



DEPT. OF ENVIRONMENT AND ENERGY

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Required Professional Development Hours for Certificate Renewal Fact Sheet

A [certified professional](#) holding a valid certificate by examination may apply for a renewal of Certification in accordance with [Title 124 - Onsite Wastewater Treatment Systems](#). When a certificate is issued in the first or even numbered year of the two-year certificate period a certified professional will successfully complete a minimum of 12 PDHs of [approved continuing education](#) during the first certificate period. For certificates issued in the second or odd numbered year of the two-year certificate period there are no PDH requirements until the next 2-year cycle. PDHs completed within 30 days prior to obtaining initial certification by examination will 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 and directly associated with the onsite wastewater industry or related workplace safety. They must also 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, workplace 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.