**Responsibilities of the Continuing Education Committee**

FL AWRA provides continuing education hours (CEHs) to Florida Professional Engineers and Florida Professional Geologists – for the “Area of Practice” category (not Laws and Rules or Ethics). For those professionals who attend a FL AWRA technical meeting and provide their professional registration number (P.E. # or P.G. #) and certify their attendance of the meeting by signing the sign-in sheet provided at the meeting location. FL AWRA’s CEH committee chair may, on a case-by-case basis, occasionally issue CEH certificates for other professionals (such as lawyers, planners, etc.) as long as the certifying organization does not require undue efforts to demonstrate the technical meeting content meets their requirements.

1. Meetings
	1. Prior to meeting evaluate the meeting agenda to determine the appropriate CEHs to be awarded coordinate with the Outreach Committee to develop the meeting sign-in sheet based on registered attendees.
	2. During the meeting make several announcements to make sure that all attendees who are seeking CEHs have singed the sing-in sheet.
	3. After the meeting issue CEH certificates within 1-month.
2. Certification Renewal
	1. Renewal is automatic every other year, however the committee chair should email the Florida Board of Professional Engineers annually to confirm provider certification is in good standing.