

DSWC Technical Specialist Training Requirement Guidelines

Per rules governing the Approval of Water Quality Technical Specialist **02 NCAC 59G .0104**:
Readopted Eff. November 1, 2017.

- (i) Technical Specialist shall complete six hours of training approved by the Commission during each three-year period following initial designation or each three-year period following the effective date of this Rule.
- (j) In addition, technical specialist designation shall be rescinded by the Commission for failure to complete the approved additional training by the end of each three-year period.

The SWCC adopted the following policies for implementation of the Technical Specialist training requirement at its November 14, 2018 meeting.

- While there are seven (7) Technical Specialist designation categories, approved training courses will not be categorized by designation. The Technical Specialist will determine the suitability of training for their respective designation(s).
- Technical Specialist may obtain all six (6) training hours in a single calendar year.
- Training hours in excess of six (6) hours may not be carried over to the subsequent three-year period.
- The three-year period for current Technical Specialist will begin January 1, 2019.
- The three-year period for newly designated Technical Specialist by the SWCC will begin the following January 1.
- Technical Specialist failing to meet training requirements will be presented to the SWCC at their January meeting for notice of rescinding designation(s).
- Division staff will conduct a random audit of 10% of all Technical Specialist submitting training credits each year. Technical Specialist subject to an audit will be requested to furnish proof of attendance for training courses claimed for credit.
- Authority to approve trainings will be delegated to a workgroup consisting of Technical Specialist comprised of the following:
 - o Private Sector (2)
 - o NCSU/Cooperative Extension Service (1)
 - o Division of Soil and Water Conservation (1)
 - o Soil and Water Conservation District (1)
 - o Natural Resources Conservation Service (1)
 - o Division of Water Resources (1).

Technical Specialist Training Website

https://www.ncagr.gov/SWC/professional_development/TechnicalSpecialistTraining.html

- Utilize existing training Opportunities for other comparable certifications including but not limited to Animal Waste System Operator, Professional Engineer, Licensed Soil Scientist, Certified Crop Advisor, Licensed Pesticide Applicator, Certified Conservation Planner, and Professional Geologist.
- Issue an electronic certificate to Technical Specialist with name, registration number, designation(s), and three-year deadline date. Re-issue certificate at the end of the three-year period with successful completion of the training requirement.

Technical Specialist Training FAQ

- Do courses need to be preapproved? -Yes, every effort needs to be made to have courses preapproved. By getting courses preapproved, technical specialist will know exactly how many hours they can get and confident their time spend at the training will count.
- What counts as proof of attendance? -Any documentation showing that you attended the training, examples include certificate of completion, receipt from training, copy of sign-in, material from training (course manuscript, agenda).
- Are trainers required to use the technical specialist sign-in sheet or certificate of completion? – No trainers are not required to but doing so aids technical specialist in the ability to produce proof of attendance to approved trainings.
- Are trainers required to submit sign-in sheets to the Division after the training? –No trainers are not required to. They may submit them as documentation but the obligation to retain a copy for proof is solely the responsibility of the technical specialist.
- How long does a technical specialist need to retain proof of attendance to a training? – Proof of attendance should be retained for the length of the current three-year period your designation is valid for.
- How does a technical specialist get credit for training hours completed? –Technical specialist must self-report training hours they complete by filling out the form on the technical specialist training webpage.
- What is required if I am selected as part of the annual audit of training hours submitted? If selected, you will be required to submit proof of attendance to trainings selected as part of the audit.
- What happens if I am unable to provide proof of attendance to a training when audited? – The hours reported for trainings that you are not able to provide proof of attendance to will not count toward the required 6 hours of training.
- Can I attend a training that is not on the list of approved trainings and still get credit hours for it? – Potentially, If there is a training that you fill would benefit your technical specialist designation and you feel there is not enough time to get the training preapproved, you can elect to attend the training and request to have it post approved.
- Can I report credit for trainings I attended for another certification? – Yes, If you attended a training approved for credit by another governing board and you feel the training is pertinent to your technical specialist designation, you may submit it for credit.