

Requirements for Continuing Education Courses and Course Providers, Effective xx-xx-xxxx
POLICY ON REQUIREMENTS FOR CONTINUING EDUCATION COURSES AND COURSE PROVIDERS, SEPTEMBER 2006

The following policy establishes the procedures for the approval of septic tank contracting continuing education courses and course providers, hereinafter referred to as providers, for septic tank contractors registered under Part III of Chapter 489, Florida Statutes F.S. Septic tank contractors will not be awarded continuing education credit for attending unapproved courses or courses from an unapproved provider.

1. Definitions ~~DEFINITIONS~~

~~(A) "Alternative Non-Classroom Continuing Education Hours" are approved continuing education hours, offered in a non-classroom setting, such as correspondence and web-based courses or instruction received via electronic education media.~~

~~A. (B) "Approved Course Provider" means a person or legal entity, such as a private or a public university, vocational school, construction industry school or other professional association, which provides approved by the department to provide registered or master level septic tank contracting courses, or Alternative Non-Classroom Continuing Education Hours.~~

~~B. (C) "Classroom Contact Hour" and "Contact Hour" means a sixty-minute segment of an approved conference, workshop, seminar, webinar or other program of approved instruction, which may include no more than ten minutes of exclusive of any breaks.~~

~~C. (D) "Course" means a conference, workshop, seminar, webinar or other program of instruction, including alternative non-classroom continuing education hours, sponsored by a department approved course provider that has been approved by the department for the purpose of complying with the registered septic tank contracting requirements for continuing education pursuant to 489.554, F.S.~~

~~(E) "Department" means the Department of Health, Bureau of Onsite Sewage Programs.~~

~~D. (F) "Renewal Educational Cycle Year" is the 12-month period between October 1 and September 30.~~

~~E. (G) "Master Level Course" is a conference, workshop, seminar, webinar or other program of approved instruction in advanced onsite sewage treatment and disposal theory, concepts, laws, regulations, applied construction technologies, alternative and innovative technologies, requiring the participant to demonstrate working knowledge or applied understanding of the materials being presented, through testing, field work projects or experiments.~~

~~E. (H) "Registered Level Course" is a conference, workshop, seminar, webinar or other program of approved instruction in onsite sewage treatment and disposal theory, safety (e.g. i.e., truck safety, brake inspection, confined spaces, excavation safety, infection control, hand washing, skin cancer, etc.), concepts, laws, regulations, and applied construction technologies.~~

2. Standards for the Approval of Course Providers ~~STANDARDS FOR THE APPROVAL OF COURSE PROVIDERS~~

~~A. (A) Each course provider must shall apply to the department for registration on DH Form DEP 4116, effective xx-xx-xxxx 07/03, Application fFor Septic Tank Contracting Course Provider, herein adopted and incorporated by reference at <https://www.flrules.org/Gateway/reference.asp?No=Ref-XXXXX>. DH Form DEP 4116 may be obtained from the Department of Environmental Protection, Onsite Sewage Program at www.floridadep.gov or 2600 Blair Stone Road, MS 3596, Tallahassee, Florida 32399-2400 or Florida Department of State, Florida Administrative Code and Register, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 department's Bureau of Onsite Sewage Programs.~~

~~B. (B) Provider approvals are valid for four 4 years from the date the approval is issued.~~

~~C. (C) Any changes to the information contained in the provider application must shall be submitted to the department within 30 days following the effective date of the changes.~~

D. ~~(D)~~ The provider is responsible for maintaining records regarding the name, registration number and business affiliation of each person who attends an approved course of instruction and for reporting the attendance to the department.

E. ~~(E)~~ Providers must ~~shall~~ allow access to approved courses to all registered contractors and must ~~shall~~ issue statewide notice of course availability to all active registered ~~septic tank~~ and master septic tank contractors. Such statewide notice must list the course title, contact hours, instructor(s), location and other important details.

F. ~~(F)~~ Providers are ~~shall be~~ required to provide a post-course evaluation form for completion by the participants.

