

## EVALUATION REQUEST PROCESS

The Oregon Environmental Services Advisory Council (OESAC) provides an evaluation of training which may be needed by persons in the environmental technology field to demonstrate professional growth for certification or recertification boards. To submit an evaluation request for OESAC's approval, the course sponsor or organizer of a program must submit the following information:

- K A completed *OESAC Evaluation Request* form,
- K A completed *Attachment #1 - Instructor Background and information* form (or facsimile thereof),
- K A course outline with the training goal and materials to be used,
- K A time schedule including start, end, breaks and meals detailed,
- K A \$50.00 evaluation fee for the first ten hours of instruction and for courses over ten hours, \$50.00 plus \$5.00 for each additional hour over ten.
- K If requesting a determination of relevancy to water or wastewater system operation, a detailed description of how it meets the relevancy criteria.

This information is to be sent by the first of the month prior to the month the training begins to the OESAC/CEU Committee at:  
P. O. Box 1704  
Clackamas, OR 97015-8529

Upon receipt of the above information, the course will be evaluated using International Association for Continuing Education and Training (IACET) standards for CEUs. The evaluation process includes the determination of the maximum number of CEUs to be awarded for full program attendance (time is rounded down to the nearest hour), and an evaluation of relevancy to Water or Wastewater Operator certification requirements for continuing education. See Attachment "A" for drinking water relevancy guidelines.

OESAC meets every month. Evaluation Requests received by the first of the month will be processed that month. To ensure approval prior to the course, applicants should submit the request as early as possible, but no later than the first of the month prior to the month of the scheduled start of the training. **Failure to do so will incur a fee double the initial fee and may result in delay of approval.** Following the monthly meeting, the CEU Committee will send a letter to the course sponsor or organizer indicating approval of the course or asking for additional information. Approval includes assigning a course number and maximum number of CEUs a participant could earn by full attendance and a determination of the relevancy to Water or Wastewater and/or OnSite Certificates. The Evaluation is valid for three (3) years provided the content, length and instructor remain unchanged. Decisions may be appealed to the committee in writing or in person at the next regularly scheduled meeting. Decisions on relevancy may be appealed to the appropriate certifying agency by the certified individual.

## COURSE SPONSOR OR ORGANIZER RESPONSIBILITIES

Upon completion of the course, the sponsor or organizer must:

- K Provide the participants with a certificate or letter with the course title, date and number of CEUs earned based on each participant's actual hours of attendance.
- K Keep permanent records of attendance for at least three years for the course.
- K Provide the OESAC/CEU Committee with a roster containing: Course Name, OESAC/CEU Number, Participants' Names, Certification Number and Type, and number of CEUs earned. This will serve as a backup record to those kept by the sponsor. The rosters are used to track availability and participation in training by various categories for statewide training analysis.

## **Sunsetting**

OESAC CEU course validation expires three (3) years from the date of approval. If desired a trainer/continuing education provider may reapply after they have conducted an evaluation of course content for program relevance and quality.

Planning, presentation, and evaluation or assessment should be a constant concern of both sponsors and participants. The purpose of "sunsetting" course approvals is to: 1) ensure learning needs of participants are met, 2) to foster program improvement such as the presentation of new knowledge and the updating of obsolete information, and 3) to help ensure conformance with changing standards and practices for CEU evaluation as may occur over time.

### **How can a sponsor appeal a decision of OESAC?**

An applicant who applies for CEUs may appeal an OESAC decision regarding approval/non-approval, maximum CEUs or relevancy determination. Appeals must be in writing and clearly state the issue to be appealed and the reason for the disagreement sent to OESAC. The appeal will be considered by OESAC at its next regularly scheduled meeting. The applicant may elect to attend the meeting. The OESAC will advise the applicant of its determination and the reasons thereof. Subsequent appeals may be made through the OESAC representatives to the respective agencies: Department of Human Services, drinking water program, or Department of Environmental Quality for both the wastewater and on-site programs.

