

## **Requesting a Continuing Education Unit (CEU) Rating**

Workshops must have training credits assigned in the form of Continuing Education Units (CEU) to rate the amount of training that has taken place. The *Waterworks and Sewage Works Regulations*, require operators to attain 1.0 CEU every two years per Section 70 for recertification at all levels. As well, operators can earn CEU to substitute for missing education for certification that is required in the Operator Certification Standards. The Operator Certification Board (OCB) reviews requests for CEU's to ensure that the training is pertinent to certification and recertification.

The training sponsor or provider shall perform the CEU evaluation and rate the training event for CEU, based on criteria in this document, which include International Association for Continuing Education and Training (IACET) criteria and shall advertise the CEU rating. The OCB may request to review the training sponsor's training materials and courses, workshops, correspondence courses, instructor biographies, agenda, student manuals, attendance records, etc. to verify that the CEU criteria outlined in this document have been met.

As the training sponsor prepares the training materials for which recognition of CEU will be requested, the following questions may be helpful.

1. Is the training needed and relevant to job requirements (see Need-to-Know or NOS, P. 4, Para 2)?
2. Do the program objectives specify skills or knowledge that the learner should be able to demonstrate after the learning activity?
3. Does the instructor(s) demonstrate subject competence, an understanding of the program objectives, and the ability to make a formal presentation?
4. Is the course content consistent with stated program objectives; sequenced in a logical manner, and is the learner permitted to give and receive feedback?
5. Course completion shall require attendance of 90% or more and the sponsor shall determine the participant's ability to demonstrate what he/she has learned through written tests, written reports, project completion, or through learner feedback/discussions.

### **Please complete the attached CEU Rating Form**

Training providers are requested to complete the attached CEU Rating Form and keep a copy on file, along with other course materials, so it is available for OCB review. The training provider shall send a copy either by mail or email for CEU approval and for record keeping purposes to:

**Operator Certification Board**  
**Mail Room - 3211 Albert Street**  
**Regina, SK S4S 5W6**  
**Phone: 306-789-3430**  
**Fax: 306-789-3429**  
**Email: [info@saskocb.ca](mailto:info@saskocb.ca)**

## CEU Check Off - Giving Credit for Continuing Education

This document is aimed at water and wastewater operators and training sponsors to assure that available training and education supports the skills/knowledge operators need to perform their duties. Since CEU are used by operators to substitute for missing formal education and to qualify for certificate renewal, relevance of their training is important.

### Training Topics & CEU Relevance

Skill and knowledge areas to consider for CEU/training and relevance could be any that support typical operator duties such as those listed in Appendix B1 – B4 in the Operator Certification Program Guide, available on: [http://www.se.gov.sk.ca/environment/protection/water/epb\\_144.pdf](http://www.se.gov.sk.ca/environment/protection/water/epb_144.pdf)

They could also be subject areas, skills and knowledge listed in the Association of Boards of Certification *Need to Know Criteria* at: <http://www.abccert.org/needtoknow.html>; or in the *National Occupational Guidelines for Canadian Water and Wastewater Operators* (NOG) developed by ECO Canada – Environmental Careers Organization, Canada, at this website [http://www.eco.ca/pdf/wastewater\\_eng.pdf](http://www.eco.ca/pdf/wastewater_eng.pdf). Operators and training sponsors are urged to refer to these documents for training topics and to verify the relevance of the training session. Training sponsors should also consider that operators can indicate areas of training relevant to their needs.

### The Regulatory Requirement

*The Waterworks and Sewage Works Regulations* require Operators applying for certification to satisfy the Operator Certification Board (OCB) that they have met the necessary education, experience and examination as stated in the *Saskatchewan Water and Wastewater Works Operator Certification Standards December 2016*. When Operators are substituting CEUs for missing education, they may have to prove to the OCB these CEUs are pertinent. Additionally, Article 70 of these regulations requires operators to earn 1.0 CEU to qualify for certificate renewal every two years.

### The Continuing Education Unit Explained

The CEU is used to keep track of the amount of time a person has spent on professional development in a non-credit continuing education program. The generic CEU traditionally used in Saskatchewan includes criteria stated by IACET. They are as follows:

- 1.0 CEU represents ten contact hours of participation
- in an organized continuing education experience
- under responsible sponsorship
- under capable direction
- with qualified instruction

This document briefly discusses the different components of the definition of the CEU, which includes criteria that training in Saskatchewan has to follow to qualify for CEU. A full explanation of the formal CEU by IACET, can be found on their website:

[www.iacet.org/documents/online\\_c&q/tableofcontents.htm](http://www.iacet.org/documents/online_c&q/tableofcontents.htm)

## **1. Ten contact hours of participation**

A training candidate is participating for a full hour, as best determined in a classroom or workshop setting with an agenda listing start times, break times, meal times and completion times. The course sponsor must calculate the actual hours in the program. The session could be a formal lecture, a laboratory session, video presentation, a hands-on practice session, a demonstration, a discussion, and so on, as long as its purpose is to teach some specifically identified objective(s). The individuals must attend for the duration of the activity, satisfactorily complete the activity, pass an exam or meet any performance criteria established by the course director or instructor.

**Note:** CEU will be rated as one decimal point, e.g. 0.5 CEU; no matter what the next decimal place is, the rating will always be stated by the first decimal point (0.57 CEU = 0.5 CEU).

