



COMMONWEALTH OF MASSACHUSETTS
Board of Registration
of
Hazardous Waste Site Cleanup Professionals
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CONTINUING EDUCATION COMMITTEE

Minutes of Meeting on May 15, 2014

Approved on [July 10, 2014]

Prepared by: Beverly Coles-Roby

Meeting Location: MassDEP NERO, 205B Lowell Street, Wilmington, MA 01887

List of Documents Used at the Meeting:

1. Agenda
2. Draft Minutes of Meeting on April 17, 2014
 - a. **Call to Order:** Continuing Education Chairman John Guswa called the meeting to order at approximately 12:30 p.m. Also present were Ben Ericson, David Austin, Jamie Smith, Debra Listernick, Robert Rein, and Farooq Siddique. Gail Batchelder, Kathy Campbell, and Kirk Franklin were absent. Staff members present were Beverly Coles-Roby, Lynn Read, and Lori Williamson. Also present were Wendy Rundle, Executive Director of the Licensed Site Professional Association ("LSPA") and Wes Stimpson of WES Associates.
 - b. **Announcements:** Mr. Ericson suggested that there be co-chairs for each LSP Board subcommittee because the chairperson ends up doing a lot of the work. He thought that it made good succession planning and would be less burdensome for the current committee chairpersons. He asked whether anyone was interested in serving. Mr. Guswa stated that the concept seemed to work well for other committees and he was in favor of it. Mr. Smith stated that the idea seemed reasonable. Mr. Ericson inquired whether anyone wanted to lend a hand. Mr. Rein asserted that he believed it was good succession planning and sharing of responsibilities. Mr. Siddique said that he would volunteer. Mr. Austin indicated that he might co-chair once the Exam Committee is done at the end of this year.

It was noted that EPOC is offering a repeat of Course No. 1496 *Direct Push Methods for Groundwater Sampling To Support High Resolution Site Characterization* June 10-11, 2014, Simsbury, CT (8 Technical credits).

- c. **Previous Minutes:** Ms. Listernick indicated that MassDEP should be added to Item 5(b). Mr. Smith stated that when course approval is denied the minutes should include an explanation of the Committee's Mr. Austin agreed, saying that years down the road we may need to know why a course was denied approval. Ms. Listernick added that the course was about natural resources damage. The draft minutes of the meeting held on April 17, 2014, were approved with the above stated corrections.

3. Old Business:

Course Approval Process

Mr. Guswa stated that there was nothing new to report on the Course Approval Process. Mr. Ericson indicated that the process will be taken up by the Regulations Committee.

Alternative Learning Format Committee

Ms. Coles-Roby reported that members of the Alternative Learning Format Committee, formerly the Internet Courses Committee, met on May 13, 2014. She told the Committee that at that meeting, everyone agreed that any guidance documents should track the existing regulations where comparable: i.e., petitions for waiver; maximum number of credits; course description; course approval; and assessment of learning. Ms. Rundle explained some terms that the ALF plans to incorporate into its guidance documents such as--“archive,” “electronic webinar,” or “electronic recording.” By way of example, she cited a LSPA meeting that was video-taped then put on-line. Ms. Rundle added that a “video conference” is very much like any other recognized LSP conference. The committee further agreed that there must be attendance verification for all types of ALF. Questions were raised as to whether a proctor is required. Mr. Ericson indicated that it could be limiting to require interaction. Mr. Siddique suggested that an attendee who is out of contact for a certain period of time should not receive credit. Ms. Coles-Roby indicated that the regulations need to be fleshed out. Mr. Siddique asserted that must be a system of checks and balances. Mr. Ericson thought that it would be good to review an application [for approval] to test out best practices because we want the regulations to be broad enough that the Board can exercise its discretion. Ms. Coles-Roby agreed that working through that tension of what is broad enough for the Board to have discretion but wide enough to ensure that the provider is doing its job of proctoring is an issue.

4. New Business:

Course Approval Requests:

During a discussion of Course Approval Request 4(a), Mr. Siddique inquired about requirements for submittal. Ms. Coles-Roby informed the Committee that the regulations require two months prior notice for course approval, but the requirement is rarely met. Mr. Ericson commented that the providers run the risk of not getting courses approved if the submittal occurs after the course takes place.

The Committee also discussed Course Approval Requests 4(b) and 4(c). Mr. Ericson said that the provider should clarify whether these courses are live with an instructor or on-line. He added that the live courses are easiest to approve because the attendees are in the room. Mr. Stimpson asked how the people in the room would be monitored. Mr. Siddique stated that the attendees should have a passing score of 80% on an assessment of learning. Mr. Ericson noted that there was an assessment tool on page three of the proposal. Mr. Guswa added that the attendees should not get credit unless they take the entire course. Mr. Guswa also stated that the provider must give a date, time and location. Mr. Smith concurred repeating that the Committee needs to know three things: the date, time, and location of each presentation; the length of each session; and the attendees' successful completion of each session. Mr. Ericson asked whether more information was needed. Mr. Guswa concluded that the courses were approved pending confirmation that each class is actually fifty-five minutes or that total contact time is five and one-half hours. Ms. Rundle wondered what "short quiz," language used by the provider meant. She suggested that the Committee ask for examples of the short quizzes proposed by the provider. Mr. Austin commented that usually the quiz is at the end of the course. Ms. Rundle elucidated by saying that the examples were to learn what the quizzes consist of, not to challenge whether attendees would get credit.

- a. NGWA: *Combined Remedies: The Time Has Come* (5.25 Technical credits April 23, 2014, CDM Smith Headquarters, Cambridge, MA). **Recommend Approval.**
- b. ARCADIS: *Monitored Natural Attenuation Training* (5.5 Technical credits Location and Date TBD). **Recommend Approval subject to confirmation of length of each session; date, time and location; and successful completion of all sessions.**
- c. ARCADIS: *Air Sparging & Soil Vapor Extraction* (5.5 Technical credits Location and Date TBD). **Recommend Approval subject to confirmation of length of each session; date, time and location; and successful completion of all sessions.**
- d. LSPA: *Introduction to Environmental Forensics of Organic Chemicals: Survey of Applications, Approaches, Capabilities, and Limitations* (8 Technical credits Fall/Winter 2014, Greater Boston Metro Area). **Recommend Approval subject to confirmation of date, time and location.**

5. **Future Meetings:** The next meeting will take place before the LSP Board Meeting on July 10, 2014.

6. **Adjournment:** The meeting was adjourned at approximately 1:23 p.m.