



North Carolina Department of Environment and Natural Resources
North Carolina Well Contractors Certification Commission

Beverly Eaves Perdue
Governor

John Nykamp
Chairman

Dee Freeman
Secretary

Continuing Education Guidance for Course Providers

Demonstrations

- Safety is always the key concern during demonstrations whether outdoors or indoors, and course providers should ensure the safety of attendees during demonstrations at all times. Safety perimeters should be well defined and clearly marked (ex. safety cones and/or caution tape). Individuals inside the safety perimeter must have the proper safety equipment on (ex. hard hat, steel toed boots, eye and hearing protection) during the demonstration. Maintain OSHA compliance.
- Course providers should also plan for the elements for outdoor demonstrations. For example, on extremely hot days, course providers should provide some type of shaded area, such as a temporary tent. Course providers should also consider providing water, or advise attendees to bring some with them. If the demonstration is scheduled to last longer than one hour, attendees should be encouraged to bring lawn chairs, for example.
- If the outdoor demonstration is accompanied by discussions or lectures, course providers should consider dividing the course into two portions, which could allow the lecture/discussion portion to be held indoors so that the instructor can be easily heard. Having two portions may also avoid having attendees outdoors unnecessarily in the event of inclement weather. Also, if possible, equipment should be turned off when instructors are speaking for extended periods so that attendees can hear the information. A voice amplification system may also be utilized.

Course Structure and Agenda

- Classes should have a well-defined purpose, agenda and structure. “Open Panel” discussions are occasionally useful, but should have a clear purpose, structure, and agenda. All courses should encourage and facilitate communication and participation from attendees. It is improper for courses to include “sales pitches” and credit will not be awarded for such presentations.
- Course providers might want to consider providing course evaluation forms to attendees to help determine how the courses were received, what improvements may be useful, and which topics the attendees are most interested in.

Class Facilitators

- The WCCC strongly encourages the use of class facilitators. Depending on the particular course, the responsibilities of a class facilitator might include ensuring proper attendance for purposes of accurate credit for attendees, assisting instructors set up for efficient transitions between presentations, resolving technical difficulties, and facilitating questions from attendees. A class facilitator may also help ensure the safety of attendees during demonstrations. It is recommended that at least one class facilitator be utilized per 25 attendees.

Presentations and Equipment

- Each venue (outdoors or indoors) should be arranged so that all attendees are within clear viewing and hearing range of all class activity. If possible, equipment should be made available to course instructors and be set up ahead of time to ensure that class time is not spent on setting up the equipment. If course instructors provide their own equipment, the equipment should be tested before the class to ensure that it is working properly.

Course Credit

- Each course provider is responsible for ensuring that course credit is awarded accurately. Attendees that arrive late, leave early, or leave for extended periods of time should not be awarded full course credit. In addition, those attendees who do not appear to be engaged in the course in good faith (ex. sleeping or reading non-course material) or are not within appropriate range of outdoor demonstrations (ex. sitting in or on a vehicle away from the demonstration) should not be given credit.

Attendance Tracking Form

- It is recommended that course providers use the attendance form provided by the Commission, which is available online. At a minimum, sign-in sheets must have the legible printed name, the signed name and the certification number of each attendee, total hours earned by each attendee, and include the course title and course number on it. Full day classes are required to have a separate morning and afternoon sign-in sheet.

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