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**ADVISORY COMMITTEE ON WATER SUPPLY
AND
WASTEWATER LICENSED OPERATOR TRAINING
ESTABLISHED UNDER NJSA 58:10A – 14.6
BY-LAWS**

PREAMBLE

Having been created by the New Jersey Water Pollution Control Act Amendments of 1990, PL 1990, C. 28 (58:10A- Water Supply and Wastewater Licensed Operator Training.) Pursuant to 58:10A – 14.6, the committee shall organize itself in such places as it deems most suitable. This document is the By-Laws by which the Committee will regulate its affairs and conduct its business. The By-Laws of the Committee are as follows:

I. COMMITTEE DESIGNATION, APPOINTMENTS AND OBJECTIVES

- Section 1: Name – The name of the Committee shall be the “Advisory Committee on Water Supply and Wastewater Licensed Operators Training”, as established under P.L. 1990, C.28 58:10 A – 14.6) of the New Jersey Water Pollution Control Act (The “Act”).
- Section 2: Appointments – Appointments shall be made by the Commissioner, for three-year terms, as provided for under the Act. Appointments, made under the Act, by the Commissioner shall serve as a hold over until re-appointed or when a new appointment has been made, in the same manner as the original appointment.
- Section 3: Objectives – To advise the Department (NJDEP) via the Water/Wastewater Board of Examiners on the training and licensing of water supply and wastewater treatment operators and on related matters. The Advisory Committee shall review the training programs for, and identify the training needs of, water supply and wastewater treatment operators. The committee shall approve the allocation of monies for wastewater treatment operators’ training programs from sums available in the “Wastewater Treatment Operators’ Training Account”, established pursuant to NJSA 58:10A-14.5.

II. COMMITTEE MEETINGS

- Section 1: General Powers – The property, affairs, and business of the Committee shall be managed by the Committee, to the extent of power and authority allocated to the Committee by the Act.
- Section 2: Regular Meetings – (Unless changed by the Committee), regular meetings of the Committee shall be held at a time and place to be designated by the Committee. Adequate notice, as defined under the “Open Public Meetings Law”, P.L. 1975, c.231, shall be given by the Chairperson. The Committee shall meet at least four (4) times per year on a quarterly basis.
- Section 3: Annual Meetings – An annual meeting shall be held at which the Committee shall take the following actions.
- a) Adopt the annual notice of meetings required by the “open Public Meetings Law”.
 - b) Elect a Chairperson and Vice Chairperson pursuant to Article III, Section 2 of these By-Laws.

- Section 4: Special Meetings – Special meetings may be called at any time by the Chairperson. The Chairperson may affix any time and place to hold special meetings. The Department support staff shall be informed of the call of such special meeting, sufficiently in advance, to permit the Support Staff to give adequate notice, as defined under the “Open Public Meetings Law”.
- Section 5: Emergency Meetings – Emergency meetings may be called by the Chairperson at any time, in accordance with the “Open Public Meetings Law”.
- Section 6: Quorum – Nine members, or one half of those members appointed, shall constitute a quorum. If a quorum shall not be present at a meeting of the Committee, a majority of the Committee members present may agree to meet at another time and place. Notice of any such adjourned meeting shall be given in accordance with the requirements of the “Open Public Meetings Law”.
- Section 7: Manner of Action – On any question presented, the number of members present shall be recorded. Actions may be taken, and motions and resolutions adopted by the Committee, upon the affirmative vote of a majority of quorum, as provided in Section 6 above.
- Section 8: Minutes of a Meeting – The minutes of each meeting shall reflect the presence of each member in attendance. A true copy of the minutes of every meeting shall be prepared and forthwith delivered to the Commissioner or his designee, and all committee members. A copy shall also be forwarded to the Board of Examiners established by NJAC 7:10-13.3.
- Section 9: Order of Business – The order of business at regular meetings shall be:
- a) Reading of the “Open Public Meetings Act” statement
 - b) Approval of the minutes of the previous meeting
 - c) Old Business
 - d) Report of NJDEP Support Staff and the Chairperson
 - e) Approval of any school, program request, or instructor
 - f) Eligible training costs or projects (ETCP)
 - g) Vice Chairperson’s reports
 - h) Other new business
 - i) Public Comment

III. OFFICERS

- Section 1: Number – The officers of the Advisory Committee shall be a Chairperson, and two Vice Chairperson’s.
- Section 2: Selection and Terms of Office – The Chairperson and Vice Chairperson’s shall be elected annually from among the remaining members of the Committee. Vacancies in any office may be filled by the Committee, as appropriate under this section.
- Section 3: Vacancies – Any vacancies occurring among the members of the Committee by reason of death, resignation, disqualification, incapacity to serve, removal from office in accordance with law, or otherwise, shall be filled in the manner provided for by the Act. No vacancy in the membership of the Committee shall impair the right of quorum to exercise all the rights and perform all the duties of the Committee.
- Section 4: Expenses – Each member of the committee may be reimbursed for actual expenses under State of New Jersey regulations necessarily incurred in the performance of committee duties, pursuant to policies established by the Committee.

