

WHEREAS, the Northeast Section of the Ohio Water Environment Association (NESOWEA) is a section of the Ohio Water Environment Association (OWEA) which is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, NESOWEA relies upon accurate policies and procedures to help govern the organizations and maintain consistency in responses to questions, inquiries and practices; and

WHEREAS, Policies and Procedures (P&P) shall be considered living documents subject to revision based on experience and the changing environment of NESOWEA, OWEA and WEF and for which NESOWEA wishes they be maintained in an accurate and up to date manner; and

WHEREAS, NESOWEA is a recognized training provider by the Ohio Environmental Protection Agency (OEPA) under Ohio Administrative Code (OAC) 3745-7, and inasmuch as possible, all training and education provided by the NESOWEA shall be done so as to afford the OEPA-based contact hour credit to anyone attending such training; and

THEREFORE, NESOWEA adopts the following policy and procedure:

POLICY AND PROCEDURE

- I. NESOWEA shall maintain the highest standards to approve courses in a timely manner, and to ensure that Ohio EPA requirements for training content, duration, and documentation of attendance are maintained.
- II. The person responsible for submitting and obtaining contact hours shall be the 3rd Year EC member. The duties of the Coordinator shall be but not limited to:
 1. Submit Form A's in a timely fashion in order to obtain approved contact hours prior to the event.
 2. Maintain an up-to-date master list of NESOWEA-approved contact hours and provide it to the webmaster for regular posting.
 3. Retain all records related to contact hours per NESOWEA's Records Retention policy.