

January 1, 2026

## MWPCP Certification Renewal – Policies and Procedures

This document explains specific Minnesota Wetland Professional Certification Program (MWPCP) policies and procedures related to renewing the certification of certified professionals and certified in-training professionals.

### Terminology:

**Certified Professionals** – Individuals recognized by the MWPCP as having a certain level of knowledge, expertise, and experience in MWPCP subject matter areas related to conducting and/or reviewing professional work associated with wetland regulatory compliance in Minnesota.

**Certified In-Training Professionals** - Individuals recognized by the MWPCP as having a certain level of knowledge and training in MWPCP subject matter areas related to conducting and/or reviewing professional work associated with wetland regulatory compliance in Minnesota.

**Certification Renewal** – The process of renewing certification of MWPCP Certified Professionals and In-Training Professionals every three years.

**Credit Hours** – Number of hours (to the nearest half hour) associated with attending an MWPCP-qualifying continuing education training event.

**Approved Training Event** – Professional wetland training event where the MWPCP has determined the number of credit hours participants will receive for certification renewal if they attend/participate.

### Certification Renewal Requirements:

- Certified individuals must attend at least 18 credit hours of qualifying training events within a three-year renewal period. At least 12 credit hours must be obtained from in-person training.
- On a form provided by the MWPCP, certified individuals must report credit hours of qualifying training events obtained during a renewal period by January 31 of the calendar year following the end of the renewal period. Credit hours obtained from MWPCP-sponsored training events do not need to be reported if the attendee properly registered, paid, and attended the event.
- Certified individuals must pay the applicable certification renewal fee as designated in the annual MWPCP fee schedule by January 31 of the calendar year following the end of the renewal period.

## Renewal Period:

For newly certified individuals, the first three-year renewal period begins on January 1 of the calendar year following initial certification and ends on December 31 of the third full year. For example, if an individual passes the certification exam on September 12, 2026, their three-year renewal period starts on January 1, 2027 and ends on December 31, 2029.

For certified individuals that have completed at least one renewal period, subsequent renewal periods begin on January 1 of the calendar year following their renewal and end on December 31 of the third year. Up to a three-month extension may be granted for special extenuating circumstances such as medical and military leave if appropriately documented and justified.

## Failure to Renew:

Certification will be revoked for certified individuals failing to meet the renewal requirements. Previously certified professionals and in-training professionals must meet all current first time certification requirements to become re-certified.

## Qualifying Professional Wetland Training Events:

Professional wetland training events must be primarily focused on one or more the following subject matter areas to qualify for MWPCP continuing education credit hours:

- Wetland delineation/identification;
- Wetland restoration;
- State/federal wetland regulations;
- Wetland functional assessment; and/or
- Wetland monitoring.

Qualifying training includes the following professional-level events:

- Classroom and/or field-based classes;
- Training webinars;
- Online training (videos, narrated presentations, etc.);
- Structured field trips; and
- Professional conferences/seminars.

The following types of events/activities **do not** qualify:

- College courses used to meet degree requirements for enrolled students;
- Activities which are part of the participant's job/position such as meetings (e.g. TEP meetings), field work, internal staff meetings, etc.;
- Accompanying and/or assisting other professionals during work activities (mentoring);
- Activities that are not for the primary purpose of educating or training working professionals;
- Events that lack a stated training purpose/goal and detailed agenda; and
- Events where participation cannot be documented.

## Credit Hour Determinations:

Individuals must be a registered participant or instructor to claim credit hours associated with a qualifying training event. Instructors can only claim the number of hours they were involved in instructing, not hours associated with training preparation.

Credit hours are equivalent to the number of hours (to the nearest half hour) associated with a course or event minus scheduled breaks. Only hours specific to qualifying subject matter areas attended by the certified participant qualify. For qualifying events that involve both eligible and non-eligible subject matter areas, hours of attendance at qualifying subject matter presentations must be quantified and reported as opposed to reporting the total hours of the event. This includes virtual training for the duration of time the participant is logged in to the nearest half hour. Credit hours will not be recognized for individuals who fail to pay any associated course fees for MWPCP-sponsored events.

## Approved Training Events:

The MWPCP encourages training event sponsors to proactively seek a credit hour determination for their event if they believe that attendees will include certified individuals. The MWPCP will provide a form for approval of qualifying credit hours. Training event participants can also seek a credit hour determination if they can provide information on the event such as a detailed agenda and instructor credentials.

Certified individuals are responsible for providing proof of participation for non-MWPCP courses. The MWPCP will log and track approved credit hours for certified individuals for attendance at MWPCP courses and for attendance at other qualifying events as reported to the MWPCP by the certified individual.