IV. DUTIES OF OFFICERS

- Section 1: Chairperson – The Chairperson shall preside at all meetings of the Committee and shall have general control over the business and affairs of the Committee, subject to the direction of the committee. The Chairperson shall appoint the members of any subcommittees, once formed by the Committee.
- Section 2: Vice Chairperson’s – The Vice Chairperson’s shall perform the duties of the Chairperson, in the event that the Chairperson is unable to perform such duties by reason of illness, disability or absence, or when requested to perform such duties by the Chairperson. The Vice Chairperson shall perform such other duties as may, from time to time, be assigned by the Chairperson of the Committee. Two Vice Chairperson’s shall be elected; one to represent the interest of licensed operators, and shall hold at least two licenses, at least one at the highest level; and one to represent instructors, and is an instructor at the time of the election. The order of succession shall be that in *even* calendar years, the Vice Chairperson for operators shall perform the duties of the Chairperson. In *odd* calendar years, the Vice Chairperson for instructors shall be first in succession.

- Section 3: NJDEP Support Staff – The NJDEP Support Staff in the Bureau of Licensing and Pesticide Operations shall keep the official records of the Committee, minutes of the actions taken at the meetings of the Committee, and shall certify, when required, copies of record, and shall from time to time, perform such other duties as shall be assigned by the Committee.
- Section 4: Executive Committee – There shall be created an Executive Committee made up of the Chairperson, both Vice-Chairperson’s, and one State (NJDEP) representative. The Executive Committee can, by its size, be able to meet more often than the entire, larger advisory committee. The Executive Committee meetings shall be at the discretion of the Chairperson, and review such items as additions/deletions to the ETCP list, policy, course approvals subject to ratification of the Advisory Committee in the whole or other matters referred by the entire committee. The Executive Committee and ETCP Committee shall be one in the same.
- Section 5: Fund Expenditures – The Committee shall, subject to provisions of the Act, have the discretionary power to expend appropriate funds for professional, technical, educational, and advisory services associated with training related activities. All expenditure approvals shall be by resolution. Once approved by the Committee, the support staff will take the necessary steps to effect the actual expenditures/transactions in accordance with the State of New Jersey and NJDEP policies and procedures.

V. ELIGIBLE TRAINING COSTS OR PROJECTS

- Section 1: Introduction – The following are Eligible Training Costs or Projects (ETCP) which could be funded by the Advisory Committee. The list of these ETCP are not ranked by priority or hierarchy, but rather describes a universe of acceptable training undertakings. This list may remain fluid with the addition and deletion of different projects. All recommendations for additions and/or deletions shall come through the Executive Committee for approval, prior to approval by the entire Committee.
- Section 2: Training Funds – May be applied to tuition reimbursements for operators, laboratory staff, maintenance staff, pre-treatment staff, and sampling staff. Tuition reimbursement shall include college level courses, technical or trade school programs, on-site training programs all of which are related to operation, maintenance, laboratory, pre-treatment or support functions such as instrumentation, computer operation, testing equipment, etc.

Reimbursement will require the proof of attendance, certificate of completion, or a passing grade of a C or higher (in college level course work only) or billing receipts for equipment, tapes, books, or materials.

- a) The training funds cannot, in any circumstances, be drawn down to a negative balance in the anticipation of future fine payments.
- b) All funds collected and not spent, allocated, or encumbered shall carry over to the subsequent years budget and shall be allocated solely by the Advisory Committee.

