

DRAFT
Well Constructor Continuing Education Committee Meeting Minutes
Thursday January 22, 2004

Committee Members Present: Greg McInnis, Mike McCord, by conference call - Terry Daugherty
Others: Nancy Sippel, Juno Pandian, Tracy Eichenlaub

The meeting was called to order at 9:15 a.m.

The minutes from the September 30, 2003, meeting were reviewed. McCord motioned to accept the minutes, Daugherty seconded. The vote was all in favor.

“Other Issues” was moved up on the agenda. Staff noted there were some items from the September 30, 2003, meeting to be addressed. They were as follows:

Dan Jensen, #10405, was issued 5 CECs in the safety/first aid/CPR category. The Cont. Ed. Committee agreed that doesn't mean he can exceed the maximum of 4 CECs per OAR 690-205-0045(3). (See discussion note at the top of page 7)

Tim Riley, #1424, there was a class for “Plasma Arc Cutting,” on the back of one of the pages he submitted, that was missed. McCord motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor.

James Mack, #1493 & #10111, a DOT class was approved for 1 CEC but not noted to be in the safety/first aid/CPR category. McInnis checked his notes, he had noted that it was categorized. McCord motioned to amend the minutes that the DOT course on 03/01/2002 was approved for one (1) CEC in the safety/first aid/CPR category, Daugherty seconded. The vote was all in favor.

“OWRD's Sponsored Training October 2003" class was approved for 4 CECs but none of the CECs were categorized. There was a brief discussion regarding how many of the 4 CECs should be in the Oregon gw/well laws category. McCord motioned that 2 of the 4 CECs be in the Oregon gw/well laws category, Daugherty seconded. The vote was all in favor.

McCord asked staff if any additional information regarding courses had been submitted in response to staff's letters to drillers providing opportunity for additional information. Answer: no.

Staff informed the Cont. Ed. Committee of a “Board and Commission Member Training” session to be held in Portland March 9, 2004. Staff will send an e-mail reminder to the Cont. Ed. Committee with details regarding this training.

There was some discussion as to whether the Cont. Ed. Committee needed to note a category every time. In conclusion, it was agreed that a category does not need to be noted unless it is one of the three that have maximum or minimum requirements.

The first course to be reviewed was “Hazardous Waste Operations and Emergency Response” submitted by Geo Tech Explorations, Inc. McInnis noted a conflict of interest and recused himself. This course was tabled until the next meeting because of the lack of a quorum.

The Cont. Ed. Committee reviewed the course application for “Understanding and Drilling Lava Formations” submitted by Larry Crawford. Question as to advertising, specifically on the Department’s web site. Staff pointed out that approved courses are automatically put on the Department’s web site. Daugherty motioned to assign eight (8) CECs, McCord seconded, with concerns. The vote was all in favor.

Baroid Drilling Fluids submitted a course application for a “Drilling Fluids Seminar” to be held January 10, 2004, at Geo Tech Explorations Inc.. Due to weather conditions the course was postponed. McInnis noted a conflict of interest and recused himself. This course was tabled until the next meeting because of the lack of a quorum.

The Idaho Ground Water Association submitted course applications for their seminar which was held January 8-10, 2004. The course applications were received prior to the course. McInnis suggested that the Cont. Ed. Committee review the courses and assign CECs then when a driller submits documentation the course will already be reviewed. Those course reviews follow.

The Cont. Ed. Committee reviewed the course application for “Update of Rules and Regulations Affecting the Ground Water Industry ” submitted by the Idaho Ground Water Association (IGWA), as part of their January 2004 Convention. McCord motioned to not assign CECs because it is based on Idaho state regulations, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Ground Water: Fallacies and Forecasts” submitted by the IGWA, as part of their January 2004 Convention. McCord motioned to assign 1.5 CECs. Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “DEQ’s Role in the Ground Water Industry” submitted by the IGWA, as part of their January 2004 Convention. Discussion: Daugherty attended the course, he said it was really good because Idaho DEQ is more involved with the regulation of well construction activities. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Job Costing” submitted by the IGWA, as part of their January 2004 Convention. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Arsenic Sampling - Testing New Regulations” submitted by the IGWA, as part of their January 2004 Convention. Daugherty motioned to assign 1 CEC, McCord seconded. It was noted that these are federal regulations thus would apply in Oregon also. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Earthquakes and Their Effect on Idaho Groundwater and Wells” submitted by the IGWA, as part of their January 2004

