



NEHA-NRPP Continuing Education Category II Application Course Provider or Participant

Biennial Renewal Requirements

Residential service providers are required to submit documentation showing completion of continuing education.

Measurement or mitigation providers are required to complete 16 hours of continuing education. At least half of these hours must come from completion of approved courses (Category I), which may be viewed on the NEHA NRPP website at www.neha.org. The other half can come from a variety of approved activities (Category II). Category II activities are informal radon-related activities that enrich the technical proficiency of participants. Activities eligible for Category II credit include: conference/symposium attendance, presentation of a technical paper, publication of a technical article, public outreach presentations, instruction, technical service, and attendance at association meetings.

Category II activities are those that enrich the technical proficiency of participants but do not meet the more stringent criteria of Category I formal course work. There are seven areas from which Category II credit may be derived.

1. *Conference/Symposium Attendance:* Category II credit is awarded for attendance at radon – specific and radon-related conferences and symposia. One hour of Category II credit is given for every two hours of documented attendance at radon sessions of an approved conference or symposium. Conference providers as well as attendees may submit materials for approval.
2. *Presentation of Technical Paper:* Technical papers, specific or related to radon science, or measurement or mitigation technology, that have been presented formally or as a poster session at an approved symposium/conference may be awarded up to four hours of continuing education per paper. Credit is given for the first presentation of the paper only. Papers must be research-oriented and provide new information about radon.
3. *Published Article:* One hour of Category II credit may be awarded for each published 8 ½ X 11 page of a radon-specific or radon-related article in a technical publication, up to a maximum of four hours of continuing education per article. Credit is given for the first publication of the article only. Articles must be research-oriented and provide new information about radon.
4. *Public Outreach:* One hour of Category II credit may be awarded for each radon-related presentation given to the general public or group of people with some interest in the radon issue, such as realtors, bankers, homeowners, etc. A maximum of four hours of continuing education per two-year period may be earned through public outreach presentations.
5. *Instruction:* Individuals providing instruction in radon science, measurement, and/or mitigation courses may be awarded Category II credit for this teaching activity. Credit may be awarded at a rate of two hours of continuing education for each one-hour of instruction. You may only apply for credit once for each individual course-type taught.
6. *Technical Service:* One hour of Category II credit may be awarded for each hour of technical service provided to a radon-related professional or trade association. Examples of such services would include technical committee member/chair or chair of a technical session at

7. an association conference. A maximum of eight hours of continuing education per two-year period may be earned in this manner.
8. *Association Meetings*: One hour of Category II credit may be earned through attendance at local and/or regional meetings of radon-related professional or trade associations. One hour of credit can be awarded per meeting. A maximum of four hours of continuing education per two-year period may be earned in this manner.

Application Process

To receive continuing education credit for an activity, the participant - or provider in the case of a conference or symposium - must complete the appropriate Category II Activity Application and receive approval from NEHA NRPP.

The information collected is used to evaluate whether the applicant will be granted continuing education hours for completion of a particular activity. It is important to note the maximum number of hours granted per activity.

In order to apply for Category II approval, please complete the appropriate application(s) and provide all attachments as requested. Incomplete packages are automatically denied credit.

Completed applications should be sent to:

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

Applications must be received at least three weeks prior to the renewal deadline for certification, to allow for review and notification of approval or disapproval. Only activities completed during the two-year period of a certification will be eligible for continuing education credit. Once an application has been evaluated, you will be informed by mail whether you will receive credit for completion of the activity. If an application is not approved, NEHA NRPP will indicate the main reasons for denial. Please note that you will not be given an extension to your listing in order to complete CE.

EVALUATION OF ACTIVITIES

Evaluation Criteria

Approval for Category II activities may be requested by the activity sponsor (in the case of a conference or symposium) or by the activity participant. However, *those attending an approved activity must still submit the appropriate application and documentation of attendance*. The activity will be evaluated according to the following criteria:

- A. Duplication: Both the maximum number of hours that will be granted for each instance of participation and the maximum number of times a participation will be awarded continuing education hours for repeating a particular activity are given on each activity's application.
- B. Approval Criteria: Each activity has its own approval criteria. In most cases, it includes documentation of the nature of the activity and of your participation. The approval criteria are provided in full on each activity's application.

Notification of approval or disapproval will be made by mail. If an application is not approved, a letter will be sent outlining the main reasons for disapproval

Other Requirements

Those completing Category II activities for continuing education credit should be aware of and adhere to the following policies:

1. No credit will be given for participation in activities completed before the continuing education program implementation date. Once the CE program is implemented, credit can be requested before or after the activity has taken place, provided all required supporting documentation can be obtained.
2. No activity may be advertised as approved before approval is granted.

Category II Activity Applications

In order to apply for Category II credit, please complete the application(s) appropriate to the activity you have completed or will complete. Please fill in the requested information in the shaded areas of each section as completely and as accurately as possible. Provide all attachments as requested on the application(s). *Be certain to provide ALL required information and documentation as incomplete packages are automatically denied credit. This form may be used to apply for approval of only one instance of participation in a particular activity. To apply for approval of additional instances of participation, where permitted, please use a second copy of the application.*

One application is included for each type of activity:

1. Conference/Symposium Attendance
2. Presentation of Technical Paper
3. Published Article
4. Public Outreach
5. Instruction
6. Technical Service
7. Association Meetings