Continuing Education Requirements
Effective January 1, 2011

Professional Certified Wetland Delineator – 12 hours of credit every 2 years

In-Training Certified Wetland Delineator – 6 hours of credit every 2 years

OBJECTIVES:
Continuing Education Requirements of the WDCP have the following objectives:

• Maintain skills
• Improve knowledge or skill level
• Expand/update current knowledge

QUALIFYING CREDITS:

Content

• Activities focusing on the skills and knowledge associated with identifying and delineating wetlands.

• Activities must serve to maintain, improve, expand, or update current knowledge and/or skills related to delineating wetlands.

• Examples of such skills and knowledge include (but are not limited to) the following:
  o Wetland classification (Cowardin, Circular 39, etc.)
  o Wetland mapping utilizing various technologies and resources
  o Plant identification and plant community identification
  o Plant sampling methodologies
  o Soil description and classification
  o Soil mapping
  o Surface and ground water dynamics
  o Drainage and drainage effects on wetland hydrology
  o Hydrology monitoring

• Activities focusing on wetland regulations that are not directly related to the skills and knowledge associated with identifying and delineating wetlands can receive credit at a ratio of 1 credit hour for every 4 hours of activity. Participating in technical evaluation panel meetings associated with the Minnesota Wetland Conservation Act can receive credit at the same ratio regardless of the content of the meeting. A maximum of 6 credit hours every 2 years can be obtained from technical evaluation panel meetings and activities focusing on wetland regulations.
Possible Activities

- Completing or auditing college-sponsored courses
- Completing self-study college or non-college sponsored courses presented by correspondence, internet, television, video, or audio, ending with examination or other verification process
- Participating in seminars, tutorials, televised or videotaped courses, or short courses.
- Attending self-sponsored and prepared in-house educational program
- Completing a study tour with a structured program resulting in a written or visual presentation by the licensee or certification holder
- Presenting or instructing qualifying courses or seminars (including preparation time for the initial presentation).
- Authoring published papers, articles, or books (preparation time). Credit can be claimed only after publication. Cannot claim credit for both authorship and associated presentations.
- Participating in professional examination grading or writing (maximum of 5 credit hours every 2 years can be applied from this source).
- Providing professional service to the public which draws upon the certified delineator’s professional expertise in wetland delineation on boards, commissions, and committees such as planning commissions, building code advisory boards, urban renewal boards or non-work related volunteer service (maximum of 5 credit hours every 2 years can be applied from this source).
- Patents, after they are granted, for 5 credit hours.

Activity Criteria

- There must be a clear purpose and objective for each activity related to the continuing education requirements objectives.
- The content of each presentation must be well organized and presented in a sequential manner.
- There must be a provision for documentation of the individual’s participation in the activity, including information required for record keeping and reporting.
- It is the responsibility of the certified delineator seeking continuing education credit to justify the applicability of any educational activity for crediting under the WDCP program guidelines.
- If a certified delineator is seeking credit for courses or classes that do not have pre-approved crediting from the WDCP, they should submit an agenda and an explanation of why they should receive continuing education credit for attending it. If the delineator wants assurance that they will receive credit for an activity prior to attending, then they will need to submit the required information to the WDCP for pre-approved crediting.

REPORTS & RECORDS:

- Certification holders must keep records of their continuing education activities for at least 1 year after submission. The information may be audited by the program any time during the year following submission. During an audit a certified delineator may be asked to produce the continuing education information.
- The WDCP will supply an online form for the certification holder to submit a summary of their continuing education activities. This form must be completed with sufficient detail to permit audit verification. The WDCP will set a submission deadline and notify certificate holders.
• The WDCP will establish a renewal fee to be paid by the certificate holder every 2 years with the submission of their continuing education activities reporting form.

**NONCOMPLIANCE:**

A certificate holder who does not comply with the continuing education reporting requirements including the submission deadline and fee, will be promptly notified of their failure to meet certification renewal requirements. The certificate holder will then have 30 days from the date the noncompliance notification was mailed to submit the required information plus a renewal fee that is twice the amount of the regular fee. If the renewal reporting is still deficient after the additional 30 days, then the certification will be revoked.

**EXEMPTIONS:**

A certificate holder may file for exemption if he/she has experienced a serious illness, injury, or other extenuating circumstances, such as serving honorably on active duty in the military. Supporting documentation must be provided to the WDCP prior to the end of the renewal period to qualify for this exemption.