

How To Have Training Added To Your Transcript

If an operator would like to have his/her training records maintained in the Florida's Solid Waste Management Facility Operator/Spotter Training Database, he/she must complete the following, in addition to keeping a record of his/her training at their solid waste facility:

New to Florida or Newly Trained Operator or Spotter

- Make sure you have taken an approved initial training course, and you may be added to the database.
- You must have completed an initial course to have training tracked in the database.

Note: All training is tracked by SS# within the Florida's Solid Waste Management Facility Operator and Spotter Database.

Adding Training to Your Transcript

1. Complete the Continuing Education form
List and form available on UF TREEO website www.treeo.ufl.edu. Download / print / view Request form to be faxed or mailed by calling 352/392-9570 ext 127 or 130.
2. Attach verification of completion
 - Copy of certificate
Those issued by SWANA-National Chapter or Florida Chapter must show proof of attending course.
 - Sign-in sheet for training (accepted only from provider) or session at a conference
 - Letter from Training Provider, verifying attendance (original by mail only)
 - SWANA- form requesting SWANA CEUs with official signature
 - SWANA Florida Chapter Conferences/Training - form requesting CEUs with official signature
3. Submit form & verification to:
Fax: 352/392-6910
Mail: Solid Waste Operator Training, UF TREEO Center
3900 SW 63 Blvd, Gainesville, FL 32608

Completed Forms with Approved Verification

Process can take up to 10 working days to complete

1. The training is added to the person's record and posted on the web. The form with verification is kept in his/her permanent file at UF TREEO
2. Updated transcripts are mailed or faxed to the operator.

Incomplete Forms

1. The operator is notified of what was not included in their application by fax/phone/or email.
2. When the missing information is submitted, then the training will be added to the operator's record.
Then follow steps listed under completed forms.
3. The incomplete application is returned if missing information is not received with 1 month. The completed application can be resubmitted.

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Transcripts

1. Transcript of training on file can be obtained by:
Transcript available on UF TREEO website www.treeo.ufl.edu [print / view]
Request copy to be faxed or mailed by calling: 352/392-9570 ext 127 or ext 130
[include name of operator/facility]
1. Transcript is mailed once a year in July or August to last known address on file until the 3 year period expire or if we receive notice that the person is no longer employed there.
2. Address changes or no longer employed notices can be sent to:
Fax: 352/392-6910
Mail: Solid Waste Operator Training
UF TREEO Center
3900 SW 63 Blvd
Gainesville, FL 32608
Email: djenkin@treeo.doce.ufl.edu
or
tsmith@treeo.doce.ufl.edu
3. Web records are updated as we process the CE applications.
4. Web records are retrievable by operator name and facility.
5. Records list the complete training history within all 3-year time periods since the initial start date.
6. If there is a discrepancy, please contact:
352/392-9570
Dawn Jenkins, UF TREEO, ext 127 or djenkin@treeo.doce.ufl.edu
Tamara Smith, UF TREEO, ext 130 or tsmith@treeo.doce.ufl.edu