

# Relevancy Review Appeal Procedure

## October 2008

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The Professional Growth Program Manager will review training a:

- Course sponsor submits for continuing education unit (CEU) evaluation and assignment.
- Certified operator submits that has already been awarded CEU by the course sponsor.

All training must meet the Department of Health's (DOH) relevancy criteria. DOH will reject any training that does not meet the relevancy criteria.

The Relevancy Subcommittee (Subcommittee) will review all training that may not meet DOH relevancy criteria. The Subcommittee consists of three members of the Waterworks Operator Certification Advisory Committee (Committee) and one person representing the Office of Drinking Water.

The Professional Growth Program Manager will provide the course information to the Waterworks Certification Program Manager who will distribute it to the Subcommittee for review and a relevancy determination recommendation. The Subcommittee will give its recommendation to the Waterworks Certification Program Manager within 15 days of receipt of the request. Upon receipt of the Subcommittee's recommendation, the Waterworks Certification Program Manager will notify the Professional Growth Program Manager of DOH's decision. If DOH previously reviewed and denied a topic, the Professional Growth Program Manager will notify the person who submitted the training for evaluation.

If the course is not accepted toward the professional growth requirement, the course sponsor or operator may ask the Waterworks Certification Program Manager for relevancy appeal information.