

# Certification Review Committee (CRC)

Rick Baxter

CRC Chair

Dean Morin

Technical Administrator PSDS

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# Who is on the CRC?

The CRC is made up of 8 individuals directly involved in the industry. The committee breakdown is:

- 2 Trainers
- 2 AMA reps
- 2 SCO's
- 1 AOWMA Rep
- 3 Installers

The Administrator attends the meetings as an observer.

# What does the CRC do?

- Review Complaints that have been investigated by Municipal Affairs as the result of a valid report.
- Discuss and Recommend Corrective Actions
  - Additional Training
  - Design Reviews
  - Suspension on Certificate of Competency (CoC)
  - Cancellation of Certificate of Competency (CoC)
- Set Timelines for Code Update Training Completion
- Set Conditions for Lapsed CoC's
- Recommend Training Requirements for Splitting the CoC Between Installer and Designer

# Complaint review

1. AMA Receives a Complaint.
  - It must be in writing utilizing the correct form.
2. AMA Investigates the Complaint
  - Is it a PSDS issue?
  - Is it a valid complaint?
  - Are all parties involved listed?
  - Are there any unsafe conditions?
  - Do other agencies need to be involved?
3. AMA Forwards the File to the CRC.

# CRC Complaint Review Process

1. The CRC Chair Receives the File from AMA
2. The File is Uploaded into a Secure Share Site
3. The CRC Members Review the Submitted Documents and Discuss the File Online
4. The CRC Meets for a Final Discussion
5. A Vote on Corrective Actions is Taken
6. The Results of the Vote Are Forwarded to the Administrator for Review and/or Action
7. If Deemed Necessary the File is Returned to the CRC for Further Discussion/Review.

# Corrective Actions

If the CRC finds that there are corrective actions required the Chair will advise the Administrator of their recommendations. The Administrator retains the right to alter, remove, or omit any condition or to send the file back to the CRC for further review if needed.

## **Corrective Actions May Include:**

- Additional Training
- Design Reviews
- Suspension of a Certificate of Competency
- Cancellation of a Certificate of Competency

# Code Update Training

- The CRC sets deadlines for Code Update Training
  - To ensure all practitioners are up to date
  - To allow a quicker transition to a new S.O.P
  - To prepare for Continuing Education requirements
- The CRC also sets requirements for those who miss a Code Update cycle or allow their CoC to lapse for more than 2 years.

**Contractors who have completed training, but have missed a Code Cycle Update**

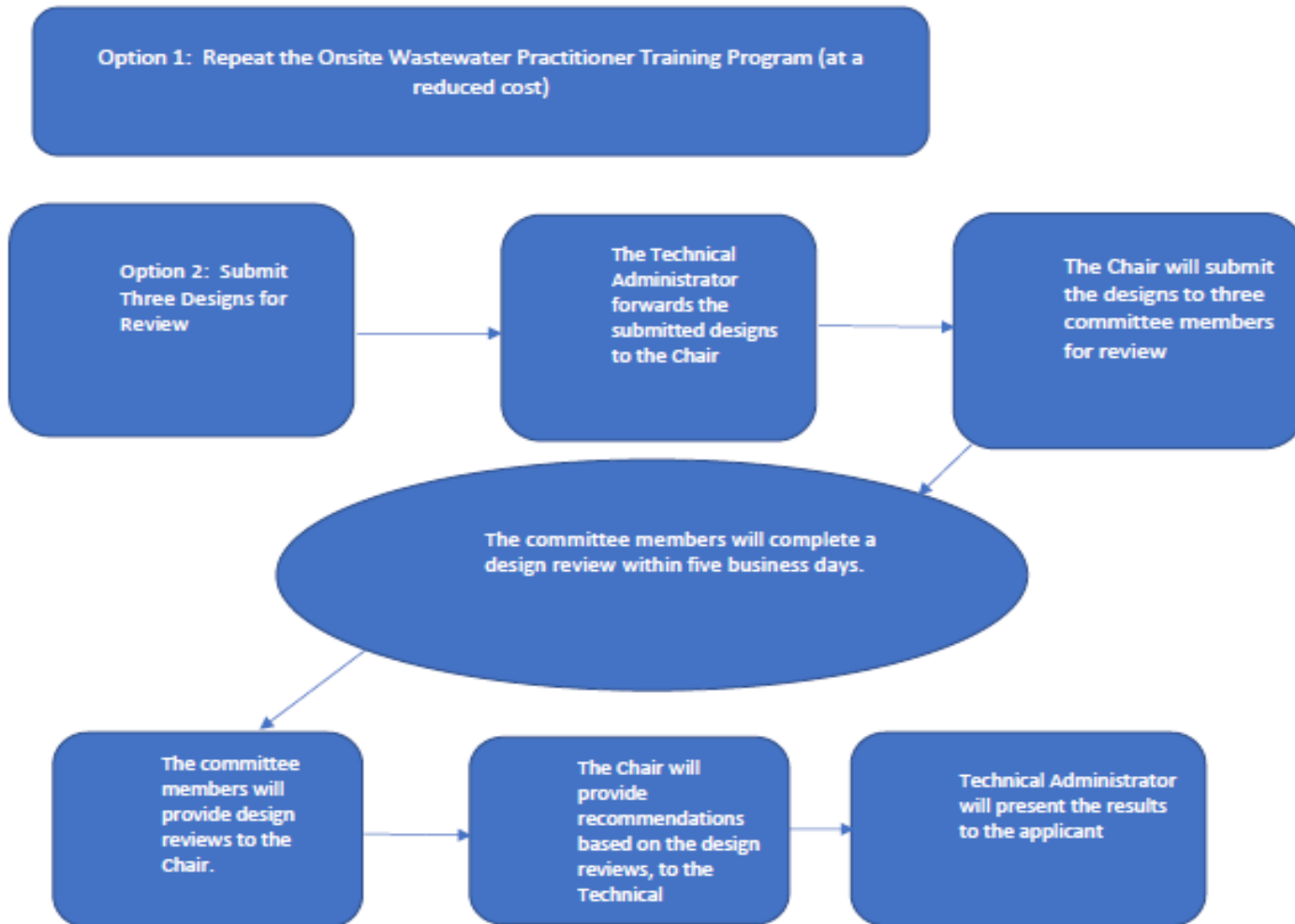
**Step 1: Repeat the Onsite Wastewater Practitioner Training Program (at a reduced cost)**

**Step 2: Complete a Soils Field Day or Installation Field Day**

**Step 3: Complete Module 101 as an online component**



### Certificate of Competency Lapsed for Two or More Years – Process Flowchart



# Splitting Installer / Designer

The CRC has been discussing the splitting of the Installer and Designer roles.

The discussion is ongoing and will involve your input as an Association.

**There will be an open forum on Saturday at 4:30pm. Please plan to attend this important roundtable discussion to let your voice be heard.**

# Questions?