G. ~~(G)~~ Providers are ~~shall be~~ required to check a valid form of picture identification ~~card~~ from attendees when they sign-in. The provider will ~~shall~~ remove all participants that engage in behavior that interrupts, impedes or creates disorder during the presentation of approved instruction. One warning will ~~shall~~ be given before removal. The provider will ~~shall~~ not issue a certificate of completion to any person who has been removed from the course.

H. ~~(H)~~ Providers must ~~shall~~ issue a certificate of completion to each person who completes an approved course.

I. ~~(I)~~ Within 15 working days of course completion, the provider must ~~shall~~ provide to the department copies of the sign-in sheets, which much include each attendee's name and registration number, and the list of participant names that qualify to receive continuing education credits. The names and qualifications of any substitute course instructors that were not listed in the original application for course approval must ~~shall~~ also be provided. The provider may provide partial course credit in no more than quarter-hour ~~1/4 hour~~ increments. The provider must approve and document the reason for partial credit.

J. ~~(J)~~ The department must ~~shall~~ maintain a list of all registered course providers.

K. ~~(K)~~ The department must ~~shall~~ approve or deny any application for provider approval within the time frames stipulated under s. 120.60, F.S. If the application is denied, the department must ~~shall~~ identify the specific reasons for the denial in writing. The department may assess penalties against a provider for any of the following acts or omissions:

i. ~~(i)~~ Submittal of an incomplete application; to include the application fee. Penalty assessed: Denial of application.

ii. ~~(ii)~~ Obtaining course approval through fraud, deceit, false statements, or misrepresentation of material facts, whether such statements or misrepresentations are made knowingly or negligently. Penalty assessed: Revocation of approval.

iii. ~~(iii)~~ Falsifying any records regarding the approved course conducted by the provider. Penalty assessed: Revocation of approval.

iv. ~~(iv)~~ Failure to maintain records as specified in section 6 below. Penalty assessed: first violation, letter of warning; repeat violation, penalty of fine of up to \$2,000 500, suspension or revocation of approval.

v. ~~(v)~~ Failure to submit to the department, copies of the sign-in sheets and the list of participant names, that qualify to receive continuing education credits, within 15 days of completion of the course. Penalty assessed: Ffirst violation, letter of warning; repeat violation, penalty of fine of up to \$2,000 500, suspension or revocation of approval.

vi. ~~(vi)~~ Failure to adequately train staff responsible for taking attendance at any approved course. Penalty assessed: Ffirst violation, letter of warning; repeat violation, penalty of fine of up to \$2,000 500, suspension or revocation of approval.

vii. ~~(vii)~~ Advertising that a course has been approved by the department prior to the actual date of course approval. Penalty assessed: Ffirst violation, letter of warning; repeat violation, penalty of fine of up to \$2,000 500, suspension or revocation of approval.

(L) A provider who has had their approval revoked may not reapply for approval for 4 years from the date of final agency action. A provider suspension shall be effective for a minimum of 1 educational cycle year.

3. Standards for the Approval of Continuing Education Courses ~~STANDARDS FOR THE APPROVAL OF CONTINUING EDUCATION COURSES~~

A. ~~(A)~~ Approved course providers must ~~shall~~ submit an application for approval of continuing education courses. Providers must ~~shall~~ apply to the department for course approvals on ~~DH~~ Form DEP 4115, effective xx-xx-xxxx 07/03, Application for Septic Tank Contracting Course Approval, herein adopted and incorporated at <https://www.flrules.org/Gateway/reference.asp?No=Ref-XXXXX> by reference. ~~DH~~ Form DEP 4115 may be obtained from the Department of Environmental Protection, Onsite Sewage Program at www.floridadep.gov or 2600 Blair Stone Road, MS 3596, Tallahassee, Florida 32399-2400 or Florida Department of State, Florida Administrative Code and Register, R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250 ~~department's Bureau of Onsite Sewage Programs.~~

B. ~~(B)~~ An approved course provider must ~~shall~~ submit the application at least 60 days prior to the earliest date of the proposed course.

