

WATERWORKS OPERATOR CERTIFICATION PROGRAM

SELF-PACED STUDY REFERENCE GUIDE

DEFINITION OF SELF PACED TRAINING

Self-Paced Training is defined as independent, unmonitored learning completed at the student's own pace. It differs from remote live training as remote live training is defined as live training conducted over a remote platform where course completion is monitored by the trainer.

HOW TO ENROLL IN SELF-PACED TRAINING

The student must contact the course sponsor directly for enrollment procedures and information. Contact information is found on the approved list in the following pages. It is the course sponsor's responsibility to notify WCS with any changes to their contact information.

APPROVED CEU AMOUNT

The self-paced courses found on the Approved Course List have been evaluated and meet DOH criteria for the Waterworks operator professional growth requirement. CEU accepted for successful completion of each course is listed. Note that the CEU amount listed may be different than the CEU amount awarded by the sponsor.

REQUIREMENTS FOR CEU RECORDING

Only self-paced training listed on the Approved Course List or courses completed for college credit through an accredited college or university may be applied towards the Waterworks operator professional growth requirement. All other submissions will be denied and CEUs awarded by the course sponsor will not be accepted.

TRAINING NOT ACCEPTED FOR CEU RECORDING

Self-Paced Training submissions will be denied without further review if any of the following occurs:

- Training is not listed on the Approved Course List posted on the WCS webpage
- Student failed to use an exam monitor where required
- Student failed to meet the exam monitor requirements
- Training has been repeated
- Incomplete submissions

REPEAT TRAINING POLICY

No CEU will be awarded to repeated Self-Paced Training courses, regardless of reporting period.

COLLEGE COURSES

Self-Paced study that is offered for college credit through an accredited college or university and meets the established professional growth relevancy criteria and may also be approved. Please review *Self-Paced Training Approval and Examination Procedure* for more information about completing a relevant course for college credit.

EXAM MONITOR

The Department of Health requires that all approved self-paced study, where successful completion is determined by passing an examination, have a monitored, closed book examination. Both the exam monitor and the student must complete the *Declaration of Self-Paced Training Exam Monitoring* form affirming that all exams have been completed in accordance with the [Self-Paced Training Approval and Examination Procedure](#). Refer to the Approved Course List to determine the exam monitor requirements for each course.

SUBMIT COMPLETED SELF PACED TRAINING

The student must submit the required training documents to Washington Certification Services after successful completion of self-paced training.

Submit the following documentation 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 (certificate of completion, transcript, or other)

All reference documents and forms can be found in the [Self-Paced Training](#) section of Washington Certifications Services website.

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