If the course is not accepted as having general relevancy toward the continuing education requirement, the course sponsor or operator may ask for relevancy appeal using the same process as above.

### **Activities Generally Qualifying For CEU Award**

**Short Schools**--Are typically sponsored by professional organizations and are designed to provide a variety of technical information in a classroom setting to assist the attendee in acquiring competency in a specific area.

**Workshops**--Can be classroom, laboratory, shop, or field-based training experiences focusing on a single topic or subject. Competency testing is often included.

**Training Programs**--Frequently consist of extended instruction carried out in one or more sessions. These sessions may be classroom-based or a combination of formal presentation, laboratory or field experience in a structured environment.

**Conferences**--Only organized courses, workshops or seminars held in conjunction with association meetings, conferences or conventions and following the administrative and program criteria qualify for CEUs

**Other**--Programs that impart general or technical information which is applicable to the professional or technical fields and will be of value wherever an individual is employed are appropriate for awarding CEUs.

### **Activities Not Qualifying For CEUs**

- Association and committee meetings or any other non-educational activities of organizations.
- Product Demonstrations, welcoming speeches, breaks, luncheons, receptions and other social activities.
- Orientation programs or training specific to the internal affairs of an organization or work site.
- Study, reading or other activities outside the classroom or meeting schedule
- Testing not designed to provide instruction and unsupervised study.

- Class instruction beyond the first presentation, writing or research on a paper or report.

Partially completed educational experiences unless within a larger educational program where logical and individual topics do not rely on other topics in the program to convey information.

## **Attachment A - Drinking Water Relevancy Guidelines**

### **Continuing Education For Professional Growth of Water System Operators**

Department of Human Services - Drinking Water Program

In order to qualify for renewal of a Water System Operator certificate, you must provide evidence of training and continued professional growth. The accumulation of two college credits or *Continuing Education Units* (CEUs) every two years in relevant subject matter is considered satisfactory evidence of professional growth. The Oregon Environmental Services Advisory Council will evaluate training and, if appropriate, assign CEUs to valid training and specify if the CEUs are relevant to the certification of water system operators.

EPA has developed guidelines for operator certification and guidelines for water system capacity under the Safe Drinking Water Act Amendments of 1996. OESAC will use the public health objectives of the operator certification guidelines, published February 6, 1999, and the elements of water system capacity, published as part of the State Drinking Water Revolving Fund guidance, to assign CEUs to training which is valid and relevant for the professional growth requirements of water system operators.

The public health objectives of the operator certification guidelines are to ensure that:

- \* Customers are provided with an adequate supply of safe, potable drinking water.
- \* Consumers are confident that their water is safe to drink.
- \* Water system operators are trained and certified and that they have the knowledge and understanding of the public health reasons for drinking water standards.

Capacity means the ability of a water system to reliably produce safe drinking water now and in the future and includes three key elements:

- \* Managerial capacity
  - Water system Operation
  - Water System planning (written master plan)
  - System governance & operation
  - System Policies(develop, implement, and/or maintain appropriate and effective policies)
  - Professional support (engineering and legal services)
  - Record Keeping
  - Drinking Water and related regulations (staying current, understanding, and working to insure protection of public health)
  - Communication and Involvement with water users.
- \* Financial capacity
  - Total system revenues adequate to meet total system expenses
  - Other revenue sources (if applicable)
  - Affordability of customer user charges
  - Water system rate-setting process
  - Budgeting; cash budgeting, development of annual and capital budgets
  - Production and utilization of capital improvements plan
  - Periodic financial audits
  - Bond ratings, debt and borrowing

\* Technical capacity

- Water treatment facilities construction and treatment performance/optimization
- Water source construction and protection
- Water source capacity
- Water storage, pumping, and distribution facility capacities
- Water storage, pumping, and distribution facility construction and protection
- Water distribution integrity/leakage
- Water quality issues related to public/user health