C. ~~(C)~~ Course approval is valid for 2 years from date of issue, provided no changes are made to the course content or to the minimum qualifications of the instructors.

D. ~~(D)~~ The application must ~~shall~~ include the total number of classroom contact hours, the course agenda and a detailed course description.

E. ~~(E)~~ The department must ~~shall~~ approve continuing education courses that appropriately relate to the public health, environmental effects, the proper installation and use of onsite sewage treatment and disposal systems and safety and management practices related to septic tank contracting.

F. ~~(F)~~ The department must ~~shall~~ approve or deny any application for a continuing education course within the time frames stipulated under 120.60, F.S. If the application is denied, the department must ~~shall~~ identify the specific reasons for the denial in writing.

G. ~~(G)~~ The department will ~~shall~~ not deny nor withdraw approval for any course solely on the basis that another provider is conducting the same or similar approved course.

4. Qualifications of Course Instructors ~~QUALIFICATIONS OF COURSE INSTRUCTORS~~

The approved course provider will ~~shall~~ be responsible to ensure that instructors assigned to teach a course, or parts of a course, meet one of the following criteria:

A. ~~(A)~~ Have a minimum of three 3 years of work experience in the subject matter to be presented, or

B. ~~(B)~~ Have a four 4 year college degree or graduate degree and related work experience, or

C. ~~(C)~~ Be a master septic tank contractor, or

D. ~~(D)~~ Be a state certified plumber with at least three 3 years of experience in their technical area of licensure, or

E. ~~(E)~~ Be a registered septic tank contractor with at least three 3 years of experience in their technical area of licensure, or

F. ~~(F)~~ Be a state certified environmental health professional with at least three 3 years of work experience in their technical area of certification.

5. Course Agenda ~~COURSE AGENDA~~

A. ~~(A)~~ Each course must ~~shall~~ have a course agenda, which will specify the name of the course, the name and address of the provider and a description or outline of the contents of the course.

B. ~~(B)~~ Each person who registers for a course must be given the course agenda prior to attendance.

6. Approved Course Provider Records and Documentation Requirements ~~APPROVED COURSE PROVIDER RECORDS AND DOCUMENTATION REQUIREMENTS~~

The following records must ~~shall~~ be submitted electronically, in department-approved format, to the department within 15 days of course completion and must ~~shall~~ be maintained for a minimum of two 2 years and made available to the department upon request, for each course provided:

A. ~~(A)~~ The time, date and place the course is conducted.

- B. ~~(B)~~ The name, address and qualifications of each instructor who teaches any portion of the course.
- C. ~~(C)~~ The name and address of each person who attended the course.
- D. ~~(D)~~ The original sign-in sheet used at the site of the course to register persons who attended each course. The sign-in sheet must ~~shall~~ reflect the name and the validated attendance signature of each participant. It must also indicate the entry and exit time of each attendee.
- E. ~~(E)~~ The course agenda used for each course.
- F. ~~(F)~~ The post-course evaluation forms completed by the participants.

7. Advertising of Continuing Education Courses ~~ADVERTISING OF CONTINUING EDUCATION COURSES~~

- A. ~~(A)~~ A provider may not advertise a course as one approved by the department for continuing education until the department grants such approval in writing.
- B. ~~(B)~~ A provider may not include any false or misleading information regarding the contents, instructors or number of classroom contact hours of any approved course.
- C. ~~(C)~~ A provider must indicate in all course advertisements, the course has been approved by the department's Onsite Sewage Program.

8. Fees ~~FEES~~

- A. ~~(A)~~ The application fee for Septic Tank Contracting Course Provider, ~~DH~~ Form DEP 4116, is \$250.00.
- B. ~~(B)~~ The application fee for Registered and Master Level Course Approvals, ~~DH~~ Form DEP 4115, is \$25.00 per classroom contact hour, not to exceed \$150.00 per course approval.

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