

- Include email & cell phone of all speakers (and preferred contact person, if that isn't the speaker)
- If possible, include an alternate speaker and their bio when applying for credits. This provides flexibility in scheduling.
- If possible, include credentials after their name (e.g., PG, LSRP, Esq., etc.) – in the 2020 program book, we are going to make sure to include.
- Tina L. is drafting a template email for requesting information from speakers. This will include a request for:
 - Contact information (as described above),
 - Name of the Course
 - Description of the Course (approximately 1 paragraph)
 - Type and number of hours of credits applicable credits (Regulatory credits, Technical Credits, and/or Ethics Credits)
 - A Justification as to how the course is relevant to regulation of site remediation, scientific and technical principles of site remediation, and/or ethical obligations of licensed site remediation professionals in New Jersey.
 - Timed Agenda (including breaks, if any) (must show how long each topic will be covered)
 - Resumes for all speakers and alternate speakers
- Note: David H. mentioned where it makes sense, apply for 2 separate 1 hour classes back to back, so the courses can be offered at other times / venues in the future (i.e., “modular” approach to courses to provide flexibility for hosting and venues).
- NJSRC Committee needs approximately 12 classes (~30 CECs) to offer at the Feb 2020 NJSRC.

Meeting Minutes

- CE Committee meeting minutes to be developed for posting to the LSRPA website – CE Committee tab: <https://njlsrpa.memberclicks.net/continuing-education>.

Future Seminars/Courses

- See LSRPA CE Course Listing 2019-2020

Meeting Concluded at 6 PM