

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 approval, the course sponsor or organizer of a program must submit the following information:

- K A completed *OESAC Evaluation Request* form for lecture or distance learning,
- 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 (see specific application instructions)
- K A \$75.00 evaluation fee for the first ten hours of instruction and for courses over ten hours, \$75.00 plus \$10.00 for each additional hour over ten.
- K If requesting a determination of relevancy to water or wastewater system operation or onsite installer or operation and maintenance, 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 577
Canby OR 97013-0577

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, onsite installers and operation and maintenance requirements for continuing education. See Attachment #1 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 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 exact course title, OESAC assigned number, sponsor's name & signature, company's logo, date and number of CEUs earned based on each participant's actual hours of attendance, whether in wastewater, drinking water or 02WA.
- K Keep permanent records of attendance for at least three years for the course.
- K Provide the State's wastewater and water programs with a roster containing: Course name, OESAC assigned number, Participant's Name, 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.
- K Operators MUST include their certification number on the attendance form.

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 can only 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 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: Oregon Health Authority Drinking Water Services 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

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- 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.

September 8, 2016

11/11 Form