

**Instructions for Evaluating the Webinar  
and  
Requesting Continuing Education Credit**

Your feedback is important to the Planning Committee and helps us continue to create a training program that meets your needs. It also allows us to consider new opportunities and content that adds value for participants.

If you wish to receive Continuing Education Contact Hours (CECH), you **must** complete the necessary forms, and **turn in** your documentation with payment to the National SOPHE office.

1. Complete and sign the evaluation form. You **must answer all questions** to receive credit.
2. Mark the Participation Record indicating your attendance by placing an X in the box on the matrix next to the session title. Total the number of credits you earned in the column labeled "CECH" and write it as the total credits for which you are applying.
3. To receive credit, complete and sign the Continuing Education Form.
4. CECH Fees are applicable. The fee for this event ( [Click here to enter text.](#) credit hours) is: \$7.00 for National SOPHE members, \$14.00 for non-members. Checks or credit card (Visa, MasterCard, or Discover) payments will be accepted. **Checks should be made payable to SOPHE.**
5. Mail or fax (preferred) the required items to:

**SOPHE**

Attn: The Sustainability Planning Guide Webinar Series: Coalition Building  
10 G Street NE; Suite 605  
Washington, DC 20002  
**(202) 408-9804 (202) 408-9815 FAX**

Society for Public Health Education  
Multiple Event Provider Number DC0007

Title: The Sustainability Planning Guide Webinar Series: Coalition Building  
Date: 9/21/2011

**Continuing Education Form and Participation Record**  
Event # **01-186DL**

If you are applying for Continuing Education Contact Hours (CECH) **you must complete this entire form and print and sign your name on the bottom of the overall evaluation form.**

The following information is **REQUIRED** for **ALL** participants requesting Continuing Education Contact Hours for Entry-level (CHES) or Advanced-level (MCHES) (**please print:**):

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

CHES # \_\_\_\_\_ OR MCHES # \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Credit Card Payment Information:**

Cardholder Name (if different from above): \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

City, State and Zip (if different from above): \_\_\_\_\_

Method of Payment:  Visa  MasterCard  Discover

Credit Card Number: \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature of Cardholder: \_\_\_\_\_ Total: \$ \_\_\_\_\_

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Title: The Sustainability Planning Guide Webinar Series: Coalition Building

X	(indicate participation by placing an "X" next to the session titles)	Time	Entry <u>Advanced</u> CECH	
			1.0	0
	<b>Wednesday September 21, 2011</b>	2:00 – 3:00	1.0	0
	Welcome/Introductions <b>Moderator's Name: Tiffany Pertillar</b>			
	Topic: Sustainability Introduction and Overview <b>Presenter's Name: Tiffany Pertillar</b>			
	Topic: Sustainability : Coalition Building <b>Presenter's Name: Monte Roulier</b>			
	Topic: Sustainability and Coalition Building in Your Community: Presenter's Name: Eleanor Dunlap and Christy Filby			
	<b>Total Number of Hours Requested for sessions attended (Participant to Complete)</b>		1.0	0 (Note: Round to nearest .25)