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Required Professional Development Hours for Certificate Renewal Fact Sheet

A [certified professional](#) must successfully complete a minimum of 12 professional development hours (PDHs) of continuing education approved in accordance with [Title 124 - Rules and Regulations for the Design, Operation, and Maintenance of Onsite Wastewater Treatment Systems](#) during every two-year certificate period. For a certificate issued in the first, or even numbered year of the two-year certificate period, a certified professional must successfully complete a minimum of 12 PDHs of continuing education. For certificates issued in the second, or odd numbered year of the two-year certificate period, a certified professional must successfully complete a minimum of six PDHs. Completion of [approved continuing education](#) programs within 30 days prior to obtaining initial certification by examination shall be accepted for the purposes of complying with the PDH requirement for [certificate renewal](#).

A maximum of six professional development hours acquired in excess of the minimum hours required during any certificate cycle may be carried over into the next two-year certificate cycle except that once a certificate has expired and the late renewal period has lapsed, the PDHs also expire and there shall be no carryover of PDHs. All PDHs for certificate renewal shall be from [courses or programs approved](#) by the Department. These courses or programs must be appropriate, directly associated with the onsite wastewater industry or related workplace safety, cover topics related to the responsibilities carried on by the certified professional, and provide information or training that serves to enhance a certified professional's knowledge of and ability to perform activities that protect the public health and the environment. A maximum of two professional development hours in each two-year certification cycle may be from pre-approved courses peripheral to the actual activity of the onsite wastewater industry for such things as business tax law, accounting, insurance or first aid training. For purposes of professional development hours, work place safety and protection of work activities will be considered directly related to the actual activity of the onsite wastewater industry.

Continuing education records must be maintained by the certified professional and submitted as part of the certificate renewal process. To renew a valid certificate, the certified professional must submit an [application for renewal](#), which includes the [renewal fee](#), and [record of continuing education](#), prior to the expiration date of the certificate. The certificate of any certified professional who fails to comply with the continuing education requirements of Title 124 will expire on the expiration date of the certificate.