

Waterworks Operator Certification Program

Training Relevancy Review Procedure

September 2017

Washington Certification Services (WCS) will review training that a:

- Course sponsor submits for evaluation and assignment of Continuing Education Units (CEU).
- Certified operator submits that has already been awarded CEU by the course sponsor.

All training must meet the Department of Health's (Department) relevancy criteria. The Department will not approve training that does not meet the relevancy criteria.

The Relevancy Committee (Committee) will conduct an additional relevancy review of training upon request by WCS or the Department. The Committee consists of three members of the Waterworks Operator Certification Advisory Committee and one representative of the Department's Office of Drinking Water.

The relevancy review will be conducted as follows:

- WCS will distribute a course description as submitted by the sponsor or operator to the Committee for review and a relevancy determination recommendation.
- The Committee will provide its recommendation to WCS within 10 days of receipt of the request.
- Upon receipt of the Committee's recommendation, the Department's Waterworks Certification Program Manager will review the results and notify WCS of the Department's decision.
- WCS will inform the course sponsor or operator of the Department's relevancy determination.

If, in the opinion of the Committee, the sponsor or operator has not provided sufficient information needed to complete the relevancy review, Washington Certification Services will request additional information from the sponsor or operator.

If the course is not accepted toward the professional growth requirement, the course sponsor or operator may request relevancy appeal information from the Waterworks Certification Program Manager.