



**NEW MEXICO ENVIRONMENT DEPARTMENT
SOLID WASTE BUREAU
FACILITY OPERATOR CERTIFICATION PROGRAM**

**GUIDANCE FOR CONTINUING
EDUCATION CREDIT APPROVAL**

This document is intended to provide guidance for obtaining approval of continuing education credits. If you are interested in obtaining approval of training courses, association meetings, seminars, or conferences for solid waste facility operator certification training credits, this document includes the steps to take. It also includes checklists, an application, and instructions.

What Training Must Be Approved?

Our mission is to certify solid waste professionals who work in solid waste facilities in New Mexico. The certification and training requirements are specified in the New Mexico Solid Waste Rules, 20.9.2 through 20.9.10 NMAC. 20.9.7 NMAC details the qualification and training requirements to qualify for or renew certification. This rule also contains course content requirements for certification courses.

Before training courses or other events and any significant changes to them can be taken for credit they must be approved by the department. *After the fact*, or retroactive, approval will not be granted for any training credit.

The certification disciplines for which the program approves training are:

- Compost Facility Operator
- Landfill Operator
- Recycling Facility Operator
- Transfer Station/Processing Facility Operator
- Transformation Facility Operator

Training that provides knowledge or skills directly related to tasks performed in these disciplines is eligible for approval.

The above rule reference lists both general and specific training requirements for each discipline.

How Do I Apply For Approval?

To request approval of your training, you must:

1. Complete an *Application for Approval of Training* (attached to this guide).

2. Attach to the *Application* all materials indicated in the checklist for the type of training – for example; course descriptions, event agendas, and training materials. Separate checklists are included for **classroom; conference, seminar, or workshop;** and **association meeting** training.
3. Submit your signed and completed *Application* with the required materials at least 30 days before you plan to advertise or conduct the training.

If the application is complete and the subject matter is appropriate, you will receive written approval.

Although the department approves training, the department assumes no liability for nor implies endorsement of the training events or materials. By accepting department approval of your training program, you – the training provider – assume sole responsibility for the contents and delivery of the training.

How Long Does This Review Take?

The review will be completed within 30 days unless your application is incomplete or additional information is needed to evaluate your request. If asked for additional information, please provide it promptly. Any delays will slow down the review process.

The Department cannot guarantee that any request submitted less than 30 days before the planned training or event will be reviewed in time for your training or event.

How Soon Can I Advertise My Training?

You may not advertise your training or event as approved until you receive department approval. The department assumes no liability for any loss you may incur from an event that does not receive department approval.

Copyright Infringement

Under the Public Information Act (PIA), copyrighted training materials submitted to the department may be inspected by the public. The department will not provide copies of copyrighted material to the public unless required to do so.

Classroom Training

General Standards

Training must address the knowledge or skills the department have determined are necessary to perform the tasks associated with each discipline.

Training may not focus on the products, product lines, or services of a single manufacturer, distributor, or service provider.

Training should conform to ANSI / ASSE ZA900.1-2001 *Criteria for Accepted Practices in Safety, Health, and Environmental Training*.

Delivery Standards

Classroom training must:

- Follow the approved curriculum or agenda;
- Offer training manuals that contain learning objectives for each chapter, are logically arranged, and are free of typographical and grammatical errors;
- Offer visual aids and other instructional materials, as necessary to enhance learning;
- Occur in a setting that is conducive to learning and accessible to all persons according to the Americans with Disabilities Act; and
- Be presented by a qualified classroom instructor.

Occupational training is not to be used as an opportunity for advertisement. Classroom training may *not* be held in a place of business of a product manufacturer, distributor, or service provider unless the training is for their employees only. A *manufacturer* is any person, company, or nongovernmental organization that produces a product for sale. A *distributor* is any person, company, or nongovernmental organization that distributes a product. A *service provider* is any person, company, or nongovernmental organization that provides a service for its own profit.

What is a Qualified Classroom Instructor?

Classroom instructors should have enough **work experience** and subject matter expertise to enable them to communicate course information in a relevant, informed manner and to answer students' questions.

Instructors should have at least *three years of hands-on work experience* in the particular discipline or area of specialization of the course. Instructors of basic training courses required for initial certification should hold the *commensurate certification*.

