



# Continuing Education Instruction Sheet for Provider and Syllabus Applications

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Thank you for your request to become a Continuing Education Provider or Instructor. These instructions are intended to provide you with some background regarding continuing education and help you complete the required forms.

Continuing education is an opportunity to gain additional knowledge into subjects that directly relate to the well drilling profession. It is designed to enhance the individual's knowledge and drilling skills. It also will keep the driller informed on technological advances and up to date on current state and local regulations. The ultimate goal is to ensure the highest quality of professionalism in the well drilling industry. Continuing education is required of every person applying for an operator's license and for every licensed operator renewing their license. With few exceptions, continuing education units will only be obtained from an approved continuing education provider.

## **CONTINUING EDUCATION PROVIDER APPLICATION**

A continuing education provider is any person, organization, school or entity involved in driller education and who administers to one or more continuing education instructors. All continuing education providers must receive Ecology approval for their continuing education plan and curriculum. Following approval, your continuing education plan will remain on file indefinitely. Each year, you will be required to update your curriculum and provide Ecology a current training schedule. Ecology will place your schedule on their internet. The goal is to provide you maximum exposure and give drillers flexibility in meeting their training needs. Please refer to the **TRAINING SCHEDULE** section below.

Your continuing education plan must contain the following elements:

### 1) Contact information.

Contact information consists of the name of the person, organizations, schools, and other entities applying to become an approved continuing education provider. Their mailing address, telephone number(s), and e-mail address.

### 2) Statement of Qualifications.

A statement of qualifications consists of a summary of the providers experience in providing educational programs and a listing of references.

### 3) Statement of Organization.

A statement of organization consists of a summary of how many workshops you intend to provide over the next 12 months; how the courses will be advertised; the number of classes offered at each workshop; when a finalized agenda will become available; a description of the method to be used to evaluate courses; a description of how attendance will be verified and reported to Ecology; a description of the type of proof of completion to be awarded to each student; and a cancellation policy.

#### 4) Statement of Resources.

A statement of resources shall identify the name(s) of the facility (ies) you intend to use for your workshop(s); each facility address; and date of each workshop. The form provides space for up to ten workshops in a twelve month period.

#### 5) Statement of Accountability.

The statement of accountability shall justify the cost of the class or workshop and includes a statement assuring delivery of courses by the provider.

Please provide the above information on the enclosed form entitled "Continuing Education Provider Application". Ensure that all questions are answered. Missing information may cause a delay in processing your application. The form must be signed by the person applying to become a provider or an authorized representative. The provider application must be renewed on an annual basis.

### **CONTINUING EDUCATION UNIT SYLLABUS**

Continuing education units (CEU) are earned by attending continuing educational programs. Continuing education programs consist of approved training, classes, courses, workshops, offerings, correspondence instructions, or other means of providing instruction. General topics include : Occupational health; safety; business and office skills; interpersonal skills; technical aspects associated with well design, construction, development, maintenance, and testing; geology and groundwater sciences, safety, welding, HAZMAT training, first aid; and other topics relating directly to well construction and the groundwater industry as approved by Ecology.

In order to evaluate your CEU program, you must provide the following information on the enclosed form entitled "Continuing Education Unit Syllabus". Ensure that all questions are answered. Missing information may cause a delay in processing your application.

- Instructor name and contact information.
- Instructor qualifications.
- Course title.
- The date and time of the course.
- Course length.
- Cost.
- A description of textbooks, supplemental readings, or materials such as safety equipment, calculators, or other items the attendee will need to provide.
- A description of what facility(ies) are going to be used for the workshop/class and driving directions.
- A course outline, detailing specific subject material to be taught and testing schedule.
- A statement regarding how this course will enhance the knowledge, skills, and abilities required in the drilling profession, including the goals and objectives of each class.
- A statement that the class will be open to all who desire to attend.
- A statement regarding the minimum number of students you require in order to put on the class.

### **TRAINING SCHEDULE**

In addition to the CEU Syllabus form, please supply a copy of your training schedule (s) for each workshop. Your training schedule should include class dates; times; class title; and workshop location (s). This information will be used to update Ecology's CEU data base and provide drillers with the most

If you require this document in an alternate format, please contact the Water Resources Program at (360) 407-6600 or TTY (for the speech or hearing impaired) at 711 or 1-800-833-6388.

current information regarding future training opportunities. An annual revised training schedule must be submitted and approved by Ecology in order to maintain your role as a continuing education provider.

## **HOW WILL PROGRAMS BE EVALUATED AND CONTINUING EDUCATION UNITS ASSIGNED?**

The following criteria will be utilized when evaluating programs and assign continuing education units.

1. The subjects' relevance to the business, technical, and/or regulatory aspects of well drilling;
2. How well the subject will enhance the knowledge, skills, and abilities required in the well drilling profession;
3. Length of program; and
4. Final group selection.

Based on the syllabus review, each continuing educational program will be categorized into one of seven groups:

**Group One** - Subjects that directly relates to the business, technical, regulatory, and safety aspects of well construction; and Subjects that enhance ground water protection and increased professionalism within the drilling community.

- A. Washington well construction and licensing statutes and regulations.
- B. Construction methodology, well design, development, maintenance, and testing.
- C. Protection of the ground water resource.
- D. Hydrogeology and ground water science.
- E. Equipment operation and maintenance.
- F. Computer skills.
- G. Welding
- H. Business management and office skills.
- I. Interpersonal skills
- J. Occupational health and safety.
- K. Map reading skills.
- L. Local and State Health regulations.
- M. DOT regulations.

**Group Two**- Subjects that will improve the industries knowledge and understanding of subjects related to ground water.

**Group Three** - Subjects not covered under Group One or Two, but benefit the driller in their professional development.

- A. Vender specific product/sales courses
- B. Pumps

**Group Four** - Miscellaneous courses

- A. Correspondence courses
- B Trade school courses that do not fall into another group.
- C. College courses that do not fall into another group.

**Group Five** - Attending conventions (trade show).

- A. Washington Ground Water Association
- B. National Ground Water Association
- C. Pacific Northwest Expo

D. Other state recognized conventions

**Group Six** - Pre approved classes

- A. OSHA HAZWOPPER 40 hour basic course - 20 credits
- B. OSHA HAZWOPPER 8 hour refresher - 4 credits
- C. Red Cross 8 hour first aid/cpr - 4 credits
- D. Others as approved by the department

**Group Seven** - Programs for which no credits are assigned.

A program will be assigned continuing educational unit(s) based on the group that best describes the training session and the published length of the training session. The following is a unit value for each group:

Group One	-	One unit per hour
Group Two	-	One half unit per hour
Group Three	-	One quarter unit per hour
Group Four	-	Unit value equal to the educational credit, not to exceed four continuing education units per license renewal period or trainee applicant. No more than eight for all other applicants.

Group Five	-	One unit per convention
Group Six	-	As listed
Group Seven	-	No unit value-

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