



Massachusetts Department of Environmental Protection
Bureau of Air and Waste – Toxics Use Reduction Program
Toxics Use Reduction Planner
Continuing Education Credit Pre-Approval Form

Transmittal Number _____

Any applicant may receive prior written continuing education credit from MassDEP for any course, seminar, etc. by completing this form and submitting it (email is preferred) to the email address shown on the form.

1. Applicant Information

Instructions:

This form should be completed by any applicant seeking prior approval of continuing education credit for any activity the applicant has taken, or plans to take (i.e., prior to submitting a completed TUR Planner Recertification Application).

A separate form and supporting documentation should be submitted for each activity. Once the form and supporting documentation are received, MassDEP will make a credit determination and will notify the applicant.

Last Name	First Name	Middle Initial
Street Address or Box Number		
City	State	Zip Code
Home Telephone Number	Work Telephone Number	Fax

2. Documentation

For a course, seminar, etc. already attended or planned, for which a credit determination is requested, please attach documentation to this form that will provide MassDEP with a description of the activity, verification of attendance (for activity already attended), and the hours the applicant spent or plans to spend in attendance at the activity. In addition, please provide the following information:

Activity Name and Sponsor	Hours in Attendance (or planned)
Date(s) of Activity	Credits Requested
Category (see instructions):	<input type="checkbox"/> TUR activities <input type="checkbox"/> Laws and regulations (4 credit limit) <input type="checkbox"/> Professional activities (8 credit limit) <input type="checkbox"/> Environmental Management Systems <input type="checkbox"/> Resource Conservation Planning

Description

3. Final Approval for Planned Activities

Any credit determination made by MassDEP in response to this form for activities NOT YET ATTENDED BY THE APPLICANT are subject to verification of hours in attendance, which must be provided either prior to, or with, the applicant's Toxics Use Reduction Planner Recertification Application.

MassDEP USE ONLY - PREAPPROVAL/CREDIT DETERMINATION

The continuing education activity described in Section 2 of this form has been:

- ☐ APPROVED for _____ credits toward Planner Recertification.
☐ DISAPPROVED for Recertification credit.

Comments, Date, Signature:

Send form to:
**Department of
Environmental
Protection, Toxics Use
Reduction Planner
Certification Program,
100 Cambridge St,
Suite 900, Boston, MA
02114**

Email:
leoni.desai@mass.gov