



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 relies upon training courses to educate its members and for revenue to sustain the organization; and

WHEREAS, OWEA recognizes that attendees obtain at least 50% of their required contact hours in operations and maintenance (O&M) related courses; and

WHEREAS, OWEA in its review of Form A's may not be able to readily discern the content of the course based on its title and information submitted, and in turn may not be able to sustain our assignment in an audit by the Ohio EPA.

THEREFORE, OWEA has adopted the following policy regarding the naming of courses and information presented on Form As:

POLICY AND PROCEDURE

- I. Course titles submitted on Form A's shall be clear of the intent of the course to allow the reviewers and OEPA to readily discern if the course has O&M content or be classified as "other" or "X."
- II. Course titles must be clear on exactly what is to be discussed and information conveyed. They must be specific on technology or practice in applications. Under no conditions will course titles be accepted that are vague – such as "Rain, Rain Go Away" or "You Won't Guess What we found in the Sewer Today?"
- III. OWEA promotes a practice of intellectual honesty in all of its training. OWEA prides itself in providing accurate classifications and justifying its decisions in light of audit by the Ohio EPA.
- IV. It is the objective of OWEA to provide proper and accurate classification to course. Where possible and justifiable, authors are encouraged to use terms operation and maintenance in discussing their courses.
- V. Management is considered part of O&M, so if a course has a management theme, it is important to recognize that O&M is part of management.
- VI. Form A's that do not comply with this policy shall be either returned to the author for revision or rejected.
- VII. When justifiable, OWEA shall assign a contact hour course number for wastewater and water credit using "B" in the number.