

WATERWORKS OPERATOR CERTIFICATION PROGRAM TRAINING RELEVANCY REVIEW PROCEDURE

The Department of Health (DOH) is responsible for administering the Waterworks Operator Certification Program and has established the regulations, policies and guidelines for the professional growth requirement for certified operators. Washington Certification Services (WCS) at Green River College manages the professional growth program through specific contract objectives utilizing the criteria established by DOH.

Washington Certification Services will review training that a:

- Course sponsor submits for evaluation and CEU assignment
- Certified operator submits that has been assigned CEUs through a formal evaluation process that follows the minimum guidelines established by the [International Association of Continuing Education and Training](#) (IACET).

Training must meet DOH relevancy criteria to be accepted for CEUs towards the Waterworks professional growth requirement.

The Relevance Review Committee will conduct an additional relevancy review of training upon request by WCS or DOH. The Relevancy Review Committee consists of three members of the Waterworks Operator Certification Advisory Committee and one representative of the Department of Health's Office of Drinking Water. The additional relevancy review process can take up to 10 business days.

If, in the opinion of the Committee, the sponsor or operator has not provided sufficient information needed to complete the relevancy review, WCS will request additional information from the sponsor or operator.

Upon receipt of the Committee's review, WCS will inform the course sponsor or operator of the relevancy determination.

If the course is not accepted for CEUs towards the Waterworks professional growth requirement, the course sponsor or operator may request an appeal. An appeal letter drafted by the course sponsor or operator explaining the relevancy of the training must be submitted to WCS. The Relevancy Review Committee will review the appeal and give their final determination to WCS. WCS will notify the course sponsor or operator of the final relevancy determination.