

# How to Obtain Approval to Sponsor

## COMMERCIAL ANIMAL WASTE TECHNICIAN (CAWT) RECERTIFICATION WORKSHOPS, LIQUID & SOLID CATEGORIES

Commercial Animal Waste Technicians (CAWT) in Minnesota must fulfill continuing education requirements to renew their license every three years. They must attend two 4-6 hour recertification workshops during the license term. The Minnesota Department of Agriculture (MDA) and the University of Minnesota Extension Service are responsible for approving the program agenda for recertification workshops. To obtain approval to sponsor a recertification workshop for CAWT's, the following steps must be implemented.

### PLANNING MEETINGS:

Individuals interested in developing recertification workshops should contact the MDA to schedule a planning meeting prior to submitting the intended workshop agenda. In order for CAWT Workshops to be approved, the detailed program agenda must be submitted to the MDA. The MDA participates in planning meetings to provide assistance for the development of the workshop program to ensure the necessary standards are met.

Planning meetings must be scheduled far enough in advance to provide adequate notification of speakers, distribution of workshop brochures, and careful review of the program agenda. All workshops, including those initiated by industry associations, must meet the approval process.

A copy of the proposed agenda must be submitted to the MDA no later than four (4) months prior to the selected workshop date. The MDA will then have one (1) month to review the program agenda for approval.

### RECERTIFICATION WORKSHOPS:

The MDA monitors attendance at all workshops, and enrollment must be open to all licensed CAWT's.

Private, industrial training workshops will not be considered for approval for recertification workshops. Annual commercial applicator association meetings may be included.

The MDA requires standards be incorporated into the CAWT recertification workshops. Program agendas for workshops shall include some of these standards.

### STANDARDS TO BE INCLUDED IN WORKSHOPS:

Standards for recertification shall include:

- Manure as a Resource
- Manure, the Environmental and Human Health Safety
- Manure Management Planning
- Calculating Application Rates
- Manure Application
- Preparing for/Responding to Incidents
- Record Keeping
- Rules and Regulations

**Questions** regarding this process may be directed to 651-201-6615