WATERWORKS OPERATOR CERTIFICATION PROGRAM
SELF-PACED TRAINING APPROVAL AND EXAM PROCEDURE

Washington State Department of Health (DOH) requires that all examinations used to determine successful completion of self-paced training (formerly known as distance education) be monitored, closed book examinations. The examination monitor and the student must both complete and sign the *Declaration of Self-Paced Training Exam Monitoring* affirming that the exam was taken in accordance with DOH requirements and monitoring procedures listed below. This requirement applies to self-paced training used towards an education requirement for certification or the professional growth renewal requirement.

Self-Paced training formats include:
- Online (Computer-Based)
- Correspondence Course (Paper and Pencil)
- CD-ROM
- Video Tape

SELF-PACED TRAINING APPROVAL

Self-Paced Courses:

All non-credit self-paced training must be submitted by the course sponsor and approved in advance by Washington Certification Services. The most current list of approved non-credit self-paced training and their CEU assignment is available on the Self-Paced Training section of the Washington Certification Services web page. Submissions received for training that is not found on the approved list will be returned and CEU awarded by the course sponsor will not be accepted.

College Credit Courses:

Self-paced courses awarded college credit through an accredited college or university may be submitted by the student to Washington Certification Services for evaluation after the student has successfully completed the course. The student must follow college's course completion and exam procedures. The course must meet current DOH professional growth training criteria which includes but is not limited to relevancy and minimum course length.

STUDENT EXAMINATION PRODECURES

The student must follow these procedures for completing a self-paced training course:

- Select an exam monitor that meets DOH acceptance criteria listed under "Examination Monitor Procedures" below. Monitors will usually supervise examinations without charge. However, if any charges are involved, payment will be the responsibility of the student.

- Complete the examination in the presence of the exam monitor without outside assistance from any source. This includes course materials, help from other persons, prepared notes, and access to other websites via simultaneous session. Text entry programmable calculators such as laptops, electronic organizers or equipment may not be used. Handheld numeric calculators and the Association of Boards of Certification Exam Formula/Conversion Table are allowed.

- For a paper-based examination, provide the exam monitor with a pre-paid addressed envelope for submitting the completed exams to the course sponsor for grading.

- Ensure that the examination monitor has completed the monitor's portion of the *Declaration of Self-Paced Training Exam Monitoring*.

- Complete the student's portion of the *Declaration of Self-Paced Training Exam Monitoring*.

EXAMINATION MONITER PROCEDURES

An impartial person who is not concerned with the result of the examination or the success of the student must monitor all distance education examinations. An exam monitor may not be a relative, friend, co-worker, direct supervisor or an employee of the student. Some examples of an acceptable exam monitor are a utility manager, human resource manager, training director, testing center, public library, public school, church leader, or college/university.

The exam monitor must read and follow these procedures for administering a distance education examination:

- Confirm the student's identity using photo identification such as a driver's license, passport or military ID.

- Remain in the presence of the student from the time the student starts the exam until the time the exam is completed.

- Be certain that the student does not receive any outside assistance from any source while taking the examination. This includes course materials, help from other persons, prepared notes, and access to other websites via simultaneous session. Text entry programmable calculators such as laptops, electronic organizers or equipment may not be used. Handheld numeric calculators and the Association of Boards of Certification Exam Formula/Conversion Table are allowed.

- For paper-based examinations, mail the completed examination(s) directly to the course sponsor for grading in the envelope provided by the student.

- Complete the monitor's portion of the *Declaration of Self-Paced Training Exam Monitoring* and provide it to the student.

EXAMINATION SUBMITTAL PROCESS

Paper Based Examination:

When the student has completed all required written examinations, they must provide the exam monitor with a postage-paid addressed envelope. In addition, they must provide any other submittal documentation required by the course sponsor. The exam monitor will submit the completed examination(s) directly to the course sponsor for grading.

Electronic Examination:

Complete all required electronic examinations and request verification of successful course completion documentation from the sponsor. This is typically a transcript or certificate of completion.

Submittal Process:

Submit the following documentation to Washington Certification Services by mail or e-mail:

- A completed *Waterworks Self-Paced Training Submittal Form*
- All "required attachments" listed on the *Waterworks Self-Paced Training Submittal Form*
- A completed *Declaration of Self-Paced Training Exam Monitoring*
- Course completion documentation

All required forms can be found in the Self-Paced Training section of Washington Certifications Services website.

E-mail submission packet to SubmittalsWCS@greenriver.edu

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