

Date: December 3, 2008  
To: Operators and Analysts Certified by the Association of Boards of Certification  
From: Association of Boards of Certification Voluntary Certification Program  
Re: Renewal Policy Changes

This notice is to inform you of an update to the course topics that will be accepted for continuing education credit when renewing your ABC certificate. New lists of approved course topics are available for your review on ABC's website at [www.abccert.org](http://www.abccert.org). **Courses taken for continuing education credit after December 31, 2008 will be evaluated based on the approved topics on these lists.** Please note that approved topics are certification specific, so it is important that you review the list approved for your area of certification.

The lists of approved topics have undergone extensive review by subject matter experts and ABC committee members. Topics were chosen based on the need to focus continuing education on relevant topics that will not only expand your technical expertise in the operation, analysis and maintenance of your system, but also help to insure protection of public health and the environment. While there have been several changes to the topics that are approved, one of the primary changes that should be noted is the reduced number of "safety" continuing education courses that will be accepted. For example, courses such as CPR, First Aid, or Defensive Driving will no longer be accepted for renewing your certificate if taken after December 31, 2008. Another change to note is that approved topics are certification specific. For example, previously someone with a water treatment certificate could take any approved distribution course and receive credit for continuing education. This is not necessarily the case for all topics on the new lists. Again, it is important that you review the list approved for your area of certification. If you are uncertain if a course topic is approved for your area of certification you should contact ABC prior to taking and/or submitting the course for renewal credit.

A list of approved topics has not been developed specifically for Laboratory Analysts to date. Laboratory Analysts should continue to take courses related to laboratory procedures in water and wastewater analysis (depending on their area of certification) and should include topics such as: collecting and preserving samples, preparing samples for analysis, analyzing samples and interpreting results, operating and maintaining laboratory equipment/instruments, handling chemicals and wastes, quality assurance/quality control, lab management, and lab safety. Water Laboratory Analysts may also take course topics that are approved for Water Treatment and Distribution Operators while Wastewater Laboratory Analysts may take those that are approved for Wastewater Treatment and Collection Operators. Again, if you are uncertain if a course will be approved for meeting your renewal requirements, please contact ABC prior to submitting the course for renewal.

As a reminder, renewal documentation requires the following information be provided: course title, course organizer/instructor, date(s) of the course, and the number of contact hours or CEUs. The number of contact hours or CEUs cannot be hand written on a document unless it is part of the original form issued by the course provider. If contact hour or CEU information is not provided on the document/certificate issued, you will need to obtain a letter from the course organizer or instructor providing this information. Documentation submitted without this

information will not be approved. If the course content is not clear from the documentation submitted, ABC will also request a course description and time agenda from you. Please keep this information available until your renewal coursework has been approved so that you can submit it if requested. If you feel that the content of a course can not easily be determined from the certificates that you submit, you may submit the supporting documentation with your renewal certificates to avoid delay in the processing of your renewal.

The revised renewal policies will take effect January 1, 2009. Courses taken before this date will be accepted under ABC's previous renewal guidelines. Courses taken on or after this date will be evaluated based on ABC's renewal policy as described in this letter. Renewal requirements will be provided on ABC's web site at <http://www.abccert.org>. Please check the site periodically for any updates. If you have any questions concerning these changes, please contact ABC at (515) 232-3623.