

Georgia Department of Public Health Environmental Health Section

Instructions for Training Course Coordinators

1. Use only the attached forms to report attendance at training seminars. These forms must be returned to **Mr. Virgil Fancher** (2 Peachtree St. NW, Environmental Health, 13th Floor. Atlanta, GA 30303). Forms other than these will not be accepted for continuing education hours.
2. Use each of the forms individually to enter information about attendees requesting continuing education hours for more than one discipline. If an attendee is requesting hours for both the Septic Tank Contractors and the Pumpers certification they must enter their information on each of the respective forms.
3. Forms are to be completed as attendees enter the training site not during or following the training.
4. Attendees must enter the **last four digits** of their social security number and their certificate number in the appropriate spaces on the registration form. Forms with this information missing will be returned to the training coordinator for completion.