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Harrisburg, PA 17105-8774  
August 2, 2004

Bureau of Water Supply  
and Wastewater Management

717-787-8184

**NOTICE: THIS LETTER IS BEING SENT TO ALL SEOs  
HOLDING A VALID CERTIFICATE AS OF JUNE 30, 2004!**

Dear Sewage Enforcement Officers:

Now that we have begun a new two-year SEO certification/training cycle, there are several training related issues I would like to discuss that should interest you. In that regard, PSATS, our SEO training administrator, has developed a new SEO continuing education booklet that contains all SEO continuing education information for the 2004-2006 certification cycle. This booklet replaces the individual course brochures and related information distributed in the past. Keep an eye open for the booklet arriving in the mail soon.

**Lapsing of Certification:** To be more consistent with the regulations and provide a more reasonable and practical approach to recovering from a certification lapse, the SEO Certification Board is considering a change in how lapsed certifications are handled. Currently, SEOs with lapsed certifications are required to attend the precertification academy and retake the certification exam. Under the new proposal, SEOs who have not completed the minimum continuing education credit requirements by the end of a certification cycle, thereby lapsing their certification, can renew their certificate after they make up the required training. Once the required training is completed, the SEO would be able to apply to the Certification Board for renewal. SEOs would have up to two years to make up the continuing education credits and become recertified. After two years, a person would have to complete the Precertification Academy and pass the certification exam to receive a new certificate. Lapsing also applies to the requirement to complete Course #109 Advanced Soils by June 30, 2006. This deadline applies to SEOs who were certified before June 30, 2002. If an SEO does not meet this requirement, certification will lapse. Under the new proposal, another certificate would not be issued until the Advanced Soils course is successfully completed. The Certification Board is scheduled to act on this proposal at its September meeting. You will be notified of the board's decision as soon as possible following the meeting.

**Note: SEOs who have allowed their certification to lapse shall not perform SEO duties under the Sewage Facilities Act. Anyone doing so is in violation of the Act and regulations.**

**Retaking Courses for Credit: Course #109** - If you have already taken and passed the test for the #109 Advanced Soils course, you cannot retake the course for continuing education credits. If you would like more soils training, the #106 Soil Profiles Descriptions course is available. Check the PSATS course schedule for more information. **Courses #106, #206, #207, #208, and #210** - These courses may be taken once for continuing education credit during a certification cycle and retaken for

credit in a new cycle. **Course series #300 Web-Based Courses** - These courses may be taken only once for continuing education credit. They may not be retaken for credit in a new certification cycle.


**PASEO Conference:** In reviewing annual local agency enforcement reimbursement cost eligibility criteria found in Chapter 72, Section 72.44(h)(8), we note that expense eligibility is specifically limited to those costs associated with attending training courses, meetings, or functions required by DEP. As a result of last year's Myers v. DEP appeal settlement, DEP can no longer offer continuing education credits for SEO attendance at the PASEO conference because conference participants must pay a registration fee. Consequently, the conference can no longer be considered a DEP-required training event and SEO expenses to attend the conference are no longer eligible for enforcement grant reimbursement. Notification of this eligibility change will be given to local agencies with the 2004 reimbursement application information to be distributed before the end of the year.

**Three-Strikes Policy:** A common ongoing problem we have experienced with SEO continuing education is the considerable number of course "no shows." No shows reserve seats that could have been made available to others and cost the program time and money. To combat this problem, DEP has initiated a "Three-Strikes Policy." Any time a registrant does not attend a class or fails to notify PSATS of a cancellation at least 8 days in advance, this conduct is documented on that registrant's permanent file at PSATS. This documentation was initiated at the beginning of the 2002-2004 certification cycle (July 1, 2002). After the third such occurrence, a \$50 registration deposit (returned at class check-in) will be required with all future registration forms for that individual.

**Planning Your Training:** As mentioned earlier, PSATS will be mailing out a continuing education booklet at the end of July. The booklet includes course dates and locations for the entire certification cycle, as well as other tools to help you plan your training for the next two years. Please take time to decide what courses you want to take and then register for the courses. If you need the #109 Advanced Soils course, register early to make sure you will be able to attend the class at the location and time that works for your schedule. Additional classes will be scheduled only if 15 or more people are on the waiting list and the course had not been previously cancelled due to an insufficient number of registrants at that location.

As you can see, this letter was devoted exclusively to SEO training issues. With the new certification cycle beginning so recently, it was important to get this information to you quickly. My staff is already hard at work preparing another letter that will discuss program coordination and technical issues. You should see that letter in your mailbox in the near future.

Sincerely,

A handwritten signature in black ink that reads "Milt K. Lauch". The signature is written in a cursive, flowing style with a large, prominent loop at the end of the last name.

Milt K. Lauch  
Chief

Division of Wastewater Management

bcc: 30-day  
Code 20.6.7  
Ms. Shenk  
Ms. Nease  
Mr. Africa  
Mr. Novinger  
Mr. Franklin  
Mr. Dudley, SERO  
Mr. Brunamonti, NERO  
Mr. Corriveau, SERO  
Mr. Metzger, NCRO  
Mr. Bolta, SWRO  
Mr. Zimmerman, NWRO

MKL:JN:ses