Convention. Discussion: Daugherty said that although it says Idaho, it would apply everywhere. McCord motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Electrical Rules and Regulation Updates” submitted by the IGWA, as part of their January 2004 Convention. Discussion: Daugherty noted that the course was based more on Idaho rules but did talk about pump hookups. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Profit and Loss” submitted by the IGWA, as part of their January 2004 Convention. Discussion: there was a question as to what the Cont. Ed. Committee had previously decided regarding business development type courses. McInnis said they had been approved. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Vertical Movement of Ground Water” submitted by the IGWA, as part of their January 2004 Convention. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Contract Law” submitted by the IGWA, as part of their January 2004 Convention. Discussion: Daugherty said that the course didn’t happen because the instructor was unable to make it. Then there was a question as to whether it was this class or the Earthquake class that the instructor didn’t make. It was agreed to assign CECs to all the courses. That way if a driller sent documentation for the course it has already been reviewed and if the course didn’t happen then no one would send documentation anyway. Daugherty motioned to assign 1.5 CECs, McCord seconded. The vote was all in favor.

Pacific Hydro-Geology Inc./Greg and Malia Kupillas had submitted a letter requesting CECs be assigned to a course they had given at the OGWA’s 2003 Fall Convention. They submitted information on the course and a list of attendees. There was discussion of this. Some drillers have already submitted documentation for and been credited for this course. Also, since the course has already happened the course cannot be approved at this point but as drillers submit documentation for this course their information and list of attendees provides a double check. If the Kupillas’ would like the same course reviewed for possible future use they would be asked to submit a completed application. Staff will notify Pacific Hydro-Geology Inc. of the Cont. Ed. Committee’s discussion.

The following documentation for CECs was reviewed by the Cont. Ed. Committee:

Robert D. Miller, #10230, submitted:

a certificate of completion for an 8-Hour IT Hazwoper Refresher Course from 4/22/2002. Daugherty motioned to assign 4 CECs in the Hazmat category, McCord seconded. 4 CECs in Hazardous Materials training is the maximum allowed per licensing period by rule (OAR 690-240-0210(3)). The vote was all in favor; documentation for the following courses taken through the Washington Dept of Ecology (Feb. 2003):

- E-Info Update, 1 hour

- Well Logs on Internet, 4½ hours
- RCW Changes, 1 hour 10 minutes

Discussion: McInnis commented that the Cont. Ed. Committee has previously reviewed the same course for other drillers and want to be consistent, also that it is all logs for Washington state. Daugherty made a motion to request additional information, McCord seconded. The vote was all in favor. Staff will offer the licensee opportunity to provide additional information for review;

documentation for the following courses taken at the “AEHS 13th Annual Conference” :

- The Use of Stable Isotopes in Environmental and Forensic Geochemistry Studies, 2 hours. McCord motioned to assign 2 CECs, Daugherty seconded. The vote was all in favor.
- Environmental Fate of Hydrocarbons in Soils and Groundwater, 2 hours. Daugherty motioned to assign 2 CECs, McCord seconded. The vote was all in favor.
- Forensic Environmental Chemistry, 4 hours. McCord motioned to assign 4 CECs, Daugherty seconded. The vote was all in favor.
- Biological Treatment of Mine Drainage for Selective Metal Recovery and Environmental Control - Commercial Case Studies, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Phytoremediation of Carbon Tetrachloride Using Poplar Trees, ½ hour. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.
- The Uptake, Metabolism, Transpiration, and Toxicological Response of Hybrid Poplar (*Populus deltoides* x *P. Nigra* clone OP-367) Exposed to 1,2-dichloropropane in Soil and Hydroponic Systems, ½ hour. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.
- Emerging Water Contaminants: Technical, Legal and Policy Challenges, ½ hour. Discussion: not clear on length of course, looking at other courses it is assumed to be ½ hour. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Advances in Monitoring In-Situ Biodegradation: Use of State-of-the-Art Mass Spectrometric and Molecular Techniques, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Field Tests of Enhances In-Situ Bioremediation for Mixed Plumes of Nitrate and Pesticides in Groundwater, ½ hours. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Mechanisms of Action of Effective Microorganisms (EM) in Removing Salt from Saline Soils ½ hour. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Trial Examination of a Groundwater Remediation Expert, 1½ hours. Discussion: given information have, question as to what the course was about, note all instructors are lawyers in environmental field. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.

