

## **POLICIES AND PROCEDURES**

POLICY NUMBER: 02-03  
SUBJECT: TCP RE-CERTIFICATION  
EFFECTIVE DATE: July 1, 2002  
REVISION DATE: October 23, 2017  
SUPERSEDES: September 10, 2003  
APPROVED BY: CWEA Board of Directors; April 2, 2002

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<b>Section 1: Certificate Renewal and Recertification Requirements</b>
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### **Section 1.1 Renewal and Re-certification**

- All CWEA certificates are issued an annual expiration date beginning one year from the original date of issue or the date of reinstatement.
- CWEA Certificate Holders shall be required to renew certificates and pay applicable renewal fees annually, no later than the expiration date.
- In addition to the annual renewal requirement, certificate holders shall be required to recertify by meeting the biennial Continuing Education Requirement set forth in Section 2 of this policy
- Certificates that are not renewed or recertified by the appropriate expiration date shall be considered expired and no longer valid.

### **Section 1.2 Certificate Renewal Fees**

- Certificate holders are required to pay a fee to renew each certificate.
- Certificates for which renewal fees have not been received 30 days after the renewal date are past due and subject to a penalty fee, with the exception of certificates held by individuals who have taken a test to upgrade the certificate in the same vocation during the month of the renewal deadline. These individuals must submit renewal fees to the CWEA office no later than 3 weeks after the official test result notification date.
- The CWEA Board of Directors shall determine the certificate renewal and penalty fees.

### **Section 1.3 Responsibilities of Certificate Holders**

CWEA will mail or email a reminder notice to each certificate holder with the certification expiration date, the number of Contact Hours required and the fee required for renewal. However, it is the responsibility of the certificate holder to ensure that the certificate remains valid and Contact Hours are earned even if the reminder notice is not received.

## **Section 2: Continuing Education Requirement**

### **Section 2.1 Purpose**

The purpose of the Continuing Education requirement is to ensure that individuals certified by CWEA are knowledgeable of regulatory requirements and technological advancements in the Essential Duties of the certified vocations. On-going education enhances the operation, maintenance and management skills of the certificate holders, thereby ensuring the quality of wastewater reaching receiving waters. This ultimately increases the ability and confidence of certificate holders and the credibility of the wastewater professions certified by CWEA. All certified vocations affected by this requirement and include:

- Collection System Maintenance Technologists (all grades)
- Environmental Compliance Inspectors (all grades)
- Laboratory Analysts (all grades)
- Plant Maintenance Technologists (all grades)
- Electrical/Instrumentation Technologists (all grades)
- Mechanical Technologists (all grades)
- Industrial Waste Treatment Plant Operators (all grades)
- Biosolids Land Application Management Technologists

### **Section 2.2 Biennial Window**

The Biennial Window is defined as the two calendar-year period prior to the biennial re-certification date. All individuals certified in any of the CWEA certified vocations must provide documented proof of CWEA-approved Contact Hours prior to having their certification renewed on a biennial basis. Contact Hours are required to be obtained on alternate renewal periods every two years. Credit for Contact Hours must be earned within two calendar years prior to the biennial re-certification date (the Biennial Window).

### **Section 2.3 Number of Contact Hours Required**

Evidence of completion of continuing education is satisfied by the accumulation of a minimum of 12 CWEA-approved Contact Hours obtained and applied to all certificates held the Biennial Window (see Section 3).

### **Section 2.4 Acceptable Education and Training Content**

Education and training content must be relevant to the Essential Duties and/or Knowledge, Skills and Abilities of the vocation for which re-certification is sought and must be approved by CWEA in accordance with Section 6 of this policy.

### **Section 2.5 Multiple Certificates**

Contact Hours may only be earned for multiple certificates where the education and training content is relevant to each vocation.

<sup>1</sup> Credit is earned on the date of completion of the educational or training program. The educational or training program may begin before, but must be completed during, the Biennial Window.

## **Section 3: Definition of Continuing Education Contact Hours**

One (1) Contact Hour of CWEA-approved instructional session or training is defined as 50 minutes of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction.

