



**CO L O R A D O**

**Water & Wastewater Facility  
Operators Certification Board**

Department of Public Health & Environment

# **Board Guidance 15-1**

## **Training Unit Guidance**

Revised January 27, 2015

Expires January 27, 2020

## Introduction

The Colorado Water and Wastewater Facility Operators Certification Board has adopted this guidance to provide an explanation of the current practices applicable to training unit approval and to assist training sponsors and facility operators in seeking approval for courses, seminars and other trainings for training units to fulfill the professional development requirement for certificate renewal. For additional information, contact the board's contractor at:

Operators Certification Program Office  
2170 South Parker Road, #290  
Denver, Colorado 80231

Phone: 303-394-8994  
Email: [OCPO@ocpoweb.com](mailto:OCPO@ocpoweb.com)  
Website: [www.opcoweb.com](http://www.opcoweb.com)

## Training unit approval application

The training unit application form is located at [www.ocpoweb.com](http://www.ocpoweb.com). Instructions and guidelines are available on the site. The form is completed and submitted on-line. The application fee can be paid by credit card at the time of submittal or a check can be mailed to the Operators Certification Program Office. Fees must be paid before the application is sent to the training unit review committee.

The training unit review committee receives email notifications of courses to review and are able to review and make comments on-line. The board strongly encourages training sponsors to submit requests for training approval well in advance of the training date. Please allow four to six weeks to complete the process. The applicant will be notified by email if the course is approved or denied. The email notification will provide further information and instructions to the applicant. A denied request can be re-submitted following the committee's instructions.

Courses are approved on a calendar year basis. If the training sponsor would like to re-offer a course that was previously approved, the sponsor will need to be re-submit for approval at the beginning of the new calendar year.

The training topic matrix, appendix A, is to assist training providers in requesting the appropriate category or categories for training unit approval and to streamline the course approval process for the training unit review committee. The matrix includes a list of sample course topics and columns to determine the applicable certification categories: water treatment, domestic wastewater treatment, industrial wastewater treatment, wastewater collection, and water distribution. For each course topic, the matrix is marked to indicate which certification category or categories should receive course credit.

Included with the matrix are examples of supplemental training that can be approved for training units. Supplemental training is training that is not essential for an operator to perform their duties but is useful in the performance of those duties. If a course is

neither essential nor directly useful to an operator in the performance of their duties, that training will not receive training unit credit.

The training topic matrix in appendix A is reviewed and updated as needed each year by the board's contractor.

### **Who May Apply?**

Training sponsors are responsible for submitting the application for training unit approval.

When a training sponsor has not applied for training units or if a conference sponsor declines to track a participant's attendance at individual sessions, an individual operator may apply for course approval, if all of the required information regarding the course content and scope of work completed can be provided. It is particularly important that the operator identify the training sponsor and the name and contact information of a contact person associated with the sponsor who can verify the information provided. Applications from an individual operator for training unit credit will be reviewed on a case-by-case basis.

Courses offered by accredited educational institutions will be accepted when considered directly relevant to operators' job duties and required knowledge. An operator may request acceptance of accredited institutional courses by submitting an application with a course description from the institution's current catalog.

### **Certificates of Completion**

Course sponsors are required to provide a certificate of completion or other documentation to attendees completing your training course.

National and regional conferences and seminars consisting of multiple sessions on multiple topics will be treated as one course. Individual participants may not attend all sessions. Training units will be determined for the individual sessions at a conference or seminar. Sponsors are responsible for tracking participants' attendance at individual sessions and providing documentation of that attendance and the training units earned.

For web-based training or correspondence courses, the training sponsor needs to provide testing or some other form of verification of completion of the training in order for the operator to obtain credit. For video training, the training sponsor must provide independent documentation of attendance or completion.

### **Appeals**

If an application for training units is still disapproved after re-review, the operator may appeal this determination to the board in accordance with section 100.21.2, Regulation 100. The applicant may request a hearing before the board within thirty (30) days of notice of the final denial notification from the Operators Certification Program Office. Include the following with the written request for hearing:

- 1) Identification and contact information for the person or persons requesting the hearing.
- 2) The subject matter of the request.
- 3) The relief requested.
- 4) Copies of the original application and all attachments submitted.
- 5) Copy of the email notification of denial.

Submit the written request for hearing to:

Water and Wastewater Facility Operators Certification Board Office  
Colorado Department of Public Health and Environment  
4300 Cherry Creek Drive South, A-5  
Denver, CO 80246-1530

Email: [cdphe.wwfocb@state.co.us](mailto:cdphe.wwfocb@state.co.us)

If you have any questions about the appeal process, contact office of the board's administrator at 303-692-3463.

Many courses will receive approved training units for more than one certification category.