

## **Continuing Education** **Board Policy P-1**

### **Trade Shows/Exhibit Fairs:**

It shall be the policy of the Licensing Board that providers of trade shows, expos, short courses, or exhibit fairs, at which the prime theme is the display of equipment and/or services used by individuals licensed as Water Well, Pump Installation, Water Well Monitoring Technicians, Natural Resources Ground Water Technicians, or combinations of any of the above professionals, are providing valuable educational contact for such license holders.

Such shows or exhibit fairs shall be reviewed and if deemed otherwise satisfactory shall be granted one (1) hour of continuing education credit for each day attended in which at least three hours of exhibit time is available during the show or fair and provided the show or fair sponsor maintains attendance records.

A list of exhibitors represented at the most recent show or fair sponsored by the provider or those expected at the show or fair for which credit is sought and/or a directory of equipment or services presented at the show or fair shall be supplied and reviewed by the Board to determine general program content and areas to which the continuing education hours shall be applied.

If the provider also proposes to provide seminars or other formal classroom presentations, the Board may also consider and act upon those programs in addition to trade show or exhibit fair time.

If review of the proposed agenda indicates the trade show or fair contains over 12 hours of continuing education credits the board shall award up to 12 hours for each show including exhibits without application to the board unless otherwise requested by an attendee. Proof of attendance must be verified.

(Approved by the Board December 1988- Amended November 19, 2014)

**Continuing Education**  
**Board Policy P-2**

**Business or Safety Topics:**

It shall be the policy of the Licensing Board to favorably view business or work safety topics for approval as a continuing education subject when such topics are a nominal part of an entire program of continuing education clearly designed to provide technical knowledge, operating skills, and business subjects relating to the water well industry.

Adopted- December 11, 1991

**Continuing Education**  
**Board Policy P-3**

**CEU's Prior to License:**

It shall be the policy of the Licensing if continuing education credits are applied for prior to being licensed, they will be accepted provided they are obtained within the calendar year of being licensed.

Adopted- February 11, 1992

**Continuing Education**  
**Board Policy P-4**

**Other States Rules and Regs:**

It shall be the policy of the Licensing Board when approving continuing education applications that no continuing education credits will be awarded for programs dealing with other states rules and regulations.

Adopted- October 9, 1996

## **Continuing Education** **Board Policy P-5**

### **OSHA HAZWOPER 8hr Refresher and initial 40hr Training;**

It shall be the policy of the Licensing Board that only one (1) OSHA Hazardous Waste Refresher Course 29CFR1910.120 (approved for 6.5 hours) will be allowed for each Individual for continuing education during their current two (2)-year continuing education period. Only one (1) initial 40hr Training (approved for 12 hours) will be allowed for each Individual as long as that Individual holds a license.

### **First Aid, CPR & AED Training**

It shall be the policy of the Licensing Board that only one (1) First Aid, Cardiopulmonary Resuscitation (CPR) & Automated External Defibrillator (AED) training class (approved for 2.0 hours credit) will be allowed for each Individual for continuing education during their current two (2)-year continuing education period. The courses must be conducted through approved providers and must be taken in person.

Revision Adopted – June 8, 2022

**Continuing Education**  
**Board Policy P-6**

**Summary and Round table:**

It shall be the policy of the Licensing Board when approving continuing education applications that no continuing education credits will be awarded for reviews of a previous day's sessions nor will continuing education credits be awarded for summaries, discussions, or roundtables, without a specific topic outlined on the program.

Adopted- April 12, 2000

**Continuing Education**  
**Board Policy P-7**

**Correspondence-Self Study:**

It shall be the policy of the Licensing Board when approving continuing education applications that no continuing education credits will be awarded for self-study programs. All other correspondence courses will be reviewed on an individual basis.

Adopted- April 7, 2004

**Continuing Education**  
**Board Policy P-8**

**Rounding up or Down:**

It shall be the policy of the Licensing Board that when reviewing continuing education applications, that at the discretion of the Board continuing education hours will be rounded up or down to the nearest 0.5 hours. Breaks during educational sessions must be clearly identified and will not receive any credit hours.

Adopted- June 4, 2004-Amended August 16, 2023



**Continuing Education**  
**Board Policy P-9**

**False Advertising of CEUs:**

It shall be the policy of the Licensing Board that at its discretion of the board can deny approval of CEU hours to any program that has advertised award of continuing education hours prior to the initial program content being reviewed by the board.

