

Guiding Document

Continuing Education  
Program (CEP)  
for Certified  
Water Well Drillers, Diggers  
and Pump Installers

Revised January 2008  
Vote on and accepted  
by NSGWA Members  
at 2008 AGM

## **1. Introduction:**

As in all industries, technology, interpretations, regulations, guidelines, policies, and standards in the groundwater industry are changing all the time. To keep up to date with these changes, one must strive to be as well informed as possible and remain actively involved in some form of continuing education.

This is a program by which Water Well Drillers, Well Diggers and Pump Installers to whom Nova Scotia Environment and Labour (NSEL) has issued a Certificate of Qualification, may obtain and demonstrate that they have obtained the continuing education needed to maintain their respective levels of certification. This program is based on a point system whereby each person must accumulate a given number of points both annually, and over a 4 year period. Failure to accumulate the required number of points within these time periods may be cause for that person to re-certify at their own time and expense.

## **2. Administration and responsibilities:**

The administration of the points system will be carried out by the Continuing Education Program Committee (CEPC), which will be responsible for: assigning a point value to any courses or other continuing education activities not already given a point value; maintaining a list of all persons who have been issued Certificates of Qualifications and who are eligible and registered under this program; and maintaining a database of the yearly points and accumulated 4 year point running total for each qualified person registered under the program.

The CEPC will consist of five persons: two (2) members in good standing of the Nova Scotia Ground Water Association (NSGWA); one (1) staff person from NSEL who is normally involved with the administration or research of groundwater or related matters; one (1) administrator, who may be from either the NSGWA or the NSEL and who is selected by the three members noted above; and the secretary of the NSGWA. All but the secretary of the NSGWA will be voting members of the CEPC.

### ***2.1 NSGWA responsibilities:***

NSGWA will make a certain number of points available to all its members and will strive to do so by way of carrying out at least two (2) regional meetings, and one (1) annual general meeting, which will each contain at least one technical presentation relating to groundwater. The NSGWA may offer its members other opportunities to accumulate points, such as through additional meetings as may be deemed necessary, and through the development/presentation of special courses and/or training seminars.

The NSGWA, through its secretary member on the CEPC, will be in charge of maintaining the database of names and points of all qualified persons registered under this program.

The NSGWA reserves the right to solicit persons registered under this program who are not members of the NSGWA, to become members of the association. Also, since the NSGWA pays to arrange for its regional meeting and annual general meeting, the NSGWA reserves the right to charge non-members for attendance at these functions. The NSGWA reserves the right also to set charges and fees for both its members and non-members for attendance at special meetings, special courses, or training seminars.

### ***2.2 NSEL responsibilities:***

The NSEL will maintain all legal responsibility for the CEP as it relates to Regulations under the Environment Act. The NSEL (via the staff person serving as CEPC member or their designate) will be responsible to assess, using the points information available in the database, each person registered under this program as regards continued qualification for Certification; to distribute appropriate notices to

individuals who are not in good standing and, accordingly revoke and/or issue (re-issue) any Certificates of Qualification as required; and publish for public use, this document with all related schedules, and a current list of all qualified persons who meet the requirements of this program, on the NSEL Web site. Any dispute and/or need for decision which may arise from this program that could affect the ability for any individual who is either registered or who may wish to become registered under this program in order to obtain and/or maintain Certification to practice as a qualified Water Well Driller, Well Digger or Pump Installer in Nova Scotia, will be managed and carried out by the Minister of NSEL or his/her designate.

NSEL will also whenever possible assist the NSGWA in developing and/or presenting courses and/or seminars, through the use of its own internal resources (personnel and materials from the Environment and Labour Branches) and/or by facilitating the use of resources which may be available from other Nova Scotia Government and/or Federal Departments (Natural Recourses, Community College, etc.).

### **3. Point system:**

Each person must accumulate a minimum of 15 point per year, and a minimum of 100 points within the latest 4 year period.

#### ***3.1 Points available:***

The list of courses, seminars and industry activities for which points may be accumulated and the number of points for each is provided in Schedule 1 hereto.

#### ***3.2 Cross discipline certification:***

Where an individual may have been issued a Certificate of Qualification under more than one of the disciplines as Well Driller, Well Digger or Pump Installer, that person must accumulate the necessary number of points for each individual discipline. While some courses may be unique to certain disciplines, where courses or training sessions may be multidisciplinary in nature, then points may be assigned and offered for each of the relevant disciplines for which that person is certified.

#### ***3.3 Individuals must track their own points:***

It is the responsibility of each person registered under this program to track their own attendance at courses and/or other activities relating to continuing education that may provide them with points under this program. Those activities are to be reported by prescribed cut off dates and a CEP attendance form, which will be signed by the facilitator/presenter of any course or activity sponsored by this program. For courses or activities which may not yet be registered to provided points and as included in Schedule 1, it is the responsibility of each qualified person registered under this program to present the details of such activity on the prescribed form for review and consideration by the CEPC.