Instructors should also have enough **teaching experience** to enable them to communicate clearly and effectively at the learning level of the students and consistent with the intended learning outcomes of the course. In order to demonstrate sufficient teaching experience, classroom instructors should have at least *40 hours of instructional classroom experience*.

As the training provider, you are responsible for ensuring that classroom instructors have adequate, specific work experience and sufficient teaching experience. This responsibility includes maintaining each instructor's resume or statement of qualifications. The department may verify instructor work and classroom teaching experience.

Checklist 1: Classroom Training

You must attach **each** of these supplemental materials to your completed *Application* for approval of classroom training.

- Course Overview / Goals** – a statement of what the learning experience is designed to accomplish, its length in hours, the setting, the manner of instruction, and testing.
- Course Agenda** – for the students’ use; a description of the time periods devoted to each major portion of the course, showing all breaks and scheduled events. This may include the information needed for the Instructional Plan (see below), if only one instructor is present.
- Prerequisites** – a description of the skills or knowledge needed for students taking the course, if any.
- Learning Objectives** – a description of the knowledge and skills the students should have after the training. Each chapter or section should have at least three learning objectives.
- Instructional Plan (if multiple instructors) or Lesson Plan** – for the instructor’s use: a description of the learning objectives and the means by which these objectives are attained as a result of the activities in the class. It shows the orderly sequences for each day’s activities. It should revolve around a four-step teaching process, or similar process, that involves:
 - preparation - motivation;
 - presentation - new information related to previously acquired knowledge;
 - application – practice; and
 - testing – evaluation of learning.
- Instructional Materials** – the equipment and other materials to be used during course presentation, such as paper copies of slides or overhead projections or handouts.
- Training Manuals** – texts or other published materials used during the course.
- Course completion Certificate** – a copy of the certificate to be presented to each student within 30 days of successful completion of the course; it must contain at a minimum the provider’s name, the course’s name, its length in hours, and date of completion, and the student’s name.

Checklist 2: Conferences, Seminars, or Workshops

You must attach **each** of these supplemental materials to your completed *Application* for approval of training that is to be held at a conference, seminar, or workshop:

- Event Agenda** – the date and location of the event or events, showing the time periods reserved for each topic, all breaks, scheduled events, and subject matter to be covered.
- Event Description** – a brief explanation of the focus of the conference or seminar. (You may use a flyer or brochure as this description.)

Checklist 3: Trade Association Meetings

Associations may apply annually by submitting a completed *Application* with a list of subject matter to be taught.

Otherwise, send a completed *Application* and a program description *at least 30 days before the meeting* at which training is to be held.

The program description should be on the association's letterhead and contain the following information:

- Name of the organization and the chapter or region.
- Name of the person making the request.
- Date, time, and location of the program.
- Speaker's name, organization, and job function.
- Topic of the educational program.
- Length of educational program (in minutes).

A meeting agenda will satisfy this requirement if it includes all of the above information.

Mail applications and attachments to:

NMED / SWB
Attn: Certification Officer
1190 Saint Francis Drive
P.O. Box 5469
Santa Fe, New Mexico 87502-5469

Application for Approval Of Training

Received: _____
Reviewed by: _____
Approved by: _____
Applicant notified: _____

This application is for approval of (check one and complete the checklist indicated):

- classroom training (Checklist 1)
- conference, seminar or workshop (Checklist 2)
- trade association meeting (Checklist 3)

For the certification discipline of (check all that apply):

- Compost facility operator
- Landfill operator
- Recycling facility operator
- Transfer station operator
- Transformation facility operator

A. Information about the Training Provider

Name of Organization		Contact Person		
Mailing Address	City	State	Zip code	Area code / Phone No.
County	E-mail address		Area code / Fax No.	

B. Information about the Training Course or Event

Title of Course, Seminar, Conference or Workshop (<i>see each program's curriculum</i>)	No. of Contact Hours
Date(s), Time(s), Location(s) (if applicable)	

From	To	Location
From	To	Location

C. Course or Event Overview

(Include start and stop times, briefly describe course or event, state intended outcomes and intended audience. Attach extra sheet if needed.)

D. Certification

I certify that the information in this application and its attachments is true and correct to the best of my knowledge. I understand that I am solely responsible for the content of these training materials and their presentation.

Signature of Company Owner or Authorized Agent

Date