Section 3: Training by the Advisory Committee

- a) Direct sponsorship of training courses, seminars, or workshops by the Advisory Committee
- b) Direct purchase of training materials, by the Advisory Committee, for distribution. This could include distributions through, or to, the various approved introductory and advanced courses.
- c) Support of the Operator Training Center at Rutgers, either directly or course specific sponsorship.
- d) Support Regional Training Programs to be located at treatment plants, laboratories, collection systems, education facilities (College, Vo-Tech, or Trade) or maintenance facilities. This may be set up by a local host with partial or complete funding by the Advisory Committee.
- e) Advisory Committee Expenses
- f) In the instance where an employer will not reimburse an employee for the registration cost associated with the Introduction to Water and Wastewater Treatment, Advanced Wastewater Treatment, the Industrial Wastewater Treatment, related Math and Advanced Collection System courses, the Advisory Committee may sponsor the employee. Reimbursement would require the same proof as noted in Section 2, as well as a letter from the employer, which states that the employee was not compensated for the course registration fees (including books). The individual must be actively employed in a position, unemployed, laid off from a past wastewater position or retired from the wastewater field. If a course has already received approval for financial support from the Advisory Committee, no additional cost support or reimbursement will be approved for an individual request.

- g) Approval for ETCP shall be by the members present at a formal Advisory Committee Meeting.
- h) Appropriate forms shall be developed to track/approval training requests, registration and attendance.
- i) The Committee shall approve the allocation of monies for Wastewater Treatment Operators Training programs from sums available in the Wastewater Treatment Operators training account. ETCP projects approved for funding, shall be reimbursed at the completion of the project. Certification of expenses and a project summary shall be submitted at the completion of the funded (ETCP) Project, listing the number in attendance at each session.

Section 4: Priority and Limits on Funding - Project requests will be reviewed in order of receipt of a completed submission and pending available funds. Funding requests will be considered if submitted within one year of the event.

VI. APPROVAL OF SCHOOLS, PROGRAMS OR INSTRUCTORS

Section 1: Course Approval – Courses offered to satisfy NJDEP exam requirements for licensing operators shall be approved by the Advisory Committee. The Committee will then advise the Bureau of Licensing and Pesticide Operations of its review and determination. Courses shall be offered under the auspices of Educational Institutions certified by the New Jersey Department of Education. Courses offered must follow, at a minimum, course curricula developed and approved by the Advisory Committee for cause.

Section 2: Instructor Approval – Instructors for approved courses shall be pre-qualified by the Advisory Committee. Instructors shall have exhibited:

- a) For Introductory Water and Wastewater Courses:
 - 1) Possession of a valid NJDEP operator’s license of the level Four (4) in any category
or
 - 2) Possession of a level Three (3) license in a Wastewater field AND at least a level One (1) license in a Water related field
or

- 3) Possession of a level Three (3) license in a Water related field AND at least a level One (1) license in a Wastewater related field

or

- 4) Possession of a valid NJ Professional Engineer's license or a Masters in Environmental Related Sciences, AND experience commensurate with related licensing requirements of a level Four (4) license in the field being taught.

b) For Advanced Water, Wastewater and Collection System Courses:

1. Possession of a valid NJDEP level Four (4) license in the field being taught

or

2. Possession of a valid NJ Professional Engineer's license, or a Masters in Environmental Related Sciences, AND experience commensurate with related licensing requirements of a level Four (4) license in the field being taught.

c) For Industrial Wastewater Courses:

1. Possession of a valid N-4 or S-4 license

or

2. Possession of a valid NJ Professional Engineer's license, or Masters in Environmental Related Sciences, AND experience commensurate with related licensing requirements for either the N-4 or S-4 licenses.

Instructors may be required to obtain teaching certificates from the NJ Department of Education.

d) For Very Small Water Systems

1. Possession of a valid T-3 or W-3 license

or

2. Possession of a valid NJ Professional Engineer's license, or Masters in environmental related sciences, AND experience commensurate with related licensing requirements for either the T-3 or W-3 licenses

Instructors may be required to obtain teaching certificates from the NJ Department of Education.

Section 3: Application and Conduct – Application for either course or instructor approval shall be made to the Advisory Committee and should, at a minimum, the Committee recommended course outline, name of the instructor and evidence of the instructor's qualifications. Persons who have materially and significantly contributed to the Department's examination question bank, may not be certified by the Advisory Board as the lead instructor or instructor of record. Instructors should not directly participate in challenges to decisions of the Licensing Board but may direct students to resources supporting challenges. Annual re-certification of courses shall take place during the meeting of the Advisory Committee held during the second quarter.

Section 4: The Advisory Committee may establish a pre-approved list of instructors to be maintained as a resource to be used by the various educational institutions wishing to offer approved training courses.

