Continuing Education (CE) Course Approval Criteria

COURSE CRITERIA
A continuing education course consists of several presentations given over a period of one day. Course presentation topics must be relevant to licensed well driller or pump installer activities to receive CE credit hour approval. Approvals are effective for 3 years or until there is a change in course content. The DNR reserves the right to attend approved courses for verification of content.

APPLICATIONS FOR CONTINUING EDUCATION COURSE APPROVAL
Applications for approval of continuing education content must include a detailed agenda with presentation time and duration listed by topic. Approvals will be delayed for applications having agendas that are incomplete or lacking detail.

A separate application is needed for each day when course content differs from one day to the next. One application will cover courses that span 2 or more days when attendance is required for the duration in order to complete coursework and receive credit.

PRESENTATION GUIDELINES
Presentations can be provided by way of formal lectures, online education modules or hands-on activities that are at least 55 minutes in length. One CE credit hour is granted for each 55 minutes of continuing education presented. Face-to-face presentations can include panel discussions or question-and-answer sessions provided that 75% or more of the presentation is devoted to lecture or hands-on training.

Presentations may not:
- Include sales pitches for products or equipment
- Malign competitor’s products
- Explain how to use unapproved products or equipment
- Include misinformation on code requirements with respect to well inspections, well filling and sealing, well and drill hole construction, pump installations, and approvals, etc.

PRESENTER REQUIREMENTS
Presenters must be subject matter experts in the topic areas they present. Qualifications for each presenter (including acquired work experience and/or special training) must be included on the application.
ONLINE TRAINING AND EDUCATION
In order to be considered for CE credit hour approval, online course material must be available for preview by the DNR. Online presentations are to be at least 40 minutes in length and must include visual aids. Presentations consisting primarily of printed text will not be approved. Each online presentation is to be followed by a 15-minute quiz. Provisions are to be made by online course providers to verify and document that the registered licensee is the individual receiving online instruction and taking the online quizzes.

COURSE ATTENDANCE AND RECORDS RETENTION
An agenda that lists approved CE credit hours (by license type) for each presentation is to be provided to attendees by the course provider. Course providers will record licensee attendance at each presentation and submit the attendance records to the DNR for accreditation purposes. Attendance records are to be provided to the DNR within 30 days of course completion. The course provider will make a copy of attendance forms available to licensed attendees for their records.

Course providers will give attendees an opportunity to evaluate course content and the presenter. Course evaluations and attendance records are to be retained by the course provider for a period of 2 years. Copies of evaluations will be provided to the DNR upon request.

TRADE SHOW / EXHIBIT ATTENDANCE
One hour of continuing education credit will be granted for time spent at exhibits or in an applicable annual industry statewide or national convention. No continuing education credits will be approved for trade shows or exhibits in other states or at other training events.

INFORMATION FOR LICENSE HOLDERS
Credit hours for approved courses may be applied to more than one license type depending on content. In most cases however, an individual holding multiple licenses will need to obtain more than 6 credit hours of continuing education to meet annual requirements for each license held. CE credit hours for attendance at an approved course are applied to the calendar year in which the course was held. Note that licensees may not repeat course attendance within a 3-year period.

If requested by a course provider, the DNR will provide postal service addresses and/or e-mail addresses for licensees.