Continuing Education Course Approval Criteria and Information About Completing Form 3300-252

1. A presentation is a talk, or a formal, planned, hands-on activity with teaching (for a small group), that is at least 55 minutes long and given by one or more speakers. Each 55-minute presentation may be approved for 1 hour of continuing education credit. A course may include several presentations given over the period of a day. The shortest course that will be approved for drillers or pump installers is 2 hours for face-to-face education and 1 hour for an online course. Breaks and lunch time are not included in the number of approved credit hours for a course.

2. Course approval applications must be submitted at least 30 calendar days before a course is to be held. A separate course application shall be submitted for each day of a course, e.g., a 2-day conference with different content each day would require 2 applications. A separate course approval number will be issued for each day to allow easier tracking of continuing education credits. For a course in which the attendee would be expected to attend all days to complete the coursework, only one application is needed.

3. Presentation content must be relevant to the work and/or activities allowed by the license(s) held. Some presentations may be approved for both water well drillers and pump installers; while others may be approved as applicable to only one license. This could result in the need for individuals holding multiple licenses to attend more than six hours of continuing education credit to renew all of their licenses.

4. Presentations may not:
   o Include sales pitches for products or equipment;
   o Malign competitor’s products;
   o Explain how to use unapproved products or equipment; or
   o Include misinformation about the code with respect to well inspections, well filling and sealing, well and drillhole construction, pump installations, and approvals, etc.

5. The course application must include a detailed agenda showing all time slots and indicating concurrent presentations. The course approval application for face-to-face education or hands-on education must include an outline for each presentation with detailed topics listed for at least every 10 minutes.

6. Presentations must be given by persons knowledgeable about the subject matter and its recent developments. A person’s qualifications in the subject matter must be documented on the course application by either work experience or special training.

7. One hour spent in exhibits at an applicable annual industry statewide or national convention may be approved for 1 hour of continuing education credit. No continuing education credits will be approved for trade shows or exhibits in other states or at other training events.
8. Presentations may include a panel discussion or question-and-answer (Q and A) period at the end, provided at least 75% of the time spent is formal presentation, and all of the subpresentations are relevant to the same license type. For example, three 15-minute subpresentations on different pump systems with a 10 minute Q and A period could be approved for 1 hour of continuing education credit for pump installers.

9. To be considered for approval, an online presentation must be available in advance, for viewing by a DNR staff member. The presentation portion must be at least 40 minutes long and include visual aids. The online presentation content may not simply be printed text to be read by the attendee. A quiz that takes about 15 minutes to complete must follow the presentation. The course provider must be able to confirm that the license holder is the person viewing the course and taking the quiz.

10. On the day of the course, providers will give attendees an agenda showing which presentations are approved for each license. Course providers will track who attends which presentations so that continuing education credit can be applied to the correct license(s) held.

11. Course providers will provide attendees with copies of attendance forms to keep for their records. Course providers must provide attendance records to the department in a format required by the department, within 30 days after the course is held. Attendance records will be kept by the course provider for 2 years.

12. Course approvals are effective 3 years, or until there is a change in course content, whichever is lesser. Drillers, pump installers and rig operators may not receive additional continuing education credit by repeating attendance at a presentation or course within a 3-year period.

13. Drillers, pump installers and rig operators may only receive credit for a course during the calendar year in which it is held.

14. If requested, the department will provide postal service addresses or e-mail addresses for license holders to the course provider.

15. The department reserves the right for DNR staff members to attend approved courses to spot check course content.

16. The course provider must provide attendees with the opportunity to provide feedback on course presentations and will keep copies of those records for two years. If requested, the evaluations must be sent to the department.