Section 5: Appeals – An instructor or school which has been denied approval, or otherwise not granted approval under any section contained in VI, may file a written appeal to the Committee. Such written appeal shall state the reasons why the school or instructor should be reconsidered. The entire Committee shall review the appeal, making a decision and respond in writing to the party making the appeal.

VII. POLICY FOR APPROVAL OF TRAINING CONTACT HOURS (TCH'S) FOR LICENSE RENEWAL

Section 1: Policy Objectives & Approval Requirements – This policy, developed by the Advisory Committee of Water Supply and Wastewater Licensed Operator Training (Advisory Committee), establishes criteria for renewal training to ensure that the training is under responsible sponsorship, capable direction, and qualified instructors. The criteria established are the minimum requirements and are meant to be consistent with the intent of the International Association for Continuing Education and Training Council (IACET). This document outlines, at a minimum, the training acceptable for awarding Training Contact Hours (TCH's) for operator license renewal requirements.

There are four ways that the Advisory Committee may approval training for the issuing of acceptable TCH's.

- a) The organization conducting training issues Continuing Education Units (CEU's) and meets the criteria for the use of the CEU as established by the IACET.
- b) The organization conducting the training has had their training program approval by the Advisory Committee for issuing TCH's. A training program consists of more than one training course, in a group, offered by a single organization.
- c) The individuals or organization conducting training have been approved by the Advisory Committee to conduct specific training courses for issuing TCH's.
- d) The training program or specific training is co-sponsored or sanctioned by an organization which has had their training program approved by the Advisory Committee for conducting training and issuing credit towards certification renewal.

Section 2: Criteria for Approving Training Programs, Institutions, College, Associations, Companies or Other Organizations Issuing CEU's – Training programs or organizations having direct application to the water supply and/or wastewater field and meeting the criteria of IACET, formerly the Council of the Continuing Education Unit, for the use of Continuing Education Units (CEU's) will not need approval of the Advisory Committee for issuing CEU's to be credited towards meeting the renewal training requirements. These training programs or organizations can also co-sponsor or sanction other renewal training programs. Programs which have been approved for TCH's or CEU's for the purpose of renewing water or wastewater licenses by the appropriate regulatory agency of another state will be accepted for the purpose of renewing these license in the State of New Jersey. The Advisory Committee must approve any other training program.

Section 3: Criteria for Training Programs

- a) National, regional, state or other organization, institutions, associations, corporations, etc. (governmental or private) involved in a wastewater or drinking water supply related field conducting, co-sponsoring or sanctioning training, seminars, workshops or meetings, but not presently issuing CEU's, may apply to the Advisory Committee for approval of their training program. To obtain training program approval, the organization must submit to the Advisory

Committee for review of their training criteria which should, at a minimum, include the following information:

- (1) The standards, by which the organization plans to meet the criteria of this policy, especially, to all intents and purposes, the criteria for approval of individual training courses to be part of the training program.
 - (2) Criteria for individual training program approval of courses to be included.
 - (3) A written policy of maintaining records; and
 - (4) A mission statement that outlines the functions, structure, processes, and philosophy which guides the operations of the continuing education or training program.
- b) If granted, this approval will allow the organization to issue TCH's and course numbers for training courses without individual course preapproval. These TCH's can be used towards meeting the New Jersey Department of Environmental Protection's (NJDEP's) license renewal training requirements, provided that the training criteria is strictly enforced and/or not substantially modified.
- c) Any changes or modifications to the information submitted to the Advisory Committee for training program approval shall be submitted to the Advisory Committee for review and approval at least sixty (60) days prior to the date of training.

Section 4: Criteria for Individual Training Courses

- a) Any individual or organization wishing approval to conduct a renewal training course for water supply and/or wastewater operators shall submit the following to the Advisory Committee for review. (This excludes those organizations issuing CEU's or those organizations, which demonstrated, to the Advisory Committee that they have met the intent of sections (1) through (14) below. This information should be submitted to the Advisory Committee at least sixty (60) days prior to the training program:
- (1) The date, location of the training and description of the training facility;
 - (2) The name, address and telephone number of person(s) to contact regarding training;

(3) The course outline showing the topic(s) to be presented and time allotted for each (including beginning and ending times). The outline should indicate how this program will meet the needs of a licensed water and/or wastewater system operator. Both the learner and the instructor should have a clear understanding of the intended outcomes and how they are to be achieved. Content should be sequenced in a logical manner and should proceed from basic to advanced levels;

(4) A copy of the instruction material showing the skills and knowledge that the learner will be able to demonstrate following completion of the program;

(5) A list of any audiovisual materials to be used, such as videotapes, slides, slide/tape presentation, films and overheads;

(6) The name, address, and background information or resume of the instructor(s) which shows the instructor's competence in the subject matter, understanding of the purposes and the intended learning outcomes of the program and ability to communicate the program content at an appropriate level.

