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Guide to Submittal of Continuing Education Programs For Wastewater Treatment Facility Operator Certification

Title 197 – ***Rules and Regulations for the Certification of Wastewater Treatment Operators in Nebraska*** requires continuing education for certified operators as a prerequisite for certificate renewal. Prior approval by the Department of Water, Energy, and Environment (DWEE) of training or educational programs is required if it is to be used as continuing education for purposes of fulfilling the education requirements of a certified operator. The Department will evaluate and determine the number of professional development hours that a certified professional can claim for successful, documented completion of any course or program.

The following is intended to help you submit complete information on training or educational programs you wish to have reviewed for consideration for Department approved professional development hours for wastewater operator professionals.

- **Submittal Method:** Program information may be submitted by email or regular mail. Electronic submittals should be Microsoft compatible (i.e., Word or Excel).
- **Submittal Deadline:** An Application for Approval of Continuing Education for Certified Wastewater Treatment Facility Operators for any proposed program or course should be submitted to the Department for approval not less than sixty (60) days prior to the date offered. A continuing education provider should not advertise or otherwise represent any program or course as approved for meeting the continuing education requirements of Title 197 until such program or course has been approved by the DWEE.
- **Contact Information:** Provide complete contact information with each submittal. Include the name of the contact person or persons responsible for the program, mail and email addresses, and telephone numbers.
- **General Program Information:** Include planned program times, dates and locations. When a program is approved, this information is included on the list of approved programs on the DWEE webpage.
- **Speaker Qualifications:** Include adequate speaker biographical information to demonstrate that the instruction or presentations will be conducted by individuals qualified in the program or course topic. It is your responsibility to demonstrate to the Department's satisfaction that individuals qualified in the program or course topic will conduct the instruction or presentations. The following should be provided for each presenter:

- o Full name;
 - o Contact information;
 - o Experience, training, or professional licenses held; and
 - o Professional experience.
- Detailed Program: Submit an outline of the program or course with adequate detail to verify the topics of the presentation, including detailed timelines to show the hours of education presentation planned. Please identify expected break times. If there are concurrent sessions in a program, the program provider will need to identify how attendance will be verified for each program segment. A short one sentence description for a one-hour or longer presentation will likely not be sufficient. Programs should be to the nearest quarter of an hour.
- Documentation of Attendance: Please indicate how attendance will be documented. You will need to provide the Department with a list of attendees, their certification number and the number of contact hours successfully completed within 30 days of completion of the program.
- Approval: Any program approval will be documented in writing by the Department and will be included on a list of approved continuing education programs maintained on the Department's webpage.