

## **GUIDANCE ON CONTINUING EDUCATION TRAINING COURSE CATEGORIES**

To be approved, an Education and Training Program must relate to the duties, responsibilities, operation, maintenance or supervision of a drinking water system, a sewerage system or both. The Advisory Board of Examiners (for Drinking Water) and the Board of Certification (for Wastewater) each evaluate and either approves or disapproves continuing education training and determines the continuing education training hour value. Some courses that have applicability across a broad range of industries may not be approved for continuing education credit. Each Board categorizes approved training as “Technical”, “Managerial” or “Other”. The following definitions and examples of training courses and program subjects provide guidance regarding these categories:

- **Technical:** Training that relates to skills and knowledge of the science, engineering or specific applications of operation and/or maintenance of a system. Technical training may include, but is not limited to applied math, applied hydraulics, chemistry; the installation, maintenance and repair of system components; process control, electricity and electrical maintenance; SCADA and control systems.
- **Managerial:** Training in the skills and knowledge relevant to the supervision or administration of a system. Managerial training may include, but is not limited to public relations, employee relations, organizational skills, budgeting and rate setting, asset management, risk assessment and management, written and verbal communications, regulation and reporting requirements.
- **Other:** Certain important and beneficial courses are not determined to be technical or managerial. Such training may include, but is not limited to computer applications, safety, exhibits and trade shows, organizational memberships, and training events with a changing agenda that are not specifically technical or managerial in nature.

*Many employers/utilities offer on-the-job training so that employees will perform satisfactorily, as required by the job position. Training programs deemed to be on-the-job training will not be approved for continuing education credits.*