

## MEMORANDUM

TO: Interested Parties

FROM: Don McKenzie, Water and Wastewater Section, Program Manager

DATE: July 25, 2006

SUBJECT: **Operator Certification, Policy Manual 20.4.1:** “One for one”--A policy to define the number of credit hours granted per hour of training.

Background: In February, 2004, two Wyoming licensed operators requested that the Certification Officer and the Operator Certification Committee consider allowing multiple contact hours, up to four, for one hour of actual training. The Committee requested that Certification Officer obtain an opinion on this matter from the EPA Region 8 Operator Certification Program Coordinator. EPA did not think that reducing the number of continuing education/training hours required for license renewal by up to 75% was acceptable given that Wyoming operators are only required to obtain seven hours of training per year per license. The EPA position on this matter, the opinions of the Committee members and the Certification Officers, and the implications of significantly reducing the number of continuing education/training hours required for license renewal dictates the need for the following policy.

Policy 20.4.1 The intent of this policy is to clarify that the number of contact hours given for each hour of instruction is one (1). The Operator Certification Program has awarded contact hours on a one-to-one basis since the program’s inception. The Operator Certification Program considers this to be the intent of Chapter 5 contact hour license renewal and exam eligibility requirements.

The number of hours awarded for training may not exceed the number of hours of instruction received. An operator may choose to apply training hours to more than one license area, provided that the total number of hours of training are not exceeded.

For example, if an operator takes an eight hour course on disinfection and holds four licenses (2 Distribution, 2 Water Treatment, 2 Collection, and 2 Wastewater Treatment). Because a course in disinfection is appropriate for all four of the operator’s licenses, the operator may choose to put two hours towards the renewal of each license, four hours towards the renewal of two licenses, or all eight towards one license, etc. The operator may not apply eight hours towards the renewal of each of the four licenses.