

Forbes 301 • PO Box 210036 • Tucson AZ 85721-0036 • (520) 621-5308 • FAX: (520) 621-1314  
<http://cals.arizona.edu/watershedsteward/>

### **Arizona Master Watershed Steward Program Policy on Continuing Education Units**

In consistency with University Policy and to maintain your status as an active Master Watershed Steward, University of Arizona Cooperative Extension and the Arizona Master Watershed Steward Program ask for you to continue your learning process by attending at least **10 hours or 1 CEU** of water or watershed-related education and/or training per year. This continuing education unit (CEU) serves as a benchmark for proficiency among program participants. This requirement ensures that you are staying informed about recent scientific findings, as well as changes within our watersheds. It is your responsibility as a Master Watershed Steward to use this knowledge to benefit your local watershed community.

The Arizona Master Watershed Steward Program is developing statewide events and a travel grant program to provide all Stewards with as many continuing education opportunities as possible. Stewards are encouraged to attend seminars, talks, conferences, fieldtrips and workshops in their local area.

Beginning in June 2007, Stewards will be able to enter all CEUs into our new online volunteer management system. This system will allow Stewards to create a user account where you can log-in, record and monitor both volunteer and continuing education hours.

#### **CEU Requirements:**

1. Stewards must earn at least 1 CEU per year. 1 CEU=10 hours of education and/or training.
2. There is no CEU maximum per year, however credits cannot be transferred from year to year.
3. Request for funding for travel and registration must be done in advance and approved prior to event (*see MWS Travel Grant Application*).
4. If the event is outside of the bounds discussed below, or if you apply for a travel grant, a copy of the agenda or materials may be required.
5. CEU Credit Summary reporting is due quarterly. To update continuing education hours please log onto the Volunteer Tracking System and enter hours (<https://cals.arizona.edu/exact/volunteer/>).

#### **What are CEU Events?:**

Any continuing education activity that provides you with additional knowledge to increase your ability to function as a highly-trained volunteer in your local watershed community. All non-MWS program talks, seminars, conferences, workshops and field trips are considered acceptable CEU events if one of the following conditions are met:

1. The event relates to water or watersheds directly.
2. The topic of the event relates to or expands upon a topic addressed in the class.
3. The event would convincingly and directly benefit your experience or skills as a Master Watershed Steward to perform duties related to your volunteer service (*explanation of proposed skill use must be included in the Continuing Education Comments*).
4. The event is NOT something you are otherwise required to do as a student at a college or university.

To find events, check the MWS Blog, local colleges and universities, local municipalities, watershed groups and various civic organizations in your area. Many agencies and organizations now have listservs that you can subscribe to and receive updates.

**Skills training examples:**

- conference organization
- general public education
- grant writing
- K-12 education
- meeting facilitation
- newsletter or media production
- plant or wildlife identification
- public speaking
- stream restoration
- volunteer management
- water conservation

**Topic examples:**

- aquatic ecology
- climate and/or weather
- environmental conflict resolution
- fire ecology
- geology
- groundwater hydrology
- hydrology
- invasive species
- riparian ecosystems
- soils
- water management
- water pollution
- water quality

If you have any additional questions concerning CEUs, please contact your local MWS coordinator or the statewide coordinator.

Candice Rupprecht  
Master Watershed Steward Program  
University of Arizona Cooperative Extension  
Forbes 301, PO Box 210036  
Tucson, AZ 85721-0036  
Email: [candicer@cals.arizona.edu](mailto:candicer@cals.arizona.edu)  
Phone: 520.621.1268  
Fax: 520.621.1314