

CWEA  

**Re-certification
and
Contact Hours**

CWEA Contact Hours
It's easy!

- 12 Contact Hours of training/education are required every two years
- 1 Contact Hour = 50 minutes

Purpose

To help ensure that certificate holders continue their training and remain knowledgeable in technological advances, safety, and management of wastewater systems.

Value of Continuing Education

For Certificate Holders:

- 1. Gives credit for the training you already receive.**
- 2. Shows employers that you are keeping-up with changing technology and practices.**
- 3. Certification means more to employers when they know continuing education is integrated into the credential.**

Value of Continuing Education

For Employers:

- 1. Demonstrates that certificate holders are keeping-up with changing technology and practices**
- 2. Continuing education is another helps to make sure certificate holders remain competent (Increased reliability of certification as a measure of competence).**

Value of Continuing Education

For Trainers:

- 1. Increased value to certificate holders and marketability of training programs that are approved for Contact Hours.**
- 2. Free training program listing on the CWEA web site.**

Who Is Affected...

All CWEA Certificate Holders

- Collection System Maintenance
- Plant Maintenance
- Mechanical Technologist
- Electrical/Instrumentation
- Laboratory Analyst
- Environmental Compliance Inspector
- Industrial Waste Treatment Plant operator

The Biennial Window

- The “Biennial Window” is the time when Contact Hours can be earned for a certificate.
- Biennial Window = 2 Years immediately before the date that Contact Hours are due.

Begin Earning Contact Hours

July 2002

- Certificates that are earned or renewed on July 2002

and

- Renewed July 2004

Begin Earning Contact Hours

January 2003

- Certificates that are earned or renewed on January 2003

and

- Renewed January 2005

Biennial Windows

Begin Earning Contact Hours	Certificate Renewal Date
July 2002	July 2004
January 2003	January 2005
July 2003	July 2005
January 2004	January 2006
July 2004	July 2006

Contact Hours



Contact Hours

1 Contact Hour = 50 minutes of training and/or education

12 Contact Hours = 600 minutes or 10 real hours

Other Ways To Look At It

**6 Contact Hours per year
1 day of training per year**

Equivalents

**1 CEU = 10 Contact Hours
1 Contact Hour = 1/10 CEU
1 semester unit = 15 Contact Hours
1 quarter unit = 10 Contact Hours**

Earning Contact Hours



Acceptable Training/Education Content

- Anything related to the *Essential Duties* of the vocation
- Contact Hours must be pre-approved by CWEA

Ways To Earn Contact Hours

- Participate in pre-approved training or education program
- Train, teach, or present
- Write articles, chapters, or books
- Be a member of a professional society
- Re-test

Acceptable Types of Training

1 Contact Hour per 50 minutes of training

- **Study Sessions (no more than 6 Contact Hours)**
- **Short courses**
- **Technical sessions of meetings**

Acceptable Types of Training

- **Workshops/Seminars**
- **On the job training**
- **Classroom courses (College and/or vocational schools)**
- **Self-study (correspondence) courses**

Teaching and Presenting

2 Contact Hours per 50 minutes of training

- **Moderation of certification preparation Study Sessions**
- **Teaching or instructing short courses or programs**
- **Instructing technical sessions of meetings**

Teaching and Presenting

- Instructing or leading workshops
- Leading seminars
- Conducting In-house training
- Teaching classroom courses or programs
- Developing and conducting self-study courses
- Developing and reviewing CWEA certification exam content

Writing Technical Articles, Chapters, or Books

2 contact hours for each work

Writing must be related to the Essential Duties of the vocation

Professional Society Membership

1 Contact Hour per membership every two years

- No more than 6 contact hours per 2-year renewal period
- Membership must be in an organization that provides educational opportunities related to the Essential Duties of the vocation

Re-testing

12 Contact Hours for passing test

- **Test must be the same vocation and grade level**
- **Must complete certification application**
- **Must pay all fees**

Contact Hour Pre-Approval



Contact Hour Pre-Approval

- **All Contact Hours must be pre-approved by CWEA**
- **Must be related to Essential Duties of the vocation**
- **Until October 2002, Contact hour documentation will be accepted at any time.**
- **After October 2002 a regular schedule will be developed .**

Why Only Pre-Approved Contact Hours?

- Certificate holders know what will be accepted before attending training
- CWEA knows all training that may be applied toward re-certification
- Trainers can advertise that Contact Hours will be accepted by CWEA

Contact Hour Pre-Approval

- All Contact Hours must be pre-approved by CWEA
- Must be related to Essential Duties of the vocation

Getting Contact Hours Approved

Submit the following information to the CWEA office:

- Name of sponsoring organization
- Basic course outline or agenda
- Name of the Instructor(s)
- Outline of the instructor's relevant training and experience
- Date(s) of the event

Getting Contact Hours Approved

- CWEA Reviews material in about 2 weeks (less if required)
- Training event is entered into database and on CWEA.org/renew
- Letter of approval sent to trainer

Getting Contact Hours Approved

- CWEA events will be automatically approved for the relevant Contact Hours
- Local Section, agency, and private event documentation needs to be sent to CWEA office
- CWEA will work with trainers to make sure all relevant events are approved for Contact Hours

Frequently Asked Questions



Question: *What if I have earned the proper contact hours, but was not able to turn them in before the re-certification deadline?*

Answer:

You may turn-in your Contact Hours and fees up to one year after they are due. However, your Contact Hours must be earned during the two years prior to the certificate renewal due date, and penalty fees may be applied.

Question: *Can I earn Contact Hours after the renewal date for a certificate that has not been renewed (re-certified)?*

Answer:

No. All Contact Hours must be made within the two years before the certificate re-certification date.

Question: *Can Contact Hours be applied to more than one certificate?*

Answer:

Yes, as long as the Contact Hours are relevant to each vocation.

Question: If CWEA Conference sessions are usually 2 hours and 35 minutes long, how many Contact Hours can I earn per session?

Answer:

Sessions usually consist of 3 or 4 presentations and last a half of a day (either a morning or afternoon for about 2.5 to 3 hours). Typical sessions (or half days) will be awarded 3 Contact Hours. This is similar to SWRCB's Continuing Education Point (CEP) System where a single session is awarded 0.3 CEPs.

Question: Does membership on a committee count toward Contact Hours?

Answer:

Generally, no. However, if it can be shown that committee activities are the equivalent of one of the ways that Contact Hours can be earned, then it will be considered.

Question: If I take a management course, will it count toward my Contact Hours?

Answer:

It might as long as it is relevant to your vocation. Most Grade III and IV certifications list management and supervision as part of the Essential Duties.

Question: *Do I have to be a CWEA member to renew my certificate?*

Answer:
No, but members enjoy a discount and earn 1 Contact Hour per year for being a CWEA member.

Question: *Do training providers have to keep records of trainees?*

Answer:
No, but CWEA recommends that they do if they are able. This will allow CWEA and the trainee to verify training if necessary.

Question: *What if I participate in a 20-minute safety training every week—will that count toward my Contact Hours?*

Answer:
Training that consists of a series of short, topic-related, sessions can be lumped together into one single session. The trainer should put the whole program together and document it so that it is a single training program. Contact Hours will not be given for a training program that totals less than 50 minutes.

Question: Can certificate holders get a course or training program approved themselves?

Answer:

No. Only the trainer or training organization can seek approval of the training program. This policy is intended to prevent a confusing flood of paperwork from different sources about a training event. CWEA will make all forms and instructions for course approval available to anybody

**For More Info Visit...
www.cwea.org/renew**