One (1) contact hour may be earned by:

1. Attendance for 50 minutes at a CWEA-approved instructional session

2. Certified completion of 1/10 of a Continuing Education Point (CEP) or Continuing Education Unit (CEU) earned by participation in a CWEA-approved organized continuing education experience, under responsible, qualified direction and instruction relevant to the vocation (where 1 CEU or CEP equals 10 Contact Hours).
3. 25 minutes of documented teaching, instructing, or presenting educational material relevant to the vocation and approved by CWEA.
4. Authorship of published educational or technical materials relevant to the vocation in a professional journal, book or monograph at the rate of 2 contact hours per article or book.
5. Membership in an approved professional organization (a maximum of 1 Contact Hour can be earned per 2 year renewal period), with one year of membership being worth 0.5 contact hours.
6. Earning college or vocational school credit where 1 quarter unit = 10 Contact Hours and 1 semester unit = 15 Contact Hours.

<b>Section 4: Methods of Earning Continuing Education Contact Hours</b>
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The Contact Hours may be earned by:

- Re-testing and passing the relevant CWEA certification test.
- Documented Teaching, instructing or presenting CWEA-approved educational/training material.
- Documented attendance at CWEA-approved educational/training programs.
- Documented authorship of CWEA-approved published articles or books.
- Documented membership in CWEA-approved professional membership organizations.

**Section 4.1 Re-Testing**

12 Contact Hours may be earned by passing certification test in same vocation and grade level

Any certificate holder may satisfy the Continuing Education Requirement by re-taking and passing the written test for that vocation and grade level. Applicants must complete the Certification Application form and pay the full application fee. Application deadlines, testing dates, testing times, and places are the same as the regular certification examinations.

**Section 4.2 Teaching, Instructing, or Presenting Education/Training Material**

2 Contact Hours may be earned for 50 minutes of CWEA-approved teaching, instructing, or presenting.

Teaching activities used to satisfy the Continuing Education Requirement must be relevant to the Essential Duties and/or Knowledge, Skills and Abilities of the vocation for which re-certification is sought. The following types of teaching activities, relevant to the vocation, will be considered:

- Moderation of certification preparation Study Sessions
- Teaching or instructing short courses or programs
- Instructing technical sessions of meetings
- Instructing or leading workshops
- Leading seminars
- Conducting In-house training (or several organizations may combine to provide regional training opportunities)
- Teaching classroom courses or programs (College or vocational schools)
- Developing and conducting independent home study (correspondence) courses, including Internet courses. Video presentations will be considered under certain conditions.
- Developing and reviewing CWEA certification exam content

These teaching activities may be presented by, but not limited to:

- Professional Associations/Societies
- Educational Institutions (College and vocational schools)
- Governmental Agencies
- Utility Representatives
- Product Representatives
- Environmental Consultants

#### **Section 4.3 Educational/Training Attendance and Completion**

1 Contact Hour may be earned per 50 minutes of attendance at a CWEA-approved educational/training program.

Attendance and/or completion of educational/training programs used to satisfy the Continuing Education Requirement must be relevant to the Essential Duties and/or Knowledge, Skills and Abilities of the vocation for which re-certification is sought.

The following types of educational/training programs will be considered:

- Certification preparation Study Sessions (no more than 6 Contact Hours may be earned through attendance at Study Sessions)
- Short courses
- Technical sessions of meetings
- Workshops
- Seminars
- Agency in-house training (or several plants may combine to provide regional training opportunities)
- Classroom courses (College and/or vocational schools)
- Independent self-study (correspondence) courses, including CWEA-approved text-based, electronic, and video courses.

These educational activities may be presented by, but not limited to:

- Professional Associations
- Accredited Educational Institutions (College and/or vocational schools)
- Governmental Agencies
- Utility Representatives
- Product Representatives
- Environmental Consultants

#### **Section 4.4 Authorship of Published Articles or Books**

2 Contact Hours per published article, book, or chapter written

Published articles and/or books written by the certificate holder, that are used to satisfy the Continuing Education Requirement, must be relevant to the Essential Duties and/or Knowledge, Skills and Abilities of the vocation for which re-certification is sought. CWEA will be the sole determiner of the relevance of the published article or book.

Articles, books, or chapters must be published during the Biennial Window. Contact Hours will be awarded only for the original date published. Re-issues, and reprints will not be accepted. Co-authorship is acceptable.

#### **Section 4.5 Professional Organization Membership**

1 Contact Hour earned per membership in an approved professional organization

Since membership in a professional organization exposes the certificate holder to news and technical information in the vocation, a maximum of one (1) Contact Hour will be accepted for

each membership purchased or renewed in an approved professional organization within the Biennial Window.

