

# MEMORANDUM OF UNDERSTANDING BETWEEN IDAHO DEPARTMENT OF WATER RESOURCES AND IDAHO GROUND WATER ASSOCIATION

## CONTINUING EDUCATION COMMITTEE RULES

**01. Purpose and Duties.** The Continuing Education Committee (CEC) shall review all appropriate continuing education courses required to maintain and improve Driller and Operator competency. The CEC shall determine the credit unit value to be assigned to continuing education opportunities. The CEC will determine the credit value for all training offered by Idaho Department of Water Resources (IDWR), Idaho Ground Water Association (IGWA), National Ground Water Association (NGWA), and education and professional communities.

**02. Committee Membership.** The membership of the CEC will be selected from the Well Drillers that are or have been licensed by the State of Idaho and a liaison member from IDWR. The IGWA will be responsible for the membership selection of well drillers. The director of IDWR will select the liaison member. The CEC membership shall consist of a maximum six (6) members; five (5) shall presently hold or have held an Idaho Well Drillers license (at least three (3) shall currently hold a valid Well Drillers license); and one (1) liaison member from IDWR.

**03. Terms.** The CEC members will serve two (2) year terms. The terms shall be staggered. There is no limit to the number of terms that may be served.

**04. CEC Structure.** The Committee will elect a Chairman each year to report to IGWA and oversee the CEC's activities. The member from IDWR is not eligible to hold this position.

- a. Majority of voting members will make up a quorum to conduct business;
- b. Committee members, except the Chairman and the liaison, member, will vote on issues. The chairman will vote only to break a tie vote of the other members;
- c. The CEC will hold at least two (2) meetings a year and more if needed;
- d. A budget will be submitted to IDWR for the CEC by IGWA for travel and per diem, phone calls, printing, and other necessary expenses to run the program except the expenses of the member from IDWR shall be paid by IDWR;
- e. The Committee members selected by IGWA may be removed by the IGWA Board of Directors.

**05. Credit Units.** The CEC will review and score, according to approved guidelines, types of continuing education available or brought to its attention. A listing of continuing education opportunities will be compiled by the CEC and made available on the IGWA web site.

- a. Fourteen (14) credits are required for a two (2) year license period. Two (2) credits must concern Idaho State rules and statutes.
- b. The CEC will review the following types of continuing education and assign credit units as detailed in the CEC guidelines and approved by IDWR:
- c. Workshops and seminars
  - i. College courses, short courses, and/or correspondence courses.
  - ii. Providing instruction at continuing education classes
  - iii. Any additional types of continuing education programs CEC finds of value
- d. Drillers may request the CEC to pre-approve additional types of continuing education programs and the amount of credit units given to each type of program.

**06. Approval of Courses.** Information shall be submitted to and approved by the committee before credits may be received for the course. Course approval may be granted via facsimile or internet. Any major changes in the courses or instructors will require the information to be resubmitted for approval. The following information must be submitted to CEC for a course to be considered:

- a. An outline of the subject matter and benefits to the driller
- b. Length of courses, field trips, and workshops
- c. Name of the instructors
- d. Date(s) to be given
- e. Location and setting of course
- f. Time and type of verification that will be obtained, such as certification of completion and or sign up sheet

**07. Other States Continuing Education.** The CEC will consider training at other state programs. The CEC will determine the value of credit units for the training.


**08. National Approved Courses.** The CEC will accept continuing education credits of the National Ground Water Association for NGWA approved courses.

**09. Record Keeping.**

- a. Drillers and Operators **MUST** keep a Continuing Education Record and evidence documenting attendance at the training for credits earned. The Continuing Education Record from approved workshops must be signed by the driller and submitted to IDWR for license renewal.
- b. The Organization sponsoring the continuing education venue will provide a certification of attendance for workshops and seminars scored by the CEC, but each driller has the sole responsibility of maintaining a record of his or her continuing education credits.

**10. Amendment of Rules.** These rules may be amended by the Board of Directors of IGWA at a scheduled meeting. The amended rules must also be accepted by the Director of IDWR to become effective.

Adopted by the Idaho Ground Water Association:

  
Tom Richardson, President, IGWA

2-17-2012  
Date

Accepted by the Idaho Department of Water Resources

  
Gary Spackman, Interim Director, IDWR

2/22/2012  
Date