

Continuing Education Guidelines for Bottled Water Operators

S.C. Code of Laws, Title 40, Chapter 23 Section 40-23-230(B)(3)

S.C. Code of Regulations, Chapter 51, Section 51-4 F

Between July 1, 2015 and June 30, 2017, **EVERY** operator must obtain a total of 12 hours (clock hours) of continuing education or pass the state examination. Operators should keep records of all courses attended. When you submit your renewal in 2017, you will have to attest to having completed the continuing education requirement.

Continuing education can be obtained from schools, workshops, seminars, conferences, online training and/or in-house training sessions.

For continuing education to be accepted by the Board, the following guidelines must be followed.

1. Continuing education must be information that is relevant to bottled water operators. Examples of relevant courses include: water treatment system operations, safety, operation and maintenance of equipment, math, first aid, water chlorination, and attendance at an International Bottled Water Association meeting or conference.
2. The instructor or presenter must be able to provide an agenda or outline of the training content.
3. Participants must be able to interact with the instructor or presenter through discussion, telephone, or e-mail.
4. Participants must be able to verify participation with appropriate documentation, i.e. certificate of completion containing appropriate information as outlined above and/or copy of sign-in sheet containing participant's signature.

After the renewal period, the Board will conduct a random audit for compliance with the CE requirement. If you are selected in the audit, you will be notified by the Board to submit proof of your CE hours.