



Drinking Water and Groundwater Protection Division

Guidelines for Water Operator Continuing Education Course Pre-Approval

All water system operator training courses must be pre-approved by the Drinking Water and Groundwater Protection Division (the Division). Training courses must be directly related to the water supply industry for an operator to receive full credit. Partial credit may be awarded for relevant courses that may not directly relate to water system operation.

Please use the Course Pre-approval Request Form provided at [this link](#) when requesting course approval for courses not already approved by the Division.

Information needed to adequately review proposed training:

1. Name, address, and phone number of applicant
2. Course Name
3. Name, address, and phone number of sponsoring agency
4. Location and date of training
5. Agenda and syllabus of course
6. Comments (ex: names of other employees who will attend course, and or any additional information pertinent to the pre-approval process).

The completed forms along with any supporting information such as agenda or brochures must be submitted to the Division at the address below for review. Notification of the decision will be sent to the applicant.

In-house training provided by the water system for their own staff must meet the following criteria for consideration of approval: the trainer needs to be a qualified instructor generally accepted by the industry and/or approved by the Secretary, all pre-approval procedures must be followed, and the number of credits awarded is not to exceed 20% of total credits required for a three year renewal period.

Online training courses may be approved for credit. A list of currently approved online courses is available on our website at: www.dec.vermont.gov/water/drinking-water/pwso/operator-training. The number of credits earned from online training is capped at 50% of the total credits required for a three year renewal period.

When determining the amount of credit hours to be offered, actual seat hours in class will be counted and all break and lunch time will be extracted from the schedule. Continuing education credit hours may not be granted for repeat training if credit was previously granted within a given three year renewal period.

It is recommended upon completion of an approved course that a course completion certificate is awarded to each participant. In addition, a copy of the roster/sign-in sheet should be sent to the Division for verification and documentation of operator training. At the completion of the course the **operator is responsible** for submitting a copy of the course completion certificate to the Division.

This guidance sheet and related environmental information are available electronically
at: dec.vermont.gov/water

Drinking Water and Groundwater Protection Division
One National Drive - Davis 4
Montpelier, VT 05620-3521
Phone 802-828-1535
Fax 802-828-1541