Voluntary Continuing Education Policy

Certified individuals may voluntarily pursue continuing education as part of their certification renewal. Individuals meeting the continuing education criteria set forth in this policy will be recognized by the Certification Board with a Continuing Education Endorsement in conjunction with their certification renewal(s). The minimum voluntary continuing education requirements for each 2-year renewal period are listed below. For reference, ten contact hours are equivalent to one continuing education unit (CEU):

Grades I (1) & II (2): 5 contact hours  
Grades III (3) & IV (4): 10 contact hours  
Grade V: 10 contact hours  

In order for the certified individual to be recognized with a Continuing Education Endorsement an individual must check the continuing education box on their renewal form and submit acceptable documentation of the training. Examples of documentation are: copies of the course material with the number of hours listed and a sign in sheet with the individuals name listed, or copies of certificates that have the individual’s name, the name of the class, and the number of training hours. Training that occurs outside of the 2-year renewal period window will not be accepted.

Individuals meeting the continuing education requirements will receive a Continuing Education Endorsement sticker to place on their certificate. The sticker will denote that the individual met the minimum number of continuing education hours for the renewal period.

If an individual does not submit the required continuing education documentation for their certification they will not receive a Continuing Education Endorsement until such time that the documentation is submitted.

If an individual holds multiple certifications they must submit documentation for each type of certification they hold. At least 50% of the training must be directly related to the type of
certification that is being submitted. Up to 50% of the training may be indirectly related to the type of certification that is being submitted. Only 20% of the total training hours may come from safety classes. The Certification Board has sole discretion in determining what constitutes directly related training and what constitutes indirectly related training for each type of certification. For example a Grade I Wastewater Treatment Plant Operator submits documentation of 2 classes he attended. The first class is a wastewater math class that was 3 hours long. The second class is for a water treatment class that was 2 hours long. Since at least 50% of the training submitted is directly related, the wastewater operator will meet the continuing education requirement for this renewal period. Training credited towards one certification may also be credited towards another certification if the Certification Board deems the training relevant to both certifications.

Courses do not have to be preapproved; however, trainers can have their courses approved by the Certification Board. The trainer must provide the following information:

- Name of the course
- An outline, syllabus or agenda of the training course
- Location of training (in person or on-line)
- Length of course, in hours
- Sample of “Certificate of Completion” that will be issued to participants

After course approval the Certification Board will assign a tracking number to the course. A listing of pre-approved courses will be available on the NWEA website. In-house training may be approved by the Certification Board on a case by case basis.