

NAWT Certificate Renewal Process

NAWT Certificate of Completion

NAWT issues Certificate of Completion to individuals that complete the appropriate training, either 1-day or 2-day training session and pass the exam with a score of 70% or better. Most Certificates of Completion are valid for a period of two (2) years from the date of the completion of the training session. At this time NAWT does not have a CEU requirements for the NAWT Installer Training Course or the NAWT Vac Truck Training Course.

The Certificate of Completion can be renewed by completing approved Continuing Education Units (CEU) every 2 years. The current number of CEU's required to renew any of the NAWT Courses is 8 contact hours.

To ensure uninterrupted recognition of the Certificate of Completion the CEU's would need to be obtained *prior* to the 2-year anniversary date of the certificate. These CEU's can begin accumulating 6 month after the completion of the training session. CEU's earned can be applied to multiple NAWT Certificates.

Once the 2-year anniversary has passed if the renewal CEU's have not been completed and/or the appropriate Certificate Renewal Application have not been submitted the individual will fall off the NAWT roster as a current Certificate of Completion holder for that particular Certificate.

NAWT does grant a 1-year grace period for obtaining the necessary CEU's and submitting the documentation along with the Certificate Renewal Application and fee to NAWT to maintain the Certificate of Completion without having to retake the appropriate training session for the Certificate.

If after the 1-year grace period, the individual still has not completed obtaining the appropriate amount of CEU's and/or submitted the necessary documentation, Certificate of Renewal Application and fee to NAWT to renew the Certificate of Completion again they will be required to attend the full training session and complete the exam again.

CEU's

There are several options available to obtain CEU's.

A NAWT Course can be used as CEU's. The individual will have to attend 8 hours of any NAWT course and provide documentation of attendance, the Certificate Renewal Application and the appropriate fee to NAWT.

A State Association Annual Educational Conference can be used as CEU's. It is advised that the agenda be submitted to NAWT so that preapproval of the conference can be obtained prior to submitting the other paperwork to ensure that the conference meets all the necessary requirements for CEU's. Once approved, the agenda of the conference, documentation of 8 hours of attendance, the Certificate Renewal Application and the appropriate fee to NAWT need to be submitted to NAWT.

OWTS Workshops, college courses, or other types of OWTS training may be used as CEU's. It is advised that the syllabus or agenda be submitted to NAWT prior to the course so that preapproval of the course can be obtained prior to submitting the other paperwork to ensure that the course meets all the

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necessary requirements for CEU's. Once approved, the agenda of the conference, documentation of 8 hours of attendance, the Certificate Renewal Application and the appropriate fee to NAWT need to be submitted to NAWT.

The approval of a particular conference, course, workshop, etc., is based upon how many hours the discussion, presentation, or training covers OWTS specific topics. Sessions dealing with business, personal development or non OWTS topics typically are not included in calculating the acceptable hours accumulated at the event. Breaks and lunches are also not included in the accumulation of hours.

CLARIFICATION on using a NAWT course for multiple certificates:

If an individual holds a NAWT Inspector Training Certificate, NAWT O&M 1 and O&M 2 Training Certificates they can accumulate the needed CEU's at one approved event for all certificates. A separate Certificate Renewal Application and corresponding fee must be submitted to NAWT for each and every certificate that the individual will be renewing.

CLARIFICATION of Anniversary Date:

The Anniversary Date of any NAWT Certificate of Completion is the date the individual originally took the training course. The renewal for any Certificate will be 2 years from each anniversary date regardless of when the CEU's are accumulated,

For example:

- If an individual accumulates the 8 hour prior to the anniversary date of 01/31/16 the new Certificate is valid until 01/31/18.
- If the Certificate expired on 01/31/16 and the individual did not renew the certificate until 06/30/16 the new Certificate is valid until 01/31/18, the anniversary date does not change even though there is a 1 year grace period to accumulate the necessary CEU's for renewal.