NOTE: Luncheon speakers will be on a case-by-case basis.

- Delineating a VOC Plume in a Deep Gravel Aquifer Using CMT Wells and Sonic Drilling, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Environmental Fate of Organochlorine Compounds into the New River: Hexachlorobenzene Case, ½ hour. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.
- Metals Analyses: The Road to Hell is Paved with False Positives, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Tracking Down and Remediating a Detached MTBE Plume, ½ hour. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Potential for Phytoremediation of Fuel-Oxygenates: Focus on Ethanol and MTBE, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Toxicity Assessment Approach for Evaluation of PAH Contaminated Sediments, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- An Evaluation of Environmental Dredging for Remediation of Contaminated Sediment, ½ hour. Discussion: question as to whether this course was directed more toward soil than ground water, consensus was it was. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.
- Natural Attenuation of a Co-Contaminated Solvent-Metal Plume, ½ hour. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Natural Resource Damages: The Down Side of Natural Attenuation as a Remedy, ½ hour. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Evidence for Natural Attenuation of PAHs in Sediments, ½ hour. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.
- Detailed Examination of Governing Processes in a Natural Attenuation Setting: Zones of Enlightenment, ½ hour. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Oxygenate Analysis - Defense of the Current Methods, ½ hour. Discussion: unsure what course was about. McInnis-water chemistry. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.

McCord noted in general the Cont. Ed. Committee could have used a little more information for this seminar.

Added up to a total of 16.5 CECs for this conference; documentation for the following courses taken at the “4th Symposium on the Hydrogeology of Washington State”:

- Geochemistry I, 1½ hours. Discussion: the time was broken up into segments, all were noted as attended. Daugherty motioned to assign 1.5 CECs, McCord seconded. The vote was all in favor.
- Advocacy on the Part of Hydrogeologists, When is it Appropriate?, 1 hour. Discussion: question as to what the course was about, concluded probably as described in title. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.

- Geochemistry II, 1½ hours. Discussion: the time was broken up into segments, only one section was marked as attended, there is no way to tell how long that section was. McCord motioned not to assign CECs, Daugherty seconded. The vote was all in favor.
 - Frank Chapelle: USGS -Estimating Time of Remediation Associated with Monitored Natural Attenuation, 1 hour 15 min. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.
 - Water Quality/Land Use, 1½ hours. McCord motioned to assign 1.5 CECs, Daugherty seconded. The vote was all in favor.
 - Nadine Romero - Global Water Resources and the Role of Science in Public Policy, 1 hour. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.
 - Hydrogeology II, 1½ hours. Discussion: the time was broken up into segments, not all the sections were marked as attended. McCord motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor;
- a certificate of completion for an 8-Hour IT Hazwoper Refresher Course from 4/15/2004. McCord motioned not to assign CECs as Mr. Miller already has the maximum allowed*, Daugherty seconded. 4 CECs in Hazardous Materials training is the maximum allowed per licensing period by rule (OAR 690-240-0210(3)). The vote was all in favor; documentation for the “OWRD Sponsored October 2003 Training Course.” This class was pre-approved, thus the Committee does not need to do anything.

Floyd Sippel, #1273 & #10190, submitted:

documentation for the following courses taken at the OGWA Spring Convention 2002:

- Oregon Cont Ed/Rules. McCord motioned to assign 1 CEC in the Oregon gw/well laws category, Daugherty seconded. The vote was all in favor.
- GRID/Well Log Filing Via the Internet. Daugherty motioned to assign 1 CEC in the Oregon gw/well laws category, McCord seconded. The vote was all in favor.
- DOT Audit Survival and Compliance. McCord motioned to assign 1 CEC in the safety/first aid/CPR category, Daugherty seconded. The vote was all in favor.
- Lincoln Welding Training. Daugherty motioned to assign 3.5 CECs. Discussion: question as to the length of the course. Daugherty made a new motion to request additional information, McCord seconded. The vote was all in favor.
- Exhibition M & S. McCord motioned to assign 1 CEC in the exhibition category, Daugherty seconded. The vote was all in favor.
- Effects of Earthquakes on Ground Water Wells. McCord motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor;