Memberships held by the certificate holder, that are used to satisfy the Continuing Education Requirement, must have relevance to the Essential Duties and/or Knowledge, Skills and Abilities of the vocation for which re-certification is sought. CWEA will be the sole determiner of the relevance of the membership.

No more than 6 Contact Hours may be earned through professional organization membership within the Biennial Window.

## **Section 5: Contact Hour Record Keeping and Documentation**

### **Section 5.1 Certificate Holder Record Keeping Responsibilities**

- It is the responsibility of the certificate holder to accumulate and retain corroboration of records documenting earned Contact Hours and to submit the documentation biennially.
- The certificate holder must submit to CWEA all records documenting the total Contact Hours required for re-certification with a copy of the certificate Renewal Reminder and the appropriate fees.
- CWEA shall accept educational/training documentation at any time and review it on an ongoing basis.
- CWEA reserves the right to contact any training provider for corroboration of materials submitted by any certificate holder as evidence of completion of continuing education.

### **Section 5.2 Training Provider Record Keeping Recommendations**

Although it is not required, CWEA recommends that all approved training providers maintain records of the date(s) of training, the names of all individuals attending the training session, the category for each certificate holder attending the training session, length of the session, the course approval number, the course title and the organization sponsoring the training. CWEA recommends that these records be maintained by the training provider for three (3) years following the date of training.

### **Section 5.3 Teaching, Instructing, or Presenting Documentation**

A record documenting CWEA accepted teaching, instructing, or presenting activities is required. Acceptable documentation includes, but is not limited to, letter of acknowledgement from sponsoring organization, or a copy of the relevant page(s) of the program or catalog.

Documentation must include:

- Certificate holder's name
- Date(s) of teaching activity
- Educational unit type (Contact Hours, semester units, quarter units, or continuing education units or points)
- Number of Contact Hours, units, or points
- Course, presentation, or session title
- Name of the sponsoring organization
- Authorized signature, stamp, seal, or other means of validation accepted by CWEA.

CWEA may require and request additional documentation to assess the authenticity and/or relevance of the course or program.

#### **Section 5.4 Documentation of Education/Training Attendance and Completion**

A certificate of successful completion is required for all CWEA accepted training/education programs as listed in Section 4.3. Certificates of successful completion include, but are not limited to, report cards, transcripts, certificates of completion, or other similar documents. Credit for contact hours will be awarded only for those certificates of completion that indicate successful completion of the education/training program (for college and vocational school courses a "C" or better, "Pass", or "Credit" must be earned).

The certificate of successful completion must include:

- Certificate holder's name
- Course completion date
- Educational unit type earned (Contact Hours, semester units, quarter units, or continuing education units or points)
- Number of Contact Hours, units, or points awarded
- Course title
- Name of the issuing organization
- Authorized signature, stamp, seal, or other means of validation accepted by CWEA.

CWEA may require and request additional documentation to assess the authenticity and/or relevance of the course or program.

#### **Section 5.5 Documentation of Authorship of Published Articles or Books**

A copy of the title page of the book, or a copy of the article will be accepted as documented evidence of authorship.

Documentation must include:

- Author's name
- Original date of publication
- Title of work
- Publisher
- Brief synopsis or copy of the work

CWEA may require and request additional documentation to assess the authenticity and/or relevance of the published article or book.

#### **Section 5.5 Documentation of Professional Organization Membership**

A record documenting CWEA accepted professional organization membership is required. Acceptable documentation includes, but is not limited to, copy of membership card, receipt of membership dues, or an official letter from the membership organization acknowledging membership.

Documentation must include:

- Certificate holder's name
- Date of membership purchase or renewal
- Duration of membership
- Name of the professional organization or society
- Authorized signature, stamp, seal, or other means of validation accepted by CWEA.

CWEA may require and request additional documentation to assess the authenticity and/or relevance of the membership.

<b>Section 6: Educational/Training Course Approval</b>
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**Section 6.1 Acceptable Education and Training Content**

To qualify as CWEA-approved program or course, educational and training content must be relevant to the Essential Duties, and/or knowledge, skills and abilities of at least one CWEA certified vocation.

CWEA approval of an educational or training program's content does not imply an endorsement or recommendation of the program, the sponsoring organization, or the instructor.

