

CPOW INSTRUCTOR REQUIREMENTS & PROCEDURES

The CPOW Educational & Training Program seeks to provide new and established professionals with the fact-based knowledge & continuing education needed to practice in the ever-evolving onsite wastewater industry. As part of that goal, CPOW acknowledges the benefits of utilizing experienced industry professionals to provide a quality educational & training experience.

Instructor Requirements:

1. Applicants will need to be a current member in good standing of CPOW prior to applying.
 - a. Instructors will be required to renew their CPOW Membership yearly to remain in good standing.
2. Applicants must be a minimum of 18 years old.
3. Applicants will need to fill out a [CPOW Instructor Application](#)** and submit to the Educational Committee for review. Please include information on:
 - a. College degree or advanced equivalent for Soils & Design Instructors
 - i. A College degree or advanced equivalent is required in a related field – i.e. Soils Science/Environmental Health/Engineering/etc.
 - b. Public Speaking experience (degree or certificate) or equivalent
 - i. Not required, but please list any related experience
 - c. Industry affiliation of at least three years
 - i. In lieu of the above, an individual can demonstrate equivalent experience and their ability to train with CPOW

****Each application is addressed and assessed on a case-by-case basis.**
4. Applicants will need to prepare a letter of request to CPOW which includes the following:
 - a. Reasons for participation in CPOW and the Educational & Training Program.
 - b. How they see their future role in training sessions & course updates.
5. Applicants looking to become an O&M &/or Inspector Trainer will need to provide an example of a recent (within the last 2 years) inspection and all applicable paperwork under the current NAWT protocol.

**Starting in 2027 for new NAWT protocol & standards*
6. Applicants will need to include a list of industry events &/or training attended in the last 24mo

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Once the application has been reviewed & accepted:

1. Applicants will be required to complete (or show previous completion) of the corresponding educational course(s) with a minimum score of 90% on the exam.
 - a. If the exam score from the previous course attendance is not available, the exam can be re-taken during the co-teaching portion, and a 90% or more must be obtained at this time.
 - b. Instructors will be required to maintain a current certificate for the course they are teaching.
2. Applicants must participate in a “co-teach” with a current course instructor during a scheduled course. Individuals will need to present at least one section of each day of the course during the allotted instruction period of the class.
 - a. For each Course the applicant intends to teach, they will need to complete the respective co-teaching & certification/exam requirements.
3. Once accepted as an Instructor, individuals will need to teach at least one course every 24 months to maintain “Active Status” as a course instructor
 - a. To regain “Active Status” if Instructor goes more than 24 months without teaching:
 - i. Attend and/or review any course that has been updated
 - ii. Retake most current course exam and pass with 90% - only if the material has been updated.
 - b. Free course and conference registrations under Instructor incentives are available to individuals that teach a minimum of one (1) course per calendar year
4. Coordination with NAWT to teach non-CPOW Courses
 - a. NAWT will coordinate directly with CPOW to confirm use of CPOW instructors for any non-CPOW courses, for NAWT or other affiliates
 - i. Courses may not be in direct competition with already-scheduled CPOW courses
 - b. Please reference the [NAWT Memorandum of Understanding](#) for additional information regarding instructor sharing and scheduling with CPOW Instructors for NAWT courses hosted by NAWT or non-CPOW affiliates.

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Instructor Incentives:

1. \$750 per day of course instruction
2. Reimbursement for travel costs when applicable
 - a. Mileage, lodging, food, etc.
3. Two CPOW shirts of their choice from available options
4. CPOW hat
5. Listed on the CPOW website as an instructor (name, bio, etc.)
6. 20% discounted exhibitor booth rate at annual conference*
7. Free registration in additional CPOW courses (unlimited)*
 - a. Instructors are responsible for any NAWT certification or renewal fees
8. Free CPOW Annual Education Conference Attendee registration*

***Available to Instructors that teach a minimum of ONE (1) CPOW Course per calendar year**