

Continuing Education Evaluation Process

Complete the “Oregon Well Constructor Continuing Education Course Application Form” and return the completed form with any attached documents (course outline, supplemental materials) at least 45 days prior to the date on which the course is to be presented, to:

Oregon Water Resources Dept.
Attn: Ms. Tracy Fox
725 Summer Street NE, Suite “A”
Salem OR 97301-1266

The Oregon Well Constructor Continuing Education Committee (Cont. Ed. Committee) will evaluate the course for credit assignment. The Cont. Ed. Committee uses the following criteria to evaluate and assign credit:

- ▶ course agenda and how well the subject relates to well construction and other borings regulated by the Department;
- ▶ instructor qualifications;
- ▶ subject difficulty;
- ▶ student course evaluations, if applicable; and
- ▶ other information as appropriate.

The Cont. Ed. Committee will notify you if credits are assigned or return the application for completion.

Course Sponsor Responsibilities for Oregon

Advertise the course. We recommend having an alternate instructor capable of presenting the approved course as backup. As sponsor you are responsible for ensuring that all attendees are present for the entire course. If individuals are not present for the entire course that should be noted on the class roster.

Upon completion of the course the sponsor must:

- ▶ provide the Department with a certified class roster within 30 days after completion of the course;
- ▶ provide documentation of completion to each qualifying attendee which shall include as a minimum: course title, course date(s), number of approved credits, and instructor and/or provider signature; and
- ▶ maintain the certified class roster for two years.

General Continuing Education Information

All clinics, courses, classes, workshops, and seminars shall be open to anyone who wants to attend. This does not preclude a sponsor from imposing reasonable requirements for attendance such as fees, maximum occupancy limits, and requiring attendees to provide their own safety equipment.

A list of well construction related education topics is enclosed for your convenience. In addition, the following lists may be helpful to you.

Generally Qualifying Activities

- ▶ workshops, which can be classroom, laboratory, shop or field-based training experiences focusing on a single topic;
- ▶ training programs carried out in one or more sessions either classroom-based or a combination of presentation, laboratory, or field experience;
- ▶ programs that impart general or technical information applicable to the well construction industry;
- ▶ organized courses, workshops or seminars held in conjunction with association meetings, conferences, or conventions.

Generally Non-Qualifying Activities

- ▶ association and committee meetings or other non-education activities of organizations;
- ▶ product promotions;
- ▶ welcoming speeches;
- ▶ breaks;
- ▶ luncheons and lunch speakers;
- ▶ receptions;
- ▶ social activities;
- ▶ orientation programs;
- ▶ unsupervised study;
- ▶ activities outside the classroom or meeting schedule.

Information on continuing education can be found in the Oregon Administrative Rules (OAR) at 690-205-0035 through 690-205-0120 and 690-240-0200 through 690-240-0280. If you have questions regarding the rules or completing the application, please contact Tracy Fox at (503) 986-0856 or by e-mail at Tracy.L.Fox@wrdd.state.or.us.