(7) The name of proctor and affiliation. A proctor must be a person affiliated with and identified by an organization involved in the water supply and/or wastewater related field. The organization must have an education unit or arm which is recognized and/or approved by the Advisory Committee for conducting renewal training and issuing TCH's.

(8) A copy of the certificate of completion to be issued to the attendees. The certificate should contain the following information:

- (a) Attendee's name
- (b) Course name
- (c) Number of TCH's issued
- (d) NJDEP course identification number
- (e) Course dates
- (f) Name of course instructor
- (g) Name of co-sponsoring or sanctioning organization, if applicable
- (h) Name and affiliation of proctor
- (i) Signature of person authorized to grant TCH's

(9) The number of TCH's to be issued.

- (10) A copy of the attendance roster to be used, which must contain but is not limited to, the following information:
 - (a) Name of the course
 - (b) TCH's issued
 - (c) NJDEP course identification number
 - (d) Date and time the course was held
 - (e) Location of the course
 - (f) Name of course instructor
 - (g) Name of attendees
 - (h) Morning and afternoon section for signing in; if the course is for more than one day, the roster must show each day of attendance;
 - (i) Operator license number of all licensed attendees
 - (j) Proctor affidavit

- (11) A copy of all handouts or course material.

- (12) A written policy on maintaining records must be provided showing the record keeping criteria of the organization conducting the training and issuing TCH's towards operator license renewal.

- (13) A copy of the evaluation form which measures the quality of the training.

- (14) Requirements for satisfactory completion of the training must be established in writing. Participants should be informed of the requirements for satisfactory completion prior to their participation. The requirements must be based on a combination of performance and attendance. Attendance requirements must be 90 percent and above and documented by attendance rosters or sign-in sheets. Only those who meet the specified requirements shall earn TCH's.
 - a. Renewal credit is based upon actual contact time in the training. All breaks and meal times must be noted on the agenda and will not count toward contact time. Excessive time allotted for introduction or welcomes will not count toward TCH's.

- b. No credit shall be given prior to the completion of any training course. Participants must attend and stay for the entire session to satisfactorily complete the program. The completion day of a multi-day course is the last day of the course.
- c. Renewal credit will be issued in increments of one-half (0.5) hour. The minimum credit issued, for any one course, will be one (1) TCH. Any organization, meeting IACET criteria, issuing CEU's for approved training, will give credit at the rate of one (1.0) CEU per ten (10) TCH's.
- d. A permanent record of participation must be maintained for each individual to whom TCH's are awarded. These records must be readily available to the individual and/or the NJDEP upon request.

Training information must be submitted to the NJDEP within 90 days from when the course was given. Failure may result in the decertification of the organization by the Advisory Committee.

The maintenance of permanent records is the responsibility of the organization conducting, sponsoring or sanctioning the program and awarding the CEU's or TCH's. While records may be maintained by the organization or a contracted service, the organization awarding the credits bears the primary responsibility for maintenance and availability of permanent records. All records must be maintained for a minimum of seven (7) years and are to be issued as an official statement or transcript upon request of the participant or the NJDEP. Further, the organization conducting, sponsoring or sanctioning training must establish in writing provisions for permanent maintenance of continual education records in the event of its demise.

Section 5: Sanctioned or Co-sponsored Training – TCH's may be issued for operator license renewal upon successful completion of training, seminars, workshops or meetings that are co-sponsored or sanctioned by an organization that has had their training program approved by the Advisory Committee. The TCH's shall be jointly issued with the sanctioning or co-sponsoring organization. The co-sponsoring or sanctioning organization must ensure that the administrative and program criteria are followed for issuing TCH's. The organization must verify that each participant has (or has not) met the specified requirements for satisfactory completion and is (or is not) awarded the TCH's. Permanent individual records, for each participant who successfully completes the training, must be established and maintained by the organization co-sponsoring or sanctioning the training.

Section 6: Subsequent Courses – Once the course has been approved, the Department will issue a course number. The course information does not have to be resubmitted for subsequent sessions of that course provided that there are no major changes in the course content, time allotted, instructor or material used. Any revision must be submitted to the Advisory Committee sixty (60) days in advance of any subsequent sessions of the approved course. The Advisory Committee Chair may waive the sixty (60) day requirement in exceptional situations as determined by the Chair. All changes will be included in the Advisory Committee’s minutes.

