



Center for Drinking Water Quality

Drinking Water Operator Continuing Education Instructions for Course Approval

As a training provider, you must secure approval from the Board of Water Supply Treatment and Distribution Operators Certification (the Board) to offer continuing education to Rhode Island's certified drinking water operators.

Training Opportunity Eligibility

The Board approves the following type of continuing education in the form of training contact hours (TCHs):

- One-day and multi-day, in-person classes
- Conferences and special events
- Online courses
- Drinking water-related training programs

Training providers may submit classes, events, and programs covering drinking water-related topics, general health and safety, and supervisory skills.

Approval Process

Training providers must complete the application [located here](#) and submit the completed application, with all supporting documentation, to DOH.RIDWQ@health.ri.gov and put "Training Approval Application" in the subject line.

The Center for Drinking Water Quality (DWQ) staff will review materials for completeness and send an email confirming receipt and, if necessary, requesting additional information. Once an application and all appropriate supporting documentation are complete, the training provider(s) will receive an email outlining the timeline for review based on the Board's next scheduled meeting.

The Board meets four times each year (January, March, June, and October). The current year's meeting schedule is posted on the [Drinking Water Operators Licensing web page](#). Any materials on the Board meeting agenda that are scheduled for review must be submitted and deemed complete at least 10 business days before the scheduled meeting. Any applications not received within this timeline will be held until the next meeting.

DWQ staff will inform the applicant of the Board's decision within one week of the meeting. If the Board approved the course, event, or program, the applicant will receive a written confirmation. A list of [approved drinking water operator training courses is maintained and is publicly available](#).

Even though an initial review of the application may be deemed complete by DWQ staff, it is possible the Board may table the request if they determine that the application is incomplete. Applications can be resubmitted with additional information requested. If the Board denies the request, the applicant will receive a letter explaining the reason for the denial.

Important Notes

- Once a continuing education opportunity is approved, an applicant must re-submit a request for approval if the course content, length, or materials change. If it is unchanged, you can continue to offer it and do not need approval each time it is offered.
- Any marketing or promotional materials that are distributed before an applicant receives final approval from the Board must clearly state that the continuing education approval is pending.
- The Board will grant retroactive approval for continuing education if an application is received within six months of the date the course was given.
- If you receive approval for your training program, you must submit an annual training curriculum (including names of courses, brief descriptions, and TCH given) by the end of the preceding calendar year.
- It is the applicant's responsibility to ensure that all required documentation is provided. DWQ staff makes every effort to do a preliminary review for completeness; however, the Board ultimately has the discretion to deny or table applications due to incomplete information or lack of required documentation.