



## GENERAL REQUIREMENTS AND GUIDANCE ON CONTINUING EDUCATION COURSE APPLICATIONS

As required by Part 19 of the administrative rules promulgated under the Michigan Safe Drinking Water Act, 1976 PA 399, as amended, all continuing education courses approved for continuing education credits (CECs) by the Drinking Water Advisory Board of Examiners (ABE) shall relate to the “duties, responsibilities, operation, maintenance, or supervision of a drinking water system.” At regularly scheduled meetings, the ABE evaluates and either approves or disapproves CECs and determines the credit value and category. At the discretion of the ABE, some courses with applicability across a broad range of industries may or may not be approved for CECs (see “on the job training” below).

CECs are awarded in one-hour increments, with one hour defined as educational content containing a minimum of 60 minutes without rounding. Topics not counted toward course length are registration, introductions, wrap-up, conclusion, questions and answers sessions, quizzes/exams for in-person courses, and breaks/lunch. If a previously approved course’s content, length, and/or delivery method needs to be changed, contact the Michigan Department of Environment, Great Lakes, and Energy’s (EGLE’s) Operator Training and Certification Unit (OTCU) for reevaluation or CEC approval will not be valid.

### FILLING OUT THE DRINKING WATER EDUCATION AND TRAINING PROGRAMS CONTINUING EDUCATION COURSE APPROVAL APPLICATION (FORM EQP3428):

#### **All course applications must include a detailed agenda containing the following:**

1. A descriptive title.
2. Educational content broken down with times spent on each topic.
3. A few sentences or bulleted items detailing the educational content of the topics/sessions (Note: a heading or one line description is not sufficient).
4. Include all breaks or lunches with times and durations.

#### **For classroom/in-person courses:**

1. Fill out the drinking water course application, form EQP3428, found on the Drinking Water Operator Training and Certification Program page: [Michigan.gov/EGLEOperatorTraining](https://www.michigan.gov/EGLEOperatorTraining). Under the Training tab, click on “Approval of Programs for Continuing Education Credit-CEC,” then click on “Drinking Water Course Application in PDF.”
2. Include a detailed agenda.
3. Instructions for payment by check are listed on the application, and you will need to mail the application if paying by check. You may pay by credit card via our online system at <https://www.thepayplace.com/mi/deq/trainandcertify/billpreview.aspx>, and include a printed payment confirmation with your application from the payment confirmation screen. If you pay by credit card, you have the option to mail your application or email all materials to [EGLE-OTCU-Training@michigan.gov](mailto:EGLE-OTCU-Training@michigan.gov).

**For online live webinars, asynchronous courses, or hybrid courses:**

1. Fill out the drinking water course application (form EQP3428) found on the Drinking Water Operator Training and Certification Program page: [Michigan.gov/EGLEOperatorTraining](http://Michigan.gov/EGLEOperatorTraining). Under the Training tab, click on “Approval of Programs for Continuing Education Credit-CEC,” then click on “Drinking Water Course Application in PDF.”
2. Include a detailed agenda.
3. Refer to the “Online Course Requirements and Guidance for CEC Approval” document and submit all necessary documentation detailing how your course meets the requirements.
4. Instructions for payment by check are listed on the application and you will need to mail the application if paying by check. You may pay by credit card via our online system at <https://www.thepayplace.com/mi/deq/trainandcertify/billpreview.aspx>, and include a printed payment confirmation with your application from the pop-up screen. If you pay by credit card you have the option to mail your application or email all materials to [EGLE-OTCU-Training@Michigan.gov](mailto:EGLE-OTCU-Training@Michigan.gov).

Applicants will be notified of the status of their application after the next meeting of the ABE. If you have further questions, please contact the OTCU or visit our website.

**TERMS AND DEFINITIONS:**

**Continuing education 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; Supervisory Control and Data Acquisition (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, tours of drinking water plants or commercial facilities, drinking water related safety, exhibits and trade shows, organizational memberships, and training events with a changing agenda that are not specifically technical or managerial in nature.

**On-the-job training:**

Training considered to be “on-the-job training” is **not eligible** for credit and will not be approved by the ABE for CECs.

**What is “on-the-job training?”**

- Training that is general in nature and is applicable to jobs other than drinking water facilities, and/or
- Training that is offered by the water supply and is specific only to the functions or set-up of the water supply offering the training.

On the job training examples include, but are not limited to, computer programs such as Word and Excel, confined spaces specific to the facility, general safety courses, CPR classes, general management, and “universal” training.

**What is not “on-the-job training?”**

- General knowledge for drinking water operators that furthers their understanding of drinking water operations, and/or
- Courses that further their career and enhance their capability to perform their job specific to drinking water operations.

Courses that would not be considered on the job training include, but are not limited to, basic chemistry, basic math, flushing technology, laws and regulations for drinking water, laboratory skills, and drinking water public relations.

The above are only examples, and all courses are still subject to review by EGLE staff and the ABE.

**ADDITIONAL INFORMATION FOR COURSE PROVIDERS:**

- When holding a conference or training event with multiple sessions, the agenda will be assessed and the category will be assigned based on at least 70 percent of the content being in that category. For example, if 80 percent of a conference is “technical” while 20 percent is “other,” the assigned category will be “technical”. If there is not 70 percent technical, managerial, or combined, the category will be other.
- If the course is funded and sponsored by a federal, state, or government agency and is free for attendees, provide that information on the application and contact the OTCU to determine if payment is necessary. (Please note: Not all federal, state, or government courses are approved. These courses must still be assessed and approved to receive credit. Please check EGLE’s website for a list of approved courses).
- To receive CECs, groups viewing live webinars on the same computer require an attestation of attendance by the water supply manager or operator in charge, or by an EGLE preauthorized moderator.

- Training programs specific to certain brands of products or equipment need to provide information on how the training program is broadly applicable in nature and is not proprietary in nature. Trainings will be determined proprietary in nature if they are not broadly applicable to drinking water operators and/or considered on-the-job training. As such, these trainings would not receive CECs. Please contact the OTCU if you have further questions.
- Courses may be held at a specific facility if course registration is available to everyone.
- Drinking water related committee activities are not eligible for CECs.
- Courses approved by other states are **not** approved reciprocally for Michigan CECs. The course provider must apply for Michigan CECs and the course must be reviewed and approved by the ABE.
- Applications must be submitted before the course is held. Credit will not be given if the course is taken or held before the application date.
- An application does not guarantee the approval of a course.
- If you have CEC approval for a course or conference that changes the agenda yearly or on a schedule, you will need to submit an agenda for review by the OTCU prior to each event.
- If a course is held after an application is submitted, but before it is approved, you may advertise your course, but you must state that it is “pending CEC approval,” as the course has not been approved until you receive an approval letter from the OTCU. This also applies to courses that are approved but need an agenda review.
- If an attendee of an online course has connectivity issues, the attendee is still required to meet the requirements of attendee engagement, quizzes, and exams to receive credit.
- Polling questions and quizzes need to contain drinking water content.
- Occasional exceptions to these guidance documents may be made by the ABE on a case-by-case basis.