Approved courses must be at least 25 minutes in duration, excluding coffee breaks, meals, social activities, business or committee meetings, announcements, etc.

**Section 6.2 Course or Program Documentation**

A description of the training content and information to be learned by the attendees must be provided. A detailed, timed outline or agenda showing the duration of each course segment must be submitted.

Course or program documentation must include:

- Name of the Instructor(s)
- Name of sponsoring organization
- Date(s) of the event
- Detailed, timed course outline or agenda
- A resume of the instructor's relevant training and experience

CWEA will accept documentation only from the instructor, presenter, or sponsoring organization.

CWEA may require and request additional documentation as necessary to assess the relevance of the course or program.

**Section 6.3 CWEA Approval of Contact Hours for Education/Training Programs**

All training and educational programs must have content approved by CWEA before the program is conducted with the exception of training and educational programs described in subsections 6.5, 6.6, 6.7, and 6.8. Approval requires relevance of the education/training program to the Essential Duties and/or Knowledge, Skills and Abilities of any of the CWEA certified vocations. CWEA will be the sole determiner of relevance to the vocation(s).

If the program is to be presented at times or locations other than shown on the application, CWEA must be notified at least 15 days in advance by the applicant.

The applicant must submit additional instructors or program changes to CWEA at least 15 days prior to the program.

CWEA will certify the number of hours of educational content in each program.

CWEA retains the right to monitor the approved contact hour activities.

CWEA may withdraw future approval of programs that do not maintain the standards described in the documentation submitted for approval.

CWEA may require attendee evaluations of the training activity in order to assess the value received.

**Section 6.4 Educational/Training Program Review Timeline**

CWEA shall accept educational/training documentation at any time and review it on an ongoing basis.

**Section 6.5 Employer Conducted or Sponsored Training and Education Events**

Training and educational events either conducted or sponsored by an employer are not required to be approved before the program is conducted.

Contact hours issued by employers for employer conducted or sponsored events will be accepted by CWEA if the training or education event meets the criteria outlined in Section 6.1. Employers must issue certificates of completion according to the criteria outlined in Section 5 to certificate holders who complete the training or education program.

CWEA may require documentation as described in Section 6.2 as part of routine training program audits or if more information is required. If this documentation is not made available by the employer, up to two years after the training event, then the contact hours may not be accepted by CWEA.

**Section 6.6 Accredited College/University Courses and Training Events**

Certified vocation related training and educational programs conducted or sponsored by an accredited college, university or trade school are not required to be approved before the program is conducted.

Credits/Units issued by an accredited college, university or trade school will be accepted by CWEA only if the training or education program meets the criteria outlined in Section 6.1. Certificates of completion or report cards must be issued according to the criteria outlined in Section 5 to certificate holders who complete the training or education program.

CWEA may require documentation as described in Section 6.2 as part of routine training program audits or if more information is required. If this documentation is not made available by the educational institution, up to two years after completion of the educational event, then the credit/units may not be accepted by CWEA.

CWEA may revoke approval of colleges, universities, or trade schools at any time for any reason.

**Section 6.7 CWEA-Approved Water/Wastewater Training Organization**

Certified vocation related training and educational programs conducted or sponsored by CWEA-approved water/wastewater training organizations are not required to be approved before the program is conducted.

CWEA-Approved water/wastewater training organizations must meet the following criteria:

- The primary purpose of the organization must be training and education.
- The organization must offer a program relevant to an Essential Duty of at least one certified vocation.
- All course outlines, syllabi, and similar documentation must be made available to CWEA upon request.
- All training and educational services must meet minimal quality standards generally expected by any professional or employer in the industry.

Contact hours issued by a CWEA-approved water/wastewater training organization will be accepted by CWEA only if the training or education program meets the criteria outlined in Section 6.1. Certificates of completion must be issued according to the criteria outlined in Section 5 to certificate holders who complete the training or education program.



CWEA may require documentation as described in Section 6.2 as part of routine training program audits or if more information is required. If this documentation is not made available by the water/wastewater training organization, up to two years after completion of the educational event, then the contact hours may not be accepted by CWEA.

CWEA may revoke approval of water/wastewater organizations at any time for any reason.

### **Section 6.8 CWEA Local Section and Committee Training and Education Events**

Certified vocation related training and educational programs conducted or sponsored by CWEA local sections and committees are not required to be approved before the program is conducted.

