



720 South Colorado Blvd.
Suite 1000-N
Denver, Colorado 80246-1926
Phone (303) 756-9090
Fax (303) 691-9490
www.neha.org

September 28, 2016

Erin Cavin
PO Box 30992
Las Vegas, NV 89173

RE: Pre-Approved Continuing Education Credit with NEHA

Dear Erin Cavin,

Thank you for submitting your program for pre-approved continuing education credit with the National Environmental Health Association (NEHA). I am pleased to inform you that this program has been approved for **16.5** contact hours of continuing education credit with NEHA. Feel free to advertise this fact in your conference flyer or other promotional materials.

Course Title: FDA Pacific Regional Retail Food Seminar
Date: September 20-22, 2016 Location: Reno, NV
Expiration: September 22, 2017

All approved courses will have an expiration date one year from the first date the course is offered. Approved courses are good through their expiration date, unless a change of curriculum occurs prior. Should there be a change in curriculum prior to the course expiration date you must submit a new Pre-Approval application with fees to NEHA for review and a new expiration date will be assigned.

I have enclosed our Continuing Education (CE) Attendance Form, which may be reproduced and used by your participants. We suggest providing this form to each participant at the beginning of the conference/course. The form serves as proof of attendance and should be retained by the individual for his/her records. In addition, the sponsoring agency must verify the person's attendance by signing each form. For individuals to receive Continuing Education credit with NEHA they can complete their submission on-line at www.neha.org/CEweb/CE.asp. To log onto the NEHA CE Webpage an individual would enter his/her last name and NEHA Credential ID number. In the event an individual is audited by NEHA he/she would need to provide a copy of the CE Attendance Form as proof of participation. Those that do not hold a NEHA credential would need to submit the CE Attendance Form with all of the requested information completed and the appropriate processing and maintenance fee.

It is a credit to your organization that you are offering these programs. Continuing Education is vital to professional development, and your program will enhance the participant's expertise in the environmental health field. Thank you for your efforts to elevate the regard accorded to our profession through Continuing Education and for the pleasure of working with you.

Sincerely,

TJay Gerber, Credentialing Coordinator
303.756.9090 ext.328
Fax: 303.691.9490
tgerber@neha.org