documentation for “2002 Submersible Motor Seminar.” Daugherty motioned to assign 0.5 CEC. Discussion: the course was 8 hours, Daugherty had the impression 0.5 CEC was the most for a pump class. It was clarified that pump class are half of the time, not half a CEC. Daugherty revised his motion to: assign 4 CECs, McCord seconded. The vote was all in favor;

a certificate of completion for “CETCO Mud School,” 4 hours. McCord motioned to assign 4 CECs, Daugherty seconded. The vote was all in favor;

a certificate of completion for an 8-Hour Hazwoper Refresher course, 2/28/2002, which included 4 hours of CPR and 1st Aid. McCord motioned to assign 4 CECs in the

safety/first aid/CPR category, Daugherty seconded. The vote was all in favor. McCord motioned to assign 4 CECs in the Hazmat category, Daugherty seconded. 4 CECs in Hazardous Materials training is the maximum allowed per licensing period by rule (OAR 690-205-0045(3)). The vote was all in favor;

*Discussion note: If CECs are assigned in a category that the driller has already reached the maximum allowed in, when staff does the record-keeping they would put an explanation as to why there are 0 CECs.

a certificate of accomplishment for 7 hour Water System Training School. Discussion: there was a question as to what the class was about. Deduced it must be pumps.

Daugherty motioned to assign 3.5 CECs, McCord seconded. The vote was all in favor; a certificate of completion for an 8-Hour Hazwoper Refresher course, 2/27/2003.

McCord motioned to assign 4 CECs in the Hazmat category, Daugherty seconded. The vote was all in favor;

documentation for a 2002 Electrical Code Change class, 4 hours. McCord motioned to assign 2 CECs in the pump category, Daugherty seconded. Discussion: it was noted that there is not a pump category. McCord amended his motion to: assign 2 CECs, Daugherty seconded. The vote was all in favor.

Gary Monders, #722 & #10235, submitted:

documentation for the following courses taken at the OGWA Spring Convention 2003:

- How Well is Your Water. McCord motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor.
- Hydraulic Systems. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.
- Plumbing Code Update. Discussion: clarify that it was a one hour course, yes. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.
- Surviving Rehabilitation. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.
- Year of the Professional. Discussion: question as to whether this course was approved for other drillers, yes it was previously approved for 2 CECs. Daugherty motioned to assign 2 CECs, McCord seconded. The vote was all in favor.
- 4 hour pump class. McCord motioned to assign 2 CECs, Daugherty seconded. The vote was all in favor;

documentation for the following courses taken at the OGWA Spring Convention 2002:

- Oregon Cont Ed/Rules. Daugherty motioned to assign 1 CEC in the Oregon gw/well laws category, McCord seconded. The vote was all in favor.
- GRID/Well Log Filing Via the Internet. McCord motioned to assign 1 CEC in the Oregon gw/well laws category, Daugherty seconded. The vote was all in favor.
- DOT Compliance. McCord motioned to assign 1 CEC in the safety/first aid/CPR category, Daugherty seconded. The vote was all in favor.

- Effects of Earthquakes on Ground Water Wells. Daugherty motioned to assign 1 CEC, McCord seconded. The vote was all in favor.

For Gary Monders added up to a total of 11.5 CECs, 2 in the Oregon gw/well laws category and 1 in the safety/first aid/CPR category.

Jeff Jackman, #10514, submitted:

documentation for the following courses taken at the “Risk-Based Decision Making for Petroleum-Contaminated Sites” by Oregon DEQ November 2003:

Discussion: related to if the topics fit on the topic list. McInnis noted that the Cont. Ed. Committee has set a precedent with the geo-chemistry courses they just approved for Robert Miller.

- Principles and Overviews. McCord motioned to assign 2 CECs with 1 CEC being in the safety/first aid/CPR category. McCord then amended his motion to: assign 1.5 CECs with 0.5 CEC being in the safety/first aid/CPR category, based on the risk/exposure factor. Daugherty seconded. The vote was all in favor.

- Case Study 1. McCord motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor.

- Case Study 2. McCord motioned to assign 1 CEC. Discussion: it was noted the course was 1½ hours. McCord amended the motion to: assign 1.5 CECs, Daugherty seconded. The vote was all in favor.

- Case Study 3. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.

