



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c) (3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, OWEA is a recognized training provider by the Ohio Environmental Protection Agency (OEPA) under Ohio Administrative Code (OAC) 3745-7, and inasmuch as possible, all training and education provided by the OWEA shall be done so as to afford the OEPA-based contact hour credit to anyone attending such training.

THEREFORE, OWEA adopts the following policy and procedure:

POLICY AND PROCEDURE

OWEA shall maintain the highest standards to approve courses in a timely manner, and to ensure that Ohio EPA requirements for training content, duration, and documentation of attendance are maintained.

The person responsible for the OWEA contact hour program shall be the chair of the Personnel Education Committee or another member appointed by the President and be known as the Coordinator. The duties of the Coordinator shall be but not limited to:

- I. Developing and implementing contact hour approval procedures to maintain the OWEA's approved training provider status. Such procedures shall be posted on the OWEA webpage.
- II. Shall assign contact hour course numbers upon request, based on receipt of completed Form A's within two weeks. (Form A's the documents stipulated by the Ohio EPA to document the course title, name the instructor, list qualifications of the instructor, contact hour time, and attendance documentation. Information on the Form A is used to approve courses and assign course numbers, based on style of training.)
- III. Communicating the Ohio WEA-assigned course approval numbers to the OEPA.
- IV. Maintaining an up-to-date master list of OWEA-approved training and providing it to the webmaster for regular posting.
- V. Assist the OWEA staff in maintaining files related to contact hour record keeping pursuant to Ohio EPA requirements.