Adopted- June 4, 2004

**Continuing Education**  
**Board Policy P-10**

**Board Packets:**

It shall be the policy of the Licensing Board that applications submitted for continuing education program approval shall be sent out to the full board two weeks in advance of a regularly scheduled board meeting. Any application received after the board packet has been sent out will be deferred until the next regularly scheduled board meeting for approval.

Adopted- June 4, 2004

**Continuing Education**  
**Board Policy P-11**

**Posting Qualifying CEU class:**

It shall be the policy of the Licensing Board that applications submitted for continuing education program approval shall be evaluated by the Water Well Standards Program for eligibility upon receipt of the application. If the application is complete and the content, presenters, and verification of attendance are determined to qualify for consideration, the application can be posted on the web site as a qualifying CEU class with pending approval of the total number of hours by the board at the next regularly scheduled meeting.

Adopted by the Board- June 14, 2013

**Substitute Members- Govt. Agency**  
**Board Policy P-12**

It shall be the policy of the Water Well Standards and Contractor's Licensing Board that when a state agency Director designates a representative to serve as a member of the board, the agency Director will notify the Chairman of the board in writing with the name of the designated representative and one substitute representative who may serve and vote as the state agency representative board member in the absence of the regular representative. In the event that no substitute is named in advance, the Director may deliver a letter of designation to the Chairman of the board in accordance with Title 178 NAC 13-002.03. No representative may vote at a board meeting unless designated in writing in accord with this policy. If the regular designated representative of an agency is unable to attend a regularly scheduled board meeting, that representative shall notify the Executive Secretary as far in advance as possible to allow the substitute to obtain a board meeting packet.

Adopted by the board: 08/23/2006

**Procedure Document-**  
**Board Member Testimony Policy P-13**

No member of the Water Well Standards and Contractors Licensing Board may testify as a representative of the board without first obtaining permission from the Governor's office and the board.

Adopted by the board August 30, 2007.

## **Continuing Education** **Board Policy P-14**

### **Webinar and Webinar Proctor:**

It shall be the policy of the Licensing Board that webinars or other tele-electronic applications submitted for continuing education approval shall meet the established criteria spelled out in Title 178 NAC 10 regulations for consideration of continuing education approval and in addition must include the following provisions before being submitted to the board for approval.

- If the program provider is out of state or off location from where the presentation is being viewed a program sponsor must be identified
- The program provider or sponsor must have a designated proctor (approved by the Board) who is responsible for verifying and tracking attendance during the presentation
- The program must be interactive where the audience can communicate with the presenter either through electronic messaging or telephone contact

### **Online CE Courses**

It shall be the policy of the Licensing Board that online courses offered one time or on a continuous basis shall meet the established criteria spelled out in Title 178 NAC 10 regulations and must meet the following provisions:

- An application for all online CE courses must be submitted and approved by the board
- Providers must resubmit the application form yearly requesting continued CE approval for each past approved course, as long as none of the program content has changed.
- Providers must submit an application in full if past approved CE course content has changed.
- A dated certificate of attendance or proof of attendance must be submitted by the licensee
- No proctor is required for online courses only.

Only 6 webinar/online CEU hours per renewal period will be allowed for each licensee.

Board approved February 16, 2010-amended February 10, 2020-amended August 2022-Revised 3/1/2023 with correct Title 178 Chapter.

**Continuing Education**  
**Board Policy P-15**

**CEUs Specific to the License:**

It shall be the policy of the Licensing Board that all CEUs approved by the Board shall be made available to all individuals' licenses as Water Well, Pump Installation, Water Well Monitoring Technicians and Natural Resources Technicians.

Adopted by the Board November 7, 2018

**Continuing Education**  
**Board Policy P-16**

**Mud School;**

It shall be the policy of the Licensing Board that any Mud School having a standardized curriculum similar to previously approved schools shall be approved for CEUs after the curriculum is confirmed by program staff. CEU hours associated with that curriculum would be credited to the license holders who were in attendance.

Approved by the Board February 11, 2019



**Continuing Education**  
**Board Policy P-17**

**Natural Resources Groundwater Technician Training:**

It shall be the policy of the Licensing Board that any Natural Resources Groundwater Technician Training having a standardized curriculum similar to previously approved training shall be approved for CEUs after the curriculum is confirmed by program staff. CEU hours associated with that curriculum would be credited to the license holders who were in attendance.

Approved by the Board February 11, 2019

