

# WASHINGTON STATE DEPARTMENT OF HEALTH WATERWORKS OPERATOR CERTIFICATION PROGRAM SELF-PACED TRAINING APPROVAL AND EXAMINATION PROCEDURE

Washington State Department of Health (DOH) requires that all examinations used to determine successful completion of Self-Paced Training (formally known as Distance Education) courses be monitored, closed book examinations. The examination monitor and the student must both complete and sign the [Self-Paced Training Examination Monitoring](#) affirming that the exam was taken in accordance with DOH requirements and the student and monitoring procedures listed below. This requirement applies to Self-Paced Training used towards an education requirement for certification or the professional growth renewal requirement. Self-Paced Training formats include:

- Online (Computer-Based)
- Correspondence Course (Paper and Pencil)
- CD-ROM
- Video Tape
- DVD

## **SELF-PACED TRAINING APPROVAL**

### **Non-Credit Courses**

All non-credit distance education courses must be approved by Washington Certification Services in advance. The most current list of approved non-credit Self-Paced Study opportunities and the CEU accepted for successful completion is available on the Washington Certification Services web page at [www.wacertservices.org](http://www.wacertservices.org). Completion documentation submitted for courses that have not been approved in Washington will be returned and CEU awarded by the course sponsor will not be accepted. Please note that no CEU will be awarded to repeated Self-Paced Study courses.

### **College Credit Courses**

Self-Paced Training courses awarded college credit through an accredited college or university may be submitted to Washington Certification Services for evaluation upon successful completion. The student must follow the college's course completion and examination procedures. The course must meet current DOH professional growth training criteria such as relevancy and minimum course length. Please note for repeated college courses, only ½ corresponding CEU credit will be applied towards professional growth.

## **STUDENT EXAMINATION PROCEDURES**

The student must read and follow these procedures for completing a Self-Paced Training course:

- Select an examination monitor that meets DOH acceptance criteria listed under "Examination Monitor Procedures" below. Monitors will usually supervise examinations without charge. However, if any charges are involved, payment will be the responsibility of the student.
- Complete the examination in the presence of the examination monitor without outside assistance from any source. This includes course materials, help from other persons, prepared notes, and access to other websites via simultaneous session. Text entry programmable calculators, such as cell phones or tablets, may not be used. Handheld numeric calculators and the Association of Boards of Certification Exam Formula/Conversion Table are allowed.
- For a paper-based examination, provide the examination monitor with a pre-paid addressed envelope for submitting the completed exams to the course sponsor for grading.
- Ensure that the examination monitor has completed the monitor's portion of the [Declaration of Self-Paced Training Examination Monitoring](#).
- Complete the student's portion of the [Declaration of Self-Paced Training Examination Monitoring](#).

## **EXAMINATION MONITOR PROCEDURES**

An impartial person who is not concerned with the result of the examination or the success of the student must monitor all Self-Paced Study examinations. An examination monitor may not be a relative, friend, co-worker or employee of the student. Some examples of an acceptable examination monitor are a utility manager, human resource manager, training director; testing center; public library; public school; church leader; or college/university.

The examination monitor must read and follow these procedures for administering a Self-Paced Study examination:

- Confirm the student's identity using photo identification such as a driver's license.
- Remain in the presence of the student from the time the student starts the exam until the time the exam is completed.
- Be certain that the student does not receive any outside assistance from any source while taking the examination. This includes course materials, help from other persons, prepared notes, and access to other websites via simultaneous session. Text entry programmable calculators, such as cell phones or tablets, may not be used. Handheld numeric calculators and the Association of Boards of Certification Exam Formula/Conversion Table are allowed.
- For paper-based examinations, mail the completed examinations directly to the course sponsor for grading in the envelope provided by the student.
- Complete the monitor's portion of the [\*Declaration of Self-Paced Study Examination Monitoring\*](#) and provide it to the student.

## **EXAMINATION SUBMITTAL PROCESS**

### **Paper-Based Examination**

When you have completed all required written examinations, provide the examination monitor with a postage-paid addressed envelope including any submittal documentation required by the course sponsor. The examination monitor will submit the completed examinations directly to the course sponsor for grading.

### **Electronic Examination (Online, CD-ROM)**

Complete all required electronic examinations and request verification of successful course completion from the sponsor.

When you receive verification of successful course completion from the sponsor, mail the following completed documents to Washington Certification Services for professional growth evaluation:

- [\*Waterworks Self-Paced Training Submittal Form\*](#) with all required attachments
- [\*Declaration of Self-Paced Training Examination Monitoring\*](#)

**To submit all Self-Paced Training completion documentation and forms:**

Email to [SubmittalsWCS@greenriver.edu](mailto:SubmittalsWCS@greenriver.edu) or mail to:

**Washington Certification Services/Green  
River College  
1221 D Street N. E.  
Auburn, WA 98002**