience in Course Subject Matter

(Lines 32f, 33f, and 34f) The instructor must have a minimum of three (3) years experience in the course subject matter.

2.5.5 Primary Instructor's Prior Teaching Experience (Lines 32g, 33g, and 34g) Primary instructor must have participated in the delivery of at least three

(3) courses prior to the one for which the application has been submitted.

### 2.5.6 Assistant Instructors

Assistant instructors may be utilized in the delivery of the course. It is the responsibility of the primary instructor to ensure the quality of secondary instructors. Assistant instructors are not required to be listed on the application form submitted to the NEHA NRPP.

### 2.5.7 Signature

(Line 35) No application will be accepted without the signature of a responsible party asserting that no copyright laws have been violated in the development of the course. The signature also releases NEHA NRPP from any responsibility for any deficiencies in the actual delivery of the course.

## **2.6 Documents to Submit**

### 2.6.1 Completed Application

(Line 36) The application must be legible. If the application is illegible, the primary reviewer will contact the applicant to request the application be re-submitted. All required fields must be completed. The reviewer will contact the applicant via e-mail for minor, missing information (e.g., credits requested, mailing address, alternate contact person, etc.) If more than three (3) required fields are incomplete, the application will be returned to the applicant for completion.

### 2.6.2 Course Agenda/Course Outline

(Lines 37 & 38) The Course Agenda must include titles of sessions and indicate the amount of time allowed for each activity, breaks, etc. The Course Outline should provide a detailed outline of the course including main topics and information to be provided within each topic discussion. If sufficiently detailed, one document can serve both purposes.

### 2.6.3 Instruction Materials

(Line 39) Copies of all notes, manuals, protocols, etc. provided to students must be included in the application package. Slide notes or other visuals without accompanying text are acceptable only in classroom-based course. Distance learning courses must provide complete text. Distance learning courses must be submitted for review in the same manner they would be mailed or otherwise made available to the student. The reviewer must be able to open the package and find all instructions and materials necessary to complete the course and obtain credit. These courses will be reviewed not only for content, but also to ensure that instructions to participants are sufficiently clear to allow completion of the course. Please note that these materials WILL NOT be returned.

#### 2.6.4 Course Evaluation by Students

(Line 40) An evaluation of the course, completed by the students, is a necessary element of every course and must be provided for review. Furthermore, the mechanism for advising the student of NEHA NRPP's web site or e-mail for them to forward course comments to NEHA NRPP is to be provided. Details of how complaints will be handled must also be included.

#### 2.6.5 Evaluation of Student Proficiency

(Line 41) A copy of the test or evaluation method with answer key must be included. A minimum of 70% must be required in order to award the student credit for the course. Please indicate the passing score on the answer key. A minimum number of questions are required dependant upon the length of the course. The guidelines are as follows:

<b>Credit Hours</b>	<b>Number of Questions</b>
1-3	10
4-7	15
8-11	20
12-15	25
16-19	30
20-24	35

If the application is for a distance-based course, the second level testing questions are also to be included with the submittal. See section 2.4.3.

#### 2.6.6 Certificate of Completion

(Line 42) The certificate provided to students upon successful completion of the course must be sufficiently unique as to not be easily duplicated (i.e., corporate seal, logo, etc.). The certificate must include the Course ID # assigned by the NEHA NRPP. The course certificate is to be signed, at a minimum, by the primary instructor when provided to students successfully completing the course. It is the responsibility of the primary instructor to ensure that the requirements of the course, as approved by NEHA NRPP, are met when students are awarded continuing education credits.

#### 2.6.7 Resume(s) for Primary Instructor(s)

(Line 43) Please submit an updated resume for each primary instructor listed on the application. The resume must detail relevant experience in the subject matter and instruction.

#### 2.6.8 Payment of Application Fee

(Line 44) The application fee must be included with the application in the form of check or money order.