- Summary & Conclusions. Discussion: there is no information as to content and is only ½ hour, the Cont. Ed. Committee decided not to address.

Staff had been trying to fax the course applications from the Oregon Ground Water Association (OGWA) for their 2004 Spring Technical Seminar to Daugherty and have had no success. McCord suggested the Cont. Ed. Committee proceed with review and share the course information with Daugherty over the telephone. This was agreed upon.

Pandian said that at each meeting Cont. Ed. Committee members should note for the record whether they are or are not a member of the OGWA.

McInnis - member

Daugherty - not

McCord - not

The Cont. Ed. Committee reviewed the course application for “Rules Update & Changes/Oregon Continuing Education Update, etc.” submitted by the OGWA, as part of their 2004 Spring Convention. McCord motioned to assign two (2) CECs in the OR gw/well laws category, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Is Your Drug Testing Program in Compliance? Update on the New CDL Rules & Legal Cases That Affect Your Program” submitted by the OGWA, as part of their 2004 Spring Convention. McCord motioned to assign

one (1) CEC in the safety/first aid/CPR category, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Shared Well Agreements, Contracts, Water Rights, Water Right Transfers, Water Law & Current Water Issues” submitted by the OGWA, as part of their 2004 Spring Convention. Daugherty motioned to assign two (2) CECs, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Safe Drilling & Excavating Practices - What You Need to Know About ‘Call Before You Dig’” submitted by the OGWA, as part of their 2004 Spring Convention. Discussion: as to whether this would be in the safety category or more general excavation, could be either. McInnis suggested that it would be more general construction/excavation. McCord motioned to assign one (1) CEC, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Drilling Fluids Workshop” submitted by the OGWA, as part of their 2004 Spring Convention. Daugherty motioned to assign four (4) CECs, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Submersible Motor Workshop” submitted by the OGWA, as part of their 2004 Spring Convention. McCord motioned to assign two (2) CECs, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Water Treatment Workshop - Problem Water Applications” submitted by the OGWA, as part of their 2004 Spring Convention. Discussion: as to whether was pump related or more water, deduced more water. Daugherty motioned to assign two (2) CECs, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Radial and Axial Thrust - The Importance of Proper Pump Sizing” submitted by the OGWA, as part of their 2004 Spring Convention. Daugherty motioned to assign one (1) CEC, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Law Changes That Affect the Electrical Program/Minor Labels” submitted by the OGWA, as part of their 2004 Spring Convention. Discussion: question as to what is “minor label”. Nancy Sippel said it is a new program pertaining to pumps. McCord motioned to assign 0.5 CEC, Daugherty seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Plumbing Code Issues and Changes” submitted by the OGWA, as part of their 2004 Spring Convention. Daugherty motioned to assign 0.5 CEC, McCord seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “What You Need to Know About the Construction Contractors Board” submitted by the OGWA, as part of their 2004 Spring

Convention. Daugherty motioned to assign 0.5 CEC, McCord seconded. Discussion: question as to whether this class really pertains to drillers. The Cont. Ed. Committee agreed that it does. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for Rig Maintenance/Safety & Protective Equipment” submitted by the OGWA, as part of their 2004 Spring Convention. There is no instructor at this time. The application is complete, thus will not be reviewed at this time.

Back to Robert Miller’s, #10230, certificate of completion for an 8-Hour IT Hazwoper Refresher Course from 4/15/2004. Earlier in the meeting the Cont. Ed. Committee had voted not to assign CECs as Mr. Miller already has the maximum allowed, at this time the Cont. Ed. Committee decided to approve the course and the accounting would be made in the record-keeping. Daugherty motioned to assign 4 CECs in the Hazmat category, McCord seconded. The vote was all in favor.

Public Comment:

Nancy Sippel had a couple of questions. One, regarding the certified class roster, would that be used in place of the form they have previously used? Answer: The certified class roster is what is submitted to the Cont. Ed. Committee, the OGWA can still use their form for documentation. Two, if there is a change to a class that has already been approved what should they (sponsor) do? Depending on what the change is they might need to submit an amended application.

Future Meetings:

There was discussion as to the scheduling of future meetings, it was suggested that the Cont. Ed. Committee meet quarterly. Tentatively scheduled the next two meetings for March 16, 2004, and May 11, 2004.

Adjourn.