Section 7: Course Advertisement – All training courses must be approved and issued a course identification number by the Department before the advertisement of training for renewal credit. All advertisements, which state that the training is approved, must include the course identification number, the amount of training contact hours issued and what license(s) category it is approved for. Organizations issuing CEU’s or college courses are exempt.

Section 8: Granting TCH’s:

- a) A licensed operator taking and passing a water or wastewater licensing examination required by NJDEP, during the three (3) year training tracking period shall be granted 7 TCH’s for the license category for which the exam was taken.
- b) A licensed operator who is a member of the New Jersey section American Water Works Association or New Jersey Water Environment Association will be issued one (1) TCH for each year or any part of a year of membership during the three (3) year training tracking period. A licensed operator who is a member of any local organization or any out of state organization involved in the water supply and/or wastewater field and recognized by the Advisory Committee will be issued 0.5 TCH’s for each year of membership during the three (3) year training tracking period. Evidence of membership may be in the form of dated membership cards or certificates issued by the organizations.
- c) No more than three (3) TCH’s will be issued to any one licensed operator in any three (3) year training tracking period for membership in organizations involved in the water supply and/or wastewater field, as appropriate.
- d) A certified operator attending a New Jersey Department of Environmental Protection, United States Environmental Protection Agency, or any other State, Federal or local organization course or workshop, which are submitted and meet the criteria of this policy will be granted TCH’s as awarded.

- e) Certified operators attending in-house training programs that are co-sponsored or sanctioned by an Advisory Committee approved organization or association, will be granted TCH's as awarded.
- f) A certified operator attending an Advisory Committee approved in-house training, seminar or workshop that imparts general or technical information which is applicable to the professional or technical water supply and/or wastewater field and will be of value wherever the individual is employed, will be granted TCH's as awarded.
- g) A certified operator attending a first aid or CPR course, which is Red Cross, American Heart Association, or National Safety Council approved or conducted, cosponsored or sanctioned by an Advisory Committee recognized organization may receive 3 TCH credits as a default upon presentation of a valid training card unless further documentation is provided for a greater number of TCHs. These courses are considered Safety Courses.
- h) No more than 1/3 of the required number of TCH's for any three year training tracking period shall be for safety or first aid type training.
- i) Courses granted CEU's will be issued TCH's on a basis of one (1.) Continuing Education Unit (CEU) = ten (10) Training Contact Hours (TCH's).
- j) College credit for courses which are directly relevant to the operation, maintenance or management of a wastewater or water system and which address influences on water quality, public health or environmental protection will be issued 15 TCH's for each credit hour.
- k) Instructors may receive TCH's for training as follows:
 - 1: Instructors for Required Courses: The instructors for required courses (Introduction to Water and Wastewater, Advanced Water, Advanced Wastewater etc.) shall receive TCH's applicable to any or all water or wastewater license(s) held by the instructor at a rate of one hour for each hour spent instructing up to a maximum of 36. For example, if an instructor teaches ninety (90) hours over a given time period, he/she will receive up to thirty-six (36) TCH's. Each instructor will be required to submit a letter from the educational facility sponsoring the program stating the number of hours the instructor taught as proof for renewing licenses. Fractional hours will not be credited for TCH's.
 - 2: Instructors for seminars, conferences and training sessions: Instructors for seminars, conferences, and/or training sessions that

are TCH approved (with a valid approval number) are allowed to receive TCH's for instruction. Such TCH credit will be permitted once for each session during the three year renewal cycle. The instructor must submit proof of training in the form of sign-in sheet or certification provided by the sponsor of the session.

k) An operator cannot earn TCH's for the same course repeated in any three-year training tracking period.

l) The advisory Committee will not grant approval for courses with less than 1 TCH.

Section 9: Revocation of Approval – The Advisory Committee may recommend the revocation any training approval at any time if it is the opinion of the Advisory Committee that the training program or course no longer meets the criteria established in this policy.

Section10: Waivers – In exceptional circumstances, the Advisory Committee Chair may recommend waiving any requirement of this policy. All waivers are subject to ratification by the Advisory Committee and shall be included in the minutes of the Advisory Committee meeting.

VIII. AMENDMENTS AND SUSPENSION

The provisions of these By-Laws may be amended or suspended, in whole or part, by a resolution duly adopted at any meeting.