## **2. In an organized continuing education experience**

This assumes there has been planning by training sponsors, instructors and representatives of the clients to meet a specific learning need. This includes determining the program's educational objectives in terms of:

- a. the clients to be served
- b. the new skill or understanding to be learned through the content of subject matter
- c. the program format and instructional methods to be used

With the program objective(s) determined, a curriculum is prepared, from which the lesson plans, agenda, instructional materials, reference notes, study notes, activities and exams (or other evaluation materials) can be developed.

## **3. Under responsible sponsorship**

The training sponsor awarding the CEU must assume administrative responsibility for the program. This includes: assigning direct supervision of the activity to one responsible person, advertising the training sessions, handling registrations and maintaining permanent records.

## **4. Capable direction**

This includes:

- a. professional program planning and development
- b. selecting the most effective educational format
- c. assigning qualified instructor(s)
- d. providing adequate program administration
- e. evaluating both the individual participants and the total program

## **5. Qualified instruction**

The instructor should have the following qualifications:

- a. competence in the subject matter; based on formal education/training, appropriate work experience or previous instruction
- b. reasonable and consistent effectiveness in meeting learner outcomes and expectations
- c. understanding of the program objectives
- d. high standard of professional conduct by being respectful of other peoples and by avoiding any conflict due to any proprietary interest in any product, service or material discussed in
- e. the training session
- f. ability to teach, lead a discussion, demonstration or question & answer session using appropriate teaching or demonstration aids

## Recognizing the CEU or Not

**The OCB may recognize training credits (CEU)** for appropriate training of three (3) hours or more relevant to an operator's area of work and/or certification in water treatment, water distribution, wastewater treatment and wastewater collection as rated by the training provider.

Training that is relevant to these areas could include, but is not limited to, any appropriate and organized workshop, in-house training session, course or teleconference offered by SWWA, Saskatchewan Polytechnic, SPWA, WCWWA, AWWA or WEF, correspondence courses offered by WCWWA, California State University or Saskatchewan Polytechnic; and appropriate classes or courses offered by Saskatchewan Polytechnic, Regional Community Colleges or any other training providers (refer to *Training Topics & CEU Relevance*, P. 4, Para. 2).

**The OCB will not recognize CEU** for a program that a person has repeated within the last five years, unless a substantial documented change has occurred in the program (e.g. updated lecture materials, manual, student hand-outs, etc.). No CEU for certification renewal will be granted for a workshop repeated within two certification periods. Further, the OCB will not recognize CEU for workshop instruction, an open conference, for any program of instruction of fewer than three (3) hours duration, for unrelated training, for non-educational nor for non-learning activities, including the following:

- mass media programs that are not part of an educational program
- on-the-job training, apprenticeships and work experience
- writing or presenting articles or research papers
- association nomination and election sessions
- work related staff and committee meetings
- association business meetings and reports
- announcements and welcoming speeches
- self-directed study without verification
- assigned reading and study time
- entertainment and recreation
- trade shows and exhibitions
- coffee and meal breaks
- tours and travel time
- report writing

## Continuing Education Units (CEU) Rating Form



**Operator Certification Board**

Mail Room  
3211 Albert St  
Regina, SK S4S 5W6

[www.saskocb.ca](http://www.saskocb.ca)  
[info@saskocb.ca](mailto:info@saskocb.ca)

Phone: 306-789-3430 Fax: 306-789-3429

**Request for CEU assessment made by:**

**Address:**

**Postal Code:**

**Email:**

**Phone:**

Continuing Education Units (CEU) may be earned by participants in training that is an organized, relevant continuing education experience under responsible sponsorship, capable direction and qualified instruction, at a rate assigned by the sponsor in accordance with IACET Guidelines. Open Conferences and training sessions shorter than three hours shall not be evaluated.

**Name of course to be evaluated:**

**Date(s) of the course:**

**Location:**

**Course sponsor:**

**Course instructor(s):**

**Instructor's biography:**


**Provide a detailed agenda with an accompanying timeline including breaks:**


**What is the relevance of this training to water/wastewater operations:**


<b>How can the student evaluate the training session and state/demonstrate what was learned:</b>	
<b>How is attendance verified:</b>	
<b>Instructional Format:</b> Classroom ____ In-House Training ____ PowerPoint ____ Correspondence Course ____ Video(Group Setting) ____ Lab/Hands-on Setting ____ Other Format (describe):	
<b>Contact Hours of actual training in the session (excluding breaks, lunch):</b> _____hours 10 contact hours of training = 1.0 CEU A general discussion period is counted at half-time toward CEU rating	
<b>Please submit another CEU Rating Form when course content changes from this presentation to the next presentation.</b>	
<b>Training and CEU records kept by:</b>	
<b>Application Completed by:</b>	<b>Date:</b>
<b>Certification Board to complete this section:</b>	
<ul style="list-style-type: none"> <li>• Is the course content consistent with the skills/knowledge to be learned per NOG or ABC?</li> <li>• Number of Continuing Education Units assigned: _____ CEU</li> </ul>	
<b>Signature:</b> _____	<b>Date:</b> _____

**Notes:**

- Presenters shall not explicitly promote name brand products/materials/service in the body of the workshop: they may use represented products for demonstration purposes.
- The training sponsor must keep records of training provided, CEU assigned, dates, locations, names of instructors, names and addresses of students for seven years.
- The training sponsor must provide the student with a printed certificate indicating the student's name; and the name, date location and CEU rating of the training session. The training sponsor or instructor shall sign the certificate.
- Webcasts/teleconferences must be operated like a normal workshop with proctor/instructor agenda, attendance evaluation, certificates, relevance, and be at least three hours long.
- For reference to sources of training topics and other details, please see page 2 of this document.
- The OCB may perform spot checks on the information supplied with this form.