



## **Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**

### **GUIDANCE DOCUMENT**

#### **Guidance Regarding WWWOSSP Licensees Earning CPE Credit for Attending WWWOSSP Board Meetings**

**Adopted: April 29, 2021**

**Effective Date: June 24, 2021**

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#### **Board Guidance**

Sections 18VAC160-30-200 and 210 and 18VAC160-40-340, 350, and 360 of the Board's regulations provide the topic areas for earning CPE credit as a licensee of the Board. Each of these regulation sections include the following in the list of acceptable CPE topics: administrative processes and procedures applicable to licensure, and laws and regulations applicable to the profession. As it has been previously suggested that licensees can earn CPE credit for attending Board meetings but there has not been any formal guidance established regarding earning CPE credit in this manner, the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board).

In order to earn CPE credit for attending a WWWOSSP Board meeting, each of the following must be met:

1. A licensee of the Board must sign in and out of the Board meeting on forms provided by staff to include providing, at a minimum, the licensee's name, address, and license number(s). For virtual Board meetings, Board staff will provide instructions in advance

of the Board meeting on how a licensee is to confirm attendance at the meeting and provide their identifying information.

2. A licensee can only earn CPE credit for attending a Board meeting once per license cycle.
3. CPE credit will be awarded pursuant to the provisions in the regulations, including the calculation of a “contact hour” as 50 minutes. However, the maximum credit that can be earned for attending a Board meeting is seven (7) hours of CPE credit.
4. A licensee who attends a Board meeting as a participant in a disciplinary matter being considered at that meeting is not eligible to earn CPE credit for attending that Board meeting.
5. Board staff may request additional information or documentation to ensure compliance with these guidelines. Failure to follow these instructions, including providing all necessary information, or failure for Board staff to confirm the licensee’s attendance at the Board meeting may result in CPE credit not being awarded.

In addition to the information above, it should be noted that a licensee could be subject to disciplinary action if he falsely claimed CPE credit or misrepresented his attendance at a Board meeting.

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