## ***NEHA NRPP Continuing Education Category I Application***

*Please provide all information requested.  
A separate application must be submitted for each course.  
This application may be used for approval of an on-going course or for a one-time offering.*

### **Date of Application:**

#### **3.1 Course Information**

1 Course Type:

Measurement Course \_\_\_ Mitigation Course Both

2 Course Title: \_\_\_\_\_

3 Description of course:

\_\_\_\_\_ 4

5

6

7

8

B..

C..

9 At what frequency to you intend to offer this course? 10 Course fee:

11 How many times has this course been offered previously? Where? (Major city vicinity and state)

12 Is this course currently approved by any states or professional organizations for continuing education

credits? Yes No If yes, please attach a copy of approval statement/certificate and provide the following:

Approval Entity	Credit Hours Awarded

**3.2 Course Provider Information**

13 Name of Organization:

14 Mailing Address:

15 Telephone: Fax:

16 E-Mail Address:

17 Web site Address:

Do you wish to have the NEHA NRPP web site link to your web site? Yes No

18 Contact Person:

Phone and E-Mail if different than above:

19 Alternate Contact Person: \_\_\_\_\_

Phone and E-Mail if different than above: \_\_\_\_\_ 20

Briefly describe the organization's experience in conducting education programs:

21 Briefly describe the organization's experience in conducting radon-specific training programs:

**3.3 Course Details**

22 Please list the course objectives:

23 How do these objectives relate to work being done in the field as a Residential Measurement Service Provider and/or Residential Mitigation Service Provider?

24 Please indicate all instructional methods that apply to this course:

Classroom discussion: _____	Number of Hours:
Field work: _____	Number of Hours:
Hands-on demonstration: _____	Number of Hours:
Correspondence course: _____	Number of Hours:

25 How will you update information in the course, as new information becomes available?

26 How do you plan to address issues when a difference exists between state policy and NEHA NRPP or EPA policy or when technical information is too recent to be a part of current NEHA NRPP or EPA documentation (e.g. protocols)?:

### ***3.4 Distance Learning Courses***

27 Person available to answer student questions: \_\_\_\_\_ 28 Phone  
Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_ 29 Days/Hours  
available: \_\_\_\_\_ 30 Briefly describe your  
method of second-level testing:

31 Internet Address (for Internet-based courses only):

### ***3.5 Instructor Information***

32a Name of Primary Instructor

32b NEHA NRPP ID Number:

32c Address:

32d Phone: Fax:

32e Email Address:

32f Description of Primary Instructor's experience in the subject matter of the course:

32g Description of Primary Instructor's prior teaching experience:

33a Name of Primary Instructor 33b NEHA NRPP ID Number:

33c Address:

33d Phone: Fax:

33e Email Address:

33f Description of Primary Instructor's experience in the subject matter of the course:

33g Description of Primary Instructor's prior teaching experience:

34a Name of Primary Instructor 34b NEHA NRPP ID Number:

34c Address:

34d Phone: Fax:

34e Email Address:

34f. Description of Primary Instructor's experience in the subject matter of the course:

34g Description of Primary Instructor's prior teaching experience:

### ***3.6 Signature***

By signing this application, I hereby certify that no copyright laws have been violated in the development of this course. Furthermore, I hold NEHA harmless for any deficiencies in the actual delivery of this course.

35 \_\_\_\_\_

Name Title /Signature Date

### ***3.7 Required Submittals***

Please indicate that you have enclosed the required document. Incomplete application packets will be returned and will not be processed.

36 \_\_\_\_\_ Completed Application

37 \_\_\_\_\_ Course Agenda

38 \_\_\_\_\_ Course Outline

39 \_\_\_\_\_ Instruction Materials

40 \_\_\_\_\_ Course Evaluation by Students (include second level testing method described on line 30, if this is a distance based course.

41 \_\_\_\_\_ Evaluation of Student Proficiency

42 \_\_\_\_\_ Certificate of Completion

43 \_\_\_\_\_ Resume(s) for Primary Instructor(s)

44 \_\_\_\_\_ Payment of Application Fee

Fee \$ \_\_\_\_\_ (\$250 up to 8 hour course/\$350 9+ hours)