



ESC & SWM Recertification & Contact Hours

The required number of contact hours for each certification type is as follows:

- 12 contact hours for SWM or ESC or Dual Program Administrators
- 18 contact hours for SWM or ESC or Dual Inspectors
- 21 contact hours for SWM or ESC or Dual Plan Reviewers
- 24 contact hours for SWM or ESC or Dual Combined Administrators

Contact hours are used in the Certification Accreditation Tracking System (CATS) at the time of recertification. DEQ recommends recording contact hours on your CATS profile on an ongoing basis.

Contact hours are obtained by attending the following types of training: seminars, webinars, online courses, classroom courses, or university courses, and the following criteria apply:

- Contact hours must be completed within three years of the certification expiration date to be eligible. (For example: If an ESC Inspector certification expires in May 2015, courses taken between May 2012 and May 2015 are eligible.)
- Training events must have defined learning objectives.
- Training events must be relevant to the certification type. Determining course relevance is a decision for each certification holder. If audited, certification holders will be asked to justify how a particular training event is relevant.
- Training can be provided by DEQ or by a third-party.
 - DEQ courses will be labeled as suitable for recertification or not.
 - When claiming contact hours for non-DEQ training events, the certification holder should record: (1) the instructor's and/or vendor's name; (2) course name; (3) delivery date; and (4) contact hours or equivalent; and be able to prove their attendance if audited.
- One hour of instruction equals one contact hour, and one day of training equals six (6) contact hours. For college and university courses, a one semester credit hour equals 15 contact hours, and one quarter credit hour equals 10 contact hours.
- Contact hours applied toward other licenses or certifications (for example, a professional engineer or soil scientist) may be used for SWM or ESC recertification. However, the certification holder is responsible for ensuring that utilizing the contact hours for SWM or ESC certification is not restricted or prohibited by the other licensing or certification-issuing authority.
- The certification holder is responsible for maintaining all records of relevant training that will be used for recertification. Records may include items such as training certificates, class rosters or records of attendance maintained by the individual or at the individual's training or human resources office, or any other such items that can serve as proof that the certification holder attended the training.

DEQ has the option of auditing the contact hours recorded in CATS for recertification and may request to review an individual's records at any time.

In cases where audits reveal discrepancies, DEQ will contact the certification holder and ask for more information and provide the individual with an opportunity to correct any errors. Failure to correct errors or failure to correct them in time (prior to expiration) will result in the individual being required to pass the certification exam again in order to obtain a new certification.

Certifications are valid for three years, and recertification can be done during the last year of a person's certification period. Note that the new certification will expire three years from the previous expiration date and not the date of recertification.

Certification holders should recertify early in order to leave sufficient time to correct any errors that may occur. An individual will not be allowed to recertify after the certification expiration date. After the certification expiration date, an individual will be required to achieve a passing score on the exam in order to obtain a new certification.

Additionally, DEQ may suspend, revoke or refuse to grant or renew the certification of any individual if DEQ, in an audit or any other informal fact finding under § 2.2-4019 of the Code of Virginia, finds that the certification was obtained or renewed through fraud or misrepresentation.

See [*Guidance Memo No. 15-2002*](#) for more information.