Contact hours issued by a CWEA local section or committees will be accepted by CWEA only if the training or education program meets the criteria outlined in Section 6.1. Certificates of completion or report cards must be issued according to the criteria outlined in Section 5 to certificate holders who complete the training or education program.

CWEA may require documentation as described in Section 6.2 as part of routine training program audits or if more information is required. If this documentation is not made available by the local section or committee, up to two years after the training event, then the contact hours may not be accepted by CWEA.

CWEA may revoke approval of CWEA local sections and committees at any time for any reason.

## **Section 7: Falsification of Records**

Any certificate holder found to have falsified documentation of continuing education contact hours, shall be subject to the CWEA Code of Conduct Policy, and CWEA reserves the right to administer penalties including revocation of certification, subject to the procedures of the Code of Conduct policy.

## **Section 8: Reinstatement of Expired Certification**

### **Section 8.1 Expired Certifications Meeting Continuing Education Requirement**

Expired certifications that have met all of the requirements of this policy, including Section 2 Continuing Education Requirement, but for which renewal fees or evidence of completion of the Continuing Education Requirement have not been submitted to CWEA by the expiration date, may be reinstated subject to the following requirements and restrictions:

- a) All applicable renewal fees must be received by CWEA no later than two years after the certification expiration date.
- b) Evidence of completion of the Continuing Education Requirement, with contact hours earned in the original biennial window, must be received by CWEA no later than two years after the certification expiration date.
- c) Upon reinstatement, the certification issue date will remain the same as the original issue date, the certification expiration date will be advanced by one year from the expiration date, and the biennial recertification date will be advanced by two years from the

expiration date. The requirements of Section 1.1 Renewal and Re-certification will continue on the same schedule as the original certification.

- d) Expired certificates reinstated 31 days to two years after the expiration date are subject to additional penalty fees.
- e) Certificates expired two years, or longer, cannot be reinstated under any circumstances.

## **Section 8.2 Certifications Not Meeting Continuing Education Requirement**

Certificate holders with a certification that is about to expire, but for which the Continuing Education Requirement cannot be completed by the expiration date, may reinstate their certification by applying for reinstatement and then meeting all of the reinstatement requirements within two years of the expiration date of their certificate.

### **Section 8.21 Application of Reinstatement**

- a) When the Application of Reinstatement is submitted, the certification must be currently in good standing and not in the 30-day renewal grace period, expired, suspended, revoked, or in any way currently limited by an Ethics Case Decision under Policy 05-01 Code of Ethics and Ethics Procedures.
- b) All annual renewal fees, and any other applicable fees, must be paid for the entire current Biennial Window.
- c) The Application of Reinstatement must be received by CWEA before the end of the current certification period while the certification is valid and not in a grace period or expired.
- d) An Application of Reinstatement fee of 150% of the certification renewal fee, current at the time the application, is due at the time of application. The fee is non-refundable.
- e) The Application of Reinstatement is active for a period of no more than two years after the certification has expired.
- f) The Application of Reinstatement cannot be renewed or extended in any way beyond the two-year application period.

### **Section 8.22 Reinstatement of Certification Requirements**

- a) The expired certification must have an active Application for Reinstatement.
- b) The number of contact hours required in Section 2.3 must be earned within the two year period immediately preceding the date of reinstatement. Contact hours must meet all of the requirements of this policy including quality and relevance to the certification.
- c) A Reactivation Application fee of 150% of the renewal fee, current at the time of Reactivation, is due at the time of reinstatement. The fee is non-refundable.
- d) Upon reinstatement, the certification issue date will be reset to the date of reinstatement, the certification renewal date will be reset to one year after the date of reinstatement and the biennial recertification date will be set to two years after the date of reinstatement. The ongoing requirements of Section 1.1 Renewal and Re-certification will begin as of the date of reinstatement.
- e) Reinstated certifications are fully subject to Ethics Case Decisions and Orders in accordance with CWEA Policy 05-01 Code of Ethics and Ethics Procedures.
- f) If all of the requirements for reinstatement have not been completed within two years of the initial date of Application of Reinstatement, the certification cannot be reinstated and is permanently expired. A new certification may be earned by applying for certification,

meetings all of the minimum eligibility requirements, paying all application fees, and passing the certification test.