



Minnesota
Pollution
Control
Agency

Subsurface Sewage Treatment System Training Course Accreditation

Subsurface Sewage Treatment Systems Program

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What form is required to apply for accreditation of a Subsurface Sewage Treatment Systems (SSTS) training course?

Submit the SSTS Training Course Accreditation Application to the Minnesota Pollution Control Agency (MPCA).

What information is required to complete the application?

In order for a course to receive SSTS professional training course accreditation for basic, specialty area, or continuing education training, the course provider must submit the following information: (see Minn. R. 7083.1070, subp. 1).

- a written objective that describes expected outcomes for the participant
- a summary of the credentials of the persons conducting the training that demonstrates the trainers' educational and professional background and expertise in and knowledge of SSTS and state SSTS standards, rules and statutes and specifics for the subject areas that the trainers will be responsible for
- a training plan that demonstrates how the course will meet the requirements in parts Minn. R. chs. 7083.1030 and 7083.1060
- a method for evaluating successful completion, including the form that will document course participation and successful completion

- a description of the topics and how much time will be spent on training for each topic during the hours the course is conducted
- a document signed by a representative of the sponsoring organization certifying that the sponsor will maintain records of participants, attendance, and successful completions for a minimum of three years

What other information might the training provider have to submit?

The training provider may be required to submit the written materials, handouts, and other materials used in the course to the MPCA for review.

What is used to prove the attendance of each participant?

Upon completion of the course, the training provider must provide a certificate of completion to each participant completing the course and a copy of each certificate to the MPCA. It is the responsibility of the course provider to submit this documentation to the MPCA.

How many minutes are in one course credit?

One credit hour is equal to at least 50 minutes of classroom lecture, demonstration, or similar training.

Who determines accreditation?

Technical and training staff make up a team of experts who compare applications to the requirements identified in Minn. R. chs. 7080 to 7083.

What topics must be covered to be accredited as a basic training course?

The application must include how the training relates to soil treatment theory, design and construction fundamentals, system operational requirements, statute and rule requirements, technology options and state licensing requirements, standards and criteria.

What topics must be covered to be accredited as a specialty area pre-certification course?

The application must include how the training relates to performing the required responsibilities for each specialty area in parts Minn. R. 7083.0710 to 7083.0800.

What topics must be covered to be accredited as a continuing education course?

The application must include how the training relates to the technical aspects of sewage, sewage treatment, SSTS, soil identification, soil interpretation, soil water movement, engineering or environmental health related to SSTS, land application of wastes, or other related topics.

What is the difference between direct and related continuing education credits?

Some training is considered directly relevant and some training is relevant in an indirect way; the latter known as related training. Direct continuing education credits are assigned to technical courses that deal directly performing SSTS work according to Minn. R. chs. 7080-7083, including soils training, proper use of treatment technologies and rule updates. Related continuing education credits are applied to courses that deal with non-technical courses that deal with non-rule related topics, including basic physical science, general construction topics, and national trends.

Why are direct Continuing Education credits required?

The purpose of direct continuing education is to:

- maintain and ensure subject matter for professional training that directly supports the protection of public health and environment in Minnesota
- provide consistent, credible, unbiased guidance and direction for certification programs, professionals, system owners and training providers

What are some examples of continuing education courses that have been awarded direct accreditation?

- Pressure Distribution and Sandy Textured Soils
- Acceptable Waste and Septage Disposal
- Selecting Appropriate Pretreatment

What are some examples of continuing education courses that have been awarded related accreditation?

- Pumps and Controls Service School
- Practical Applications for easier Operation & Maintenance
- General Construction Material and Equipment Management

How are credits assigned when courses have concurrent sessions?

In the case of a course that offers concurrent sessions with both *direct* and *related* topics, the appropriate type of contact hours will be assigned to each of the sessions individually.

Can vendors provide an accredited training course?

Vendor-sponsored courses are eligible for credits if the course covers a type of product or process (i.e. how the product or process works, how it can or should be used) rather than the benefits of the specific product itself (i.e. sales presentation).

Will the training course be audited?

The MPCA may audit the course, by any means the Agency deems appropriate, for content and eligibility for accreditation. The auditing may include requesting the training provider to waive any registration fees so that an Agency representative may attend the course. The number and type of contact hours assigned to the course may be re-evaluated and modified as necessary based on the results of the auditing. (See Minn. R. 7083.1070, subp.2)

What if the training provider did not apply for accreditation, but you would like credits for completing the course?

The SSTS individual requesting the credits may submit the information required in part one (above) using the SSTS Course Accreditation Application for any non-accredited training attended. As part of the application, the individual must document in written format how the course will meet or has met the requirements under parts Minn. R. 7083.1030 or 7083.1060, including proof of successful completion of the training. Credit hours may be prorated based on the amount of the training that pertains to the SSTS specialty area for which it is requested. (See Minn. R. 7083.1070, subp. 3).