

**MAINE STATE PLANNING OFFICE
 CODE ENFORCEMENT TRAINING & CERTIFICATION PROGRAM
 APPLICATION FOR CREDIT FOR OUTSIDE TRAINING**

(This form is not required for training presented by SPO)

Name _____ Email _____
 Telephone _____ Certification # _____
 Employer _____

I AM REQUESTING THAT CREDIT BE APPLIED TO THE SPECIALTY AREA INDICATED BELOW:

<u>BASIC RE-CERTIFICATION:</u> <input type="checkbox"/> Building Standards <input type="checkbox"/> Shoreland Zoning <input type="checkbox"/> Land Use / Zoning <input type="checkbox"/> Internal Plumbing <input type="checkbox"/> Subsurface Wastewater <input type="checkbox"/> Legal Issues	<u>OTHER:</u> <input type="checkbox"/> Enforcement Techniques (Civil Court Rule 80-K)
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Description of Training or Work Experience:

Date(s) of Activity: _____ **Hours claimed:** _____
 (Do not include meals or breaks)

Institution or Organization Providing Training: _____

Location of Training or Work Employment: _____

For training credit: (please check one) Syllabus/agenda/certificate attached
 Institution to provide agenda
 Institution to provide registration list

Name of Institution or Organization:	Address:
Name of trainer:	Title:
Verifying Signature:	Date Signed:
Received at SPO:	Received by:

Note: For guidance regarding the criteria of the Office for assignment of credits, consult the training and certification rule contained in your information booklet, *Municipal Code Enforcement Officers Certification Information Guide*.

Return this form with documentation to:

Brianne D. Hasty
 Maine State Planning Office
 CEO Training & Certification Program
 38 State House Station
 Augusta, Maine 04333-0038