

Education Committee

Standard Operating Procedures

September 14, 2009

Goals

1. Continue education and training programs in cooperation with the League of Nebraska Municipalities, Nebraska Rural Water Association and Nebraska Health & Human Services.
2. Develop long-range goals for education and training activities.
3. Develop one workshop or other training activity during the year.
4. Provide AWWA education material display at the annual fall conference.
5. Work with other committees, organizations and groups on training and transfer of information, such as the Children's Groundwater Festival.

Committee Membership

1. Any individual with ideas relative to Section education activities.
2. Typically six to eight members.

Timeline/Deadlines

January

1. Provide board with committee report for January meeting.
2. Prepare submittal of application for Section Education Award if a Section education activity during the previous year is eligible. Deadline for this submittal is February 1.

March

1. Provide board with committee report for March meeting.

April/May

1. Participate in the fall conference planning session.
2. Provide board with committee report for May meeting.
3. Coordinate as requested with other committees and/or Section officers to provide an exhibit at the Children's Groundwater Festival.
4. Participate in development of pre-conference agenda during alternate years when AWWA is the lead at the fall conference.

July

1. Provide board with committee report for May meeting.
2. Submit fall conference information to Nebraska Health & Human Services for assignment of water operator continuing education hours.

September

1. Provide board with committee report for September meeting.

October

1. Prepare report of activities for annual business meeting at fall conference including proposed budget for the next year.
2. Prepare a method and plan monitoring of attendance at fall conference for continuing education submittal to Nebraska Health & Human Services.

November

1. Provide board with report for annual business meeting.

2. Submit the compiled list of verified fall conference attendees to Nebraska Health & Human Services for continuing education hours at completion of the conference.

December

1. When notified by the Association, consider the education activities provided by the Section that might be eligible for the AWWA Section Education Award.

Deliverables/Activities

1. Discussion with League of Nebraska Municipalities, Nebraska Health & Human Services and other organizations to identify water operator education topics to be presented.
2. Coordinate with Lincoln Water System and M.U.D. for implementation of the pipeline workshop scheduled during alternate years.
3. Participate in the Nebraska Training Coalition (Nebraska Health & Human Services, Nebraska Rural Water, League of Nebraska Municipalities, CCC, MAP) scheduled meetings, products and activities.
4. Order Section educational materials from the AWWA bookstore.
5. Encourage, promote and provide assistance to, other committees to conduct educational activities.

Standard Procedures

1. Assure that the request for water operator continuing education hours are submitted to Nebraska Health & Human Services on their forms for education activities conducted by the Section that are applicable for water operator continuing education. Other certification/regulatory entities may at times request confirmation of attendance for individuals and that information should be made available.
2. The primary criteria for eligibility for the annual AWWA Section Education Award include activities not conducted previously (new educational activities).
3. Obtain educational materials from AWWA bookstore following contact with Section/treasurer. Current bookstore allotment is \$600 per calendar year.

Supporting Materials

1. AWWA bookstore order form for Sections.
2. Nebraska Health & Human Services water operator continuing education hours approval form.
3. Committee Annual Report Form submitted to board prior to fall conference.

Applicable Policy Numbers