



# Maryland

## Department of the Environment

Larry Hogan, Governor  
Boyd K. Rutherford, Lt. Governor  
Ben Grumbles, Secretary  
Horacio Tablada, Deputy Secretary

April 17, 2020

Dear Training Sponsor:

To comply with Governor Hogan's Order requiring social distancing and gathering of less than ten people, traditional classroom training has been postponed indefinitely at this time and will be in high demand for some time after the State of Emergency in Maryland has been lifted. As continuing education is critical for the Maryland water and wastewater operators, the Board of Waterworks and Waste Systems Operators initiated a streamlined review process for Training Sponsors interested in administering previously approved training courses in a virtual environment. Updated training must be equivalent to classroom quality content and be conducted in an instructor-led, face-to-face virtual setting.

Interested Training Sponsors must submit a proposal to the Board that outlines changes in class format and content for approval. The WWSO Board Members approved the following requirements for virtual training to ensure accountability and quality of training for students:

- Class format must be instructor-led in a face-to-face virtual setting.
- Include the virtual class name and TRE number- class must be previously approved by the WWSO Board;
- Describe the Platform being used (e.g. Webex, etc)
- Include a Certification Statement that the approved content material has not changed;
- Provide the date(s) or frequency of each virtual training and the anticipated audience size for each class;
- Describe the method used to document students' attendance;
- Describe the method(s) used to ensure instructors interact with students and students participate in a manner equivalent to classroom instruction;
- If the training was approved for an additional 1.5 credit hours for an included exam, explain the method for administering the exam; and
- Indicate the number of training hours, if altered.

As this review process is expected to take approximately two weeks, Training Sponsors should request approval well in advance of class commencement; Sponsors will be notified of all decisions in writing. Any virtual training that is not approved, or determined at any time to not meet these requirements, will not be accepted for continuing education credit. For questions, please contact Board Staff at 410-537-3588 or [wwso.board@maryland.gov](mailto:wwso.board@maryland.gov).

Sincerely,

Dee Settar  
WWSO Board Secretary (Acting)

cc: Maryland Board of Waterworks and Waste Systems Operators  
WWSO Board Training, Review and Evaluation Committee  
Saeid Kasraei, MDE Water Supply Program  
Harry Hunsicker, MDE Compliance Program