



Certification

Info Page

Re-certification and Continuing Education

Certificate holders are required to participate in at least 12 hours of continuing education or training every two years.

Continuing Education helps to ensure that you continue to be knowledgeable of technological advancements and regulatory requirements in the wastewater fields. Continuing education enhances the operation, maintenance and management skills of the certificate holders, and ensures the quality of wastewater treatment. This ultimately increases the value of your certificate and the professionalism of the wastewater vocations.

How To Earn Contact Hours

Contact hours can be earned 3 ways:

1. Participating in a CWEA vocation related training or education program

Examples:

- On-the-job training (Pre-approval not required)
- Technical conferences, workshops and college courses
- Self-study and distance learning courses

1 (one) contact hour is earned for each 50 minutes of participation in a CWEA pre-approved training program.

2. Conduct a CWEA pre-approved training or education program

Examples:

- Training others
- Teaching technical courses
- Writing technical articles or books
- Giving technical presentations

2 (two) contact hours are earned for each 50 minutes of training or teaching.

3. Membership in a professional society

Examples:

- WEF or any WEF Member Association
- American Public Works Association
- American Society of Civil Engineers
- American Water Works Association

1 (one) contact hour given for each organization membership held during the two year renewal period for a maximum of 6 (six) contact hours.

NOTE: On-the-job training, college courses, and CWEA approved organization training do not need to be pre-approved by CWEA (everything else needs to be pre-approved— see the Contact Hours Training List). You may apply your contact hours to more than one certificate as long as the training program focuses on some of the Essential Duties of each vocation.

Renewing Your Certificate

Every two years you will need to turn in certificates of completion, or other official documentation showing that you have completed a total of at least 12 contact hours along with appropriate fees. All contact hours need to be earned in the two year period just before the "Contact Hours Due Date" on the top left portion of your certificate renewal reminder.

For more information

Contact hour information, including the pre-approved training list, please visit:

www.cwea.org/cert_certholders_recertrenew.shtml

Contact Hour Due Dates

Month Certificate Issued / Renewed	Begin Earning Contact Hours	First Contact Hours Due
Month / 2009	Month / 2009	Month / 2011
Month / 2010	Month / 2010	Month / 2012

Continuing Education Checklist

- ✓ Check your *Contact Hour Due Date* on the right section of your Certificate #. This is the date your contact hours are due.
- ✓ Visit CWEA's web site or call us at 510-382-7800 ext. 107 for a pre-approved list of training programs.
- ✓ Attend at least 12 hours of pre-approved training or educational training during the two years before your *Contact Hour Due Date*.
- ✓ Save all training certificates of completion earned.
- ✓ Send in ONLY copies of your documentation showing the completion of a minimum of 12 contact hours together with your certificate renewal fee no later than your *Contact Hour Due Date*.

California Water Environment Association

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Phone: 510-382-7800 Fax: 510-382-7810 Email: tcp@cwea.org

Website: www.cwea.org/cert_certholders_recertrenew.shtml