**INSTRUCTIONS FOR DISTANCE EDUCATION**

OREGON CERTIFICATION SERVICES

OREGON ENVIRONMENTAL SERVICES ADVISORY COUNCIL

PO BOX 577

CANBY OREGON 97013

Phone Number: 503-698-6486

Only distance education courses pre-approved by OESAC or completed for college credit through an accredited college or university may be submitted for evaluation toward the operator professional growth requirement.

1. The following formats will be considered as distance education:

 Online/Internet, Correspondence Course, Webinars, CD ROM, Video

1. All submittals must be made using the *Distance Education Sponsor Application*. The application is available on the Oregon Environmental Services Advisory Council (OESAC) web page at [www.oesac.org](http://www.oesac.org).
2. Follow the *EVALUATION REQUEST PROCESS* instructions on the OESAC web page.
3. BUNDLING: Like classes may be bundled for application purposes. Bundling example: Safety classes: Flagging, Traffic Control, Excavation Safety, Fall Protection. Bundling is accepted when using webinars or (other) modes of distance education during class room instruction. NO other bundling will be accepted.
4. OESAC does NOT accept blanket approval for sponsors.
5. Describe the process on how the exam is administered.
6. If the course has been through the OESAC process before, you can (renew) your previous application. Keep in mind that the agenda, timeline and instructors must not change.
7. All products are submitted for evaluation at no charge and become the property of OESAC. Web access for review of online web based training must be provided at no cost.
8. Course curriculum and reference materials must be available for review.
9. The sponsor will provide the participants with a certificate or completion letter with the following:
	1. OESAC Number
	2. Sponsors name and signature
	3. Company’s logo
	4. Date the certificate was earned or received
	5. The number of CEUs earned based on each participant’s ACTUAL HOURS of attendance, whether in wastewater, drinking water or onsite.
10. Signature: The Sponsor must sign and date the certificate or letter of completion and provide a phone number.
11. Beta Testing: EACH course must be beta-tested (field tested) for content and length of time necessary to complete by individuals representing the intended audience. Beta-test results must be made available for review.
12. There must be an internal computer program to verify the start and end time of training if the course was not previously Beta Tested.
13. The sponsor will provide to the appropriate agency with the *CEU Roster Report* Form as located on the OESAC website; or one of sponsors own form but with all elements from the OESAC form. This will serve as a backup record to those kept by the sponsor. The rosters are used to track availability and participation in training by various categories for statewide training analysis.

Drinking water and wastewater rosters must be mailed to:

OHA OR DEQ

Drinking Water Services Wastewater System

Operator Certification Operator Certification

PO Box 14350 700 NE Multnomah Street Suite 600

Portland OR 97293 Portland OR 97232-4100

Onsite wastewater training sponsors must retain all rosters. No need to submit to DEQ.

 All rosters must be retained by the sponsor for three years.

1. Webinars: When a system’s administration provides webinar training, the training must be proctored or may be used as part of a larger training session. The administrator must then submit all required application per the OESAC evaluation procedure for New Courses. (Webinars might be sponsored by any water industry affiliation such as EPA, AWWA, WEF, etc.) Webinars must follow *Activities Generally Qualifying for CEU Award* as provided in the Evaluation Request Process instructions on the OESAC web page.
2. Operators completing approved distance education must follow standard procedures for submitting all required documentation to the appropriate agency.
3. Roster: Please see the OESAC *CEU Roster Report* form to ascertain the elements required for attendance documentation.
4. The sponsor will receive a written determination for each course submitted for evaluation.
5. Incomplete copies of the *Distance Education Sponsor Application* or applications submitted without all required attachments will not be evaluated.
6. A list of all distance education courses approved and accredited will be made available on the OESAC web site as indicated on the application.
7. All distance education application submittals must be mailed to:

OESAC

PO Box 577

Canby OR 97013

Ver. June/2015