



**Michelle Lujan Grisham**  
Governor

**Howie C. Morales**  
Lt. Governor

**NEW MEXICO  
ENVIRONMENT DEPARTMENT  
Drinking Water Bureau**

Harold Runnels Building  
1190 Saint Francis Drive, PO Box 5469  
Santa Fe, NM 87502-5469  
Telephone (505) 827-2855



**James C. Kenney**  
Cabinet Secretary

**Jennifer J. Pruett**  
Deputy Secretary

**Training Credits will be Awarded Per  
Classroom or Webinar HOUR or 1/2 HOUR as listed below**

Courses DIRECTLY related to Operator Certification	FULL CREDIT
INSTRUCTORS (providing personal classroom instruction or video/DVD instruction)	2X CREDIT
<b><u>CEU credits</u></b> , (if material directly related to Need-To-Know Criteria) (Continuing Education Units, (CEU), is based on a <u>10 week college semester</u> )	10X CEU
Leadership/Management Courses (related to water and wastewater only)	case-by-case evaluation
SAFETY COURSES (NO credit, 1/2 credit or FULL credit)	case-by-case evaluation
Field Tours, Hands-on (depending on learning objectives)	FULL CREDIT
Field Tours, <b><u>not Hands-on</u></b> , (depending on learning objectives. <b><u>Minimum 2-hour field tour</u></b> )	1/4 CREDIT
Panel Discussions (generally)	NO CREDIT
Unrelated courses	NO CREDIT
Class Introductions	NO CREDIT
BREAKS	NO CREDIT
LUNCH	NO CREDIT
< 1/2 HOUR Class (we can only accept and enter Training Credits in 1/2 hour increments)	NO CREDIT

A certificate of completion **must** be issued to the attendees no longer than 30 days following the training event. The certificate must have on it the attendee's name, The Training Provider's name, the date the training was completed, the number of hours/contact hours/professional development hours OR CEUs list on it, (a CEU is based on a college semester so 1 hour/semester equals 10 CEUs).

Training Credits, (TCs), can be assigned to agendas submitted to the UOCP at least one month prior to the proposed Training Event. The available TCs can then be specified in training advertisements.

Annually: For previous or on-going Training Course/s with Pre-Approved TCs, please advise the UOCP of the number of previously approved TCs with a copy of the APPROVED AGENDA for renewal of Training Approval, (as long as the Agenda, course title, subject matter, length of the event and platform of delivery, [in-person or on-line], had not been changed)

If you have any questions please feel free to contact: Nile Carver, [nile.carver@state.nm.us](mailto:nile.carver@state.nm.us) or (505) 372-8172

12/8/2020