

**Water Environment Association
of South Carolina**

**South Carolina American
Water Works Association**



*Pricing and Continuing Education
Contact Hours Guidance for
Workshops and Conferences*

May 20, 2019

Introduction

This guidance is provided to assist in the development of consistent pricing of workshops and conferences sponsored by WEASC and/or SCAWWA. Also, this document addresses the consistent offering of continuing education contact hours.

Minimum Income Goal

Although we are non-profit organizations, we must still produce a “profit” to run the Association office. Memberships and our events are the mechanism used to generate funds to pay staff salaries, office rent, etc. Therefore, a minimum profit of \$35 per attendee has been established. When establishing your annual budget, use this figure as your baseline and then account for necessary expenditures and needed total income to achieve this goal.

Member Rate vs. Non-Member Registration Rate

All events should establish a non-member registration rate that will encourage membership. The non-member registration rate should be set at \$50 over the member registration rate.

When developing your annual budget for each event, assume all attendees will register at the member price. This will allow a conservative budget to be calculated, and any non-members that do register will be extra profit for your event.

Who Gets a Member Rate?

Some of our workshops and conferences are hosted by WEASC or SCAWWA, and some are jointly sponsored. At any event sponsored by either WEASC or SCAWWA, being a member of either organization will entitle that person to receive the member rate. Please note that AWWA offers Utility Memberships and everyone working at that utility will receive the member registration rate.

Continuing Education

Background:

Continuing Education is offered at most of our events with contact hours (e.g., CEU, PDH) being provided. Contact hours are defined as the time during which an attendee receives active instruction as part of our events. Topics covered at our events are all related to the water industry but cover a very wide variety of interests. Engineers, Geologists, and Operators are professionally licensed individuals who often attend our events who need continuing education contact hours. The SC Department of Labor, Licensing, and Regulation (LLR) requirements for

contact hours are specific to each type of license. For example, LLR requirements for Water and Wastewater Operator CEUs are as follows:

For continuing education to be accepted by the Board, the following guidelines must be followed.

1. *Continuing education must be information that is relevant to water and/or wastewater treatment facilities. Refer to ABC's CE Course Topic Criteria (available at http://www.abccert.org/abc_certification_program/Renew_your_ABC_Certification.asp)*
2. *The instructor or presenter must be able to provide an agenda or outline of the training content.*
3. *Participants must be able to interact with the instructor or presenter through discussion, telephone, or email.*
4. *Participants must be able to verify participation with appropriate documentation, i.e. certificate of completion containing appropriate information as outlined above and/or copy of sign-in sheet containing participant's signature.*

LLR Professional Development Hours requirements for Professional Engineers:

REQUIRED INFORMATION FOR DOCUMENTATION OF THE TYPE OF ACTIVITY CLAIMED:

- 1) Sponsoring Organization
- 2) Course name and brief course content description and /or skills to be addressed
- 3) Location
- 4) Date of Activity, Duration
- 5) Instructor/Speaker/Facilitator's name
- 6) Number of Professional Development Hours (PDH) earned.

Standard Language to Use in Advertising Materials and Agenda:

When stating continuing education hours available, always use “up to” as specific topics provided in the training may not be applicable for a certain license. For example: *Up to 6 CEUs are possible.*

To help our attendees track the training obtained at our events, the agenda should be designed for them to keep as a record of attending the training and contain a signature block for the attendee to sign and standard language at the bottom of the agenda. By utilizing this type of documentation, we do not need to print separate certificates showing completion of the training.

Important Notice! When you attend a technical session, be sure that you sign the roster as this is the only official record of your attendance. Also, keep a copy of this agenda and mark the box beside the technical sessions that you attend as this lists the date, time, topic and speaker names. Sign below certifying your attendance in the marked sessions and maintain this program agenda in your personal education file for your license/certification in the event of an audit. **REMEMBER, IT IS YOUR RESPONSIBILITY TO ATTEND TRAINING THAT IS APPLICABLE TO YOUR LICENSE AND MAINTAIN CONTINUING EDUCATION RECORDS. NO CERTIFICATES WILL BE ISSUED.**

Signature _____ Date _____

Training Records:

As the organization providing the training, we must keep training records (who attended, agenda) for a minimum of three years. Records for training provided directly by WEASC Districts are kept by each District, and records for training provided at the state level are kept at the Association office.

EXAMPLE Conference/Workshop Agenda

Westin Poinsett Hotel – Greenville, SC 29601 – January 24-25, 2019 – Up to 7.5 CEU's

√	Thursday, January 24, 2019	
	12:30 - 12:35	Opening Remarks – Andrea Hargette, P.E., SCAWWA Research Foundation Committee
	12:35-12:50	Water Research Foundation Update – Alice Fulmer, The Water Research Foundation
	12:50 - 1:30	Drinking Water: If We Don't Learn From History, We Are Bound to Repeat It – Alan Roberson, P.E., Executive Director, Association of State Drinking Water Administrators (ASDWA)
	1:35 – 2:15	Source Water Monitoring in Regard to the Cyanobacteria in the Southeastern States - Celeste Journey, USGS South Atlantic Water Science Center
	2:20 – 3:00	Benefits and Practices of Chloramination – Dr. Mark LeChevallier, Dr. Water Consulting LLC
	3:00 – 3:25	Break
	3:25 - 4:05	How the Past and the Present Are Shaping the Future of Drinking Water – Alan Roberson, P.E., Executive Director, Association of State Drinking Water Administrators (ASDWA)
	4:10 – 4:50	Limnology of the Middle Savannah River Basin – Dr. Oscar Flite, Stormwater Services Manager, Augusta Engineering Department
	4:55 - 5:35	Control of Nitrification - Dr. Mark LeChevallier, Dr. Water Consulting LLC
	5:35 – 5:45	Open Discussion – Q&A Session with Speakers
Friday, January 25, 2019		
	8:00 - 8:30	Continental Breakfast
	8:30 - 8:35	Welcome – Katie Hay, SCAWWA Research Foundation Committee
	8:35 -9:15	UV Photolysis, AOPs and/or Biofiltration for Emerging Organic Micropollutant Removal: Theory - Dr. James P. Malley, Jr., Professor of Civil and Environmental Engineering, University of New Hampshire
	9:20 -10:00	Partnership Programs – Continuous Improvement, Optimization, and the Protection of Public Health – Todd F. Brewer, PhD, P.E., Sr. Manager – Partnership Programs, American Water Works Association
	10:05 -10:30	Break and Door Prize Drawing

	10:30 -11:10	UV Photolysis, AOPs and/or Biofiltration for Emerging Organic Micropollutant Removal: Application – Dr. James P. Malley, Jr., Professor of Civil and Environmental Engineering, University of New Hampshire
	11:15 – 11:55	Why Partnership for Safe Water Drives Continuous Improvement at Charleston Water System – Jane Byrne, PhD., Director of Water Treatment, Charleston Water System
	11:55 – 12:25	Open Discussion - Q & A Session with Speakers
	12:25-12:30	Closing Remarks

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Signature _____ Date _____