

WATERWORKS OPERATOR CERTIFICATION PROGRAM **INSTRUCTIONS FOR EVALUATION AND ACCREDITATION OF SELF-PACED TRAINING**

The following formats will be considered self-paced training and will be evaluated based on the criteria listed in *Guidance for the Evaluation and Accreditation of Distance Education* and Washington State Department of Health's professional growth and relevancy guidelines:

- Online/Internet
- Correspondence Course
- CD-ROM or Video Tape

All submittals must be made using the *Application for Evaluation of Distance Education*. If multiple courses are being submitted, a separate application form is required for each course. This form and other helpful materials are available in the [Forms Section](#) of the Washington Certification Services web page.

E-mail submission packet to SubmittalsWCS@greenriver.edu

Or, mail submission packets to the following address. Allow additional time for processing mailed submissions.

Washington Certification Services
Attn: Nicolette Peterson
1221 D St. NE
Auburn, WA 98001

Incomplete copies of the *Application for Evaluation of Distance Education* or applications submitted without all required attachments will not be evaluated.

Submittals of curriculum with significant references to state drinking water regulations other than Washington State's may be evaluated but are discouraged.

All products are submitted for evaluation at no charge and become the property of Washington State Department of Health. Web access for review of online training must also be provided at no charge.

The sponsor will receive a written determination for each course submitted for evaluation.
A list of all distance education courses approved and accredited will be made available to water works operators and other interested parties.

Water works operators enrolling in approved distance education must follow standard procedures for completing and submitting all required documentation to Washington Certification Services.