



Certification

Info Page

Contact Hours and Continuing Education

Certificate holders are required to participate in and submit documentation for at least 12 (1.2 CEUs or 50 min) hours of continuing education or training every two years. (Also known as *contact hours*.)

Continuing Education helps to ensure that you remain knowledgeable about technological advancements and regulatory requirements in the wastewater fields. It also improves 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.

All *contact hours* need to be earned in the two-year period immediately before your *contact hour* due date.

How To Earn Contact Hours

Contact hours can be earned 3 ways:

1. Participate in a training or education program related to your certificate

Examples:

- On-the-job training
- Technical conferences, workshops and college courses
- Self-study and distance learning courses
- In-house training

1 (one) contact hour is earned for each 50 minutes of participation in a CWEA pre-approved training program. In-house training must be related to one of the CWEA certified vocations (no pre-approval needed).

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

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 you lead or teach. 2 (two) contact hours for each published article.

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 membership held during the two-year renewal period for a maximum of 6 (six) contact hours.

Contact Hour Documentation

Once training is completed, you will need to get a certificate of completion issued by the trainer. You will need to submit copies of these certificates to CWEA along with your renewal payment when your *contact hours* are due (every two years). Certificates of training completion that are received at any other time, or without payment of renewal fees, will be rejected.

Certificates of training completion can be in any form, but they must include the following information:

- Name of the training organization
- Program title or brief description of vocations addressed
- Name of the attendee who completed the program
- Number of Contact Hours earned
- Date of completion
- An official signature or stamp from the training organization or instructors



Examples

Contact Hour Due Dates

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

Contact Hour Checklist

- ✓ Check your *Contact Hour Due Date* to the right of your Certificate # on your certificate renewal notice. This is the date your contact hours are due.
- ✓ Attend at least 12 hours of pre-approved training or educational training during the two years before your *Contact Hour Due Date*.
- ✓ Send in copies of your continuing education certificates of completion with your certificate renewal fee by your *Contact Hour Due Date*.
- ✓ 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.

California Water Environment Association

7677 Oakport St., #600, Oakland, CA 94621

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

Website: www.cwea.org/cert