

June 13, 2019

Steven Massa  
WEF  
601 Wythe Street  
Alexandria, VA 22314



OESAC CEU Committee  
P.O. Box 577  
Canby, OR 97013-0577

(503)698-6486 phone  
[info@oesac.org](mailto:info@oesac.org)  
[www.oesac.org](http://www.oesac.org)

**RE: CEU APPROVAL**

Steven Massa:

On behalf of the Oregon Environmental Services Advisory Council (OESAC), approval is granted for the course(s) as listed below:

**Course Title:** WASTEWATER TREATMENT FUNDAMENTALS I: LIQUID TREATMENT

**Assigned OESAC ID** 3948

**Maximum Approved CEUs by Type**

Drinking Water: 0.8  
Waste Water: 6  
Onsite Install: 0  
Onsite O M: 0  
General / Total: 6

As part of receiving OESAC approval, all course sponsors are required to provide participants who attend their course with a certificate or letter of completion that includes all of the below seven (7) items:

- 1)The exact OESAC approved course title
- 2)The assigned OESAC ID number
- 3)The exact number of CEUs earned by each participant for each type of CEU:  
(Drinking Water, Wastewater, and/or Onsite - for example:  
.4 DWP, .5 WW, .3 Onsite Install/Onsite O M)
- 4)The participant's printed name
- 5)Sponsor's logo (organization, or trainer)
- 6)Course completion date
- 7)Printed name and signature of the course sponsor/trainer (signature can be electronic)

A sample CEU certificate is included on the last page of this approval letter.

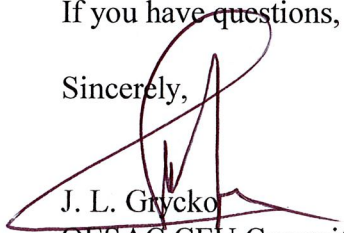
As the contact for the CEU offering, you are responsible for maintaining CEU records for participants and submitting a complete Roster Report Form to both DEQ and OHA. This form is a fill-able template that can be accessed from the OESAC website at [www.oesac.com](http://www.oesac.com), under the menu heading: "CEU Process." Roster Report Form Instructions are also available at this menu heading.

OESAC approves courses for three years from the date of course approval. During this period no re-evaluation is needed for repeat offerings where there is no significant change from the information contained in the initial application. Approved CEU's are posted at [www.oesac.com](http://www.oesac.com) and there are three ways to locate a course listing on the website: OESAC course ID, course title, or course sponsor name.


If you disagree with this determination, you may appeal it. The process for appealing an OESAC decision can be located at [www.oesac.com](http://www.oesac.com) under the heading "Appeal Process."

If you have questions, please contact Judy Grycko at 503-698-6486 or email at [info@oesac.org](mailto:info@oesac.org).

Sincerely,



J. L. Grycko  
OESAC CEU Committee



**CERTIFICATE OF COMPLETION**

*Presented to*

<<NAME>>

*For:* << approved course title >>

*OESAC # XXXX*

_____ <i>WWCEU's</i>	<i>date &lt;&lt;date&gt;&gt;</i>
_____ <i>Water CEU's</i>	<i>date &lt;&lt;date&gt;&gt;</i>
_____ <i>Onsite Installer CEU's</i>	<i>date &lt;&lt;date&gt;&gt;</i>
_____ <i>Onsite O and M CEU's</i>	<i>date &lt;&lt;date&gt;&gt;</i>

*Presented By:* signature  
*Typed name here*

*Sponsor:* signature  
*Typed name here*



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RE: OESAC 3948 - Wastewater Treatment Fundamentals I: liquid Treatment

Mr. Massa:

As you can see from the enclosed "Final Approval" letter, wastewater approved the above course for the requested 6 CEUs.

Additionally, water approved the following section for .8 CEUs:

Chapter 10 - Disinfection

If you disagree with the decision of the committee you have the right to appeal that decision. The Appeal Process can be found on our website at [www.oesac.org](http://www.oesac.org) under "Appeal Process".

If you have questions please let me know.

Sincerely

  
J. L. Grycko  
OESAC/CEU Committee

cc Dottie Reynolds