

**APPROVED TRAINING  
PROVIDER AND INDIVIDUAL  
TRAINING COURSE APPROVAL  
GUIDELINES**

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**Reviewed and approved by the  
Continuing Education Credit Review Committee**

## EXECUTIVE SUMMARY

The “Approved Training Provider and Individual Training Course Approval Guidelines,” are a publication of the Montana Department of Environmental Quality, Permitting and Compliance Division, Community Services Bureau, Public Water Supply Section, Water and Wastewater Operator Certification Program (DEQ). This publication supplements the Administrative Rules of Montana 17.40.213 Continuing Education Requirements. It is intended to serve as a source of information and reference for approved training providers, supplementing the Administrative Rules of Montana 17.40.215 Approved Training Providers and training providers interested in having their courses approved and for DEQ staff members who make the approval decisions.

The Guidelines were initially drafted and finalized by the 2000 Continuing Education Credit Review Committee (CECRC). The CECRC was formed in August of 1995 at the request of the Water and Wastewater Operators’ Advisory Council (Council). The mission of the CECRC is to provide guidance and support to the Council and the Certification Program concerning issues related to continuing education requirements. The goal of the CECRC is to promote consistent and quality training opportunities for certified operators. The 2003 Guidelines were reviewed, modified, and approved by the 2008 CECRC committee.

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## **SECTION 1: INTRODUCTION**

### **1.1 Purpose**

This document is intended to serve as a source of information and reference for the State of Montana Approved Training Providers (ATPs), for the training providers interested in having their courses approved, for operators interested in having individual courses approved, and for the Montana Department of Environmental Quality (DEQ) staff members who make the approval decisions. This document supplements the Administrative Rules of Montana (ARM) 17.40.213 Continuing Education Requirements and the ARM 17.40.215 Approved Training Providers.

### **1.2 Code of Ethics**

The following code of ethics is provided for ATPs and individually approved course providers:

We herewith acknowledge our individual and collective obligations to the public, especially to Montana's water and wastewater operators whom we serve, and our mutual responsibilities for the proper welfare of the water and wastewater profession.

To the public we pledge: vigilant support of public health laws; devotion to high moral and service standards; honesty in all offerings of training, service, and business transactions.

To those we serve we pledge: to provide quality training to protect public health and the environment by assuring training will be relevant to the operation, maintenance, and safety of water and wastewater systems.

To our profession we pledge: to support trainers who professionally convey their subject knowledge to an audience; to keep current on state and federal rules and regulations pertinent to water and wastewater; to properly and accurately complete required training records; and to work with Montana's operator.

## **SECTION 2: APPROVED TRAINING PROVIDER**

An ATP is defined as an organization whose primary focus is to train and provide continuing education opportunities to water and wastewater operators. The organization cannot have a vested interest in selling or marketing any product or service related to water or wastewater other than training. The organization has met the approval process, as described in Section 2.1, of this document, and therefore meets the requirements of the DEQ Water and Wastewater Operator Certification Program (WWOC), the Continuing Education Credits Review Committee (CECRC), and the Montana Water and Wastewater Operators Advisory Council.

### **2.1 Process to Become an Approved Training Provider**

To become an approved ATP, the following steps must be completed:

- a. Must apply for approval to the DEQ WWOC by completing and submitting the Application to Become an Approved Training Provider – ATP1 form. See Appendix A for an example of the Application to Become an Approved Training Provider form. The provider must demonstrate in writing that their organization fulfills the following:
  - (1) Training is one of the provider's principal programs;
  - (2) The provider offers training appropriate for water and wastewater operators; and
  - (3) That the provider does not have a vested interest in selling or marketing any product or service related to water or wastewater treatment, distribution, or collection other than training.The organization must send the original application to the DEQ WWOC and keep a copy on file.
- b. Receive approval from the CECRC committee and the DEQ WWOC biennially in conjunction with the Continuing Education Credit (CEC) biennium (July 1 of an even numbered year through May 31 of the next even number year). The ATP must submit an application and approval forms to the DEQ WWOC by April 1 of the even numbered year.

There will be an approximate six to eight-week approval period depending on the complexity of the request. Upon approval, the DEQ WWOC will send a letter stating that your organization has successfully completed the ATP process and is a State of Montana ATP for that appropriate CEC biennium. An organization may offer training courses during the approval period as long as the DEQ WWOC approves each course prior to the training. To request that an individual course be approved complete an Individual Application for Course Approval form– IND1. Send the completed Individual Application for Course Approval and a training announcement/flyer to the DEQ WWOC. See Appendix B for a copy of the Individual Application for Course Approval form and refer to Section 3.2 for the entire process to have an individual course approved. Upon approval, the DEQ WWOC will send a letter stating that your organization has successfully completed the Individual Application for Course Approval Process and then your organization is authorized to offer CECs applicable to the training course approved.

## **2.2 Maintaining Approved Training Provider Status**

Once an organization becomes an ATP the organization will be responsible for deciding on the training the organization will offer and for awarding the proper CECs. See Section 6, Continuing Education Credits, for information on the proper calculation of CECs. An ATP organization representative is required to attend all training provided and this representative is required to verify attendance on the Montana Continuing Education Credit (CEC) Report Form – ATP4. See Appendix C, for a copy of the Montana Continuing Education Credit (CEC) Report Form – ATP4.

If an organization has a change in personnel responsible for its ATP obligations, the organization must notify the DEQ WWOC in writing.

Periodic review of an ATP maybe conducted by the DEQ WWOC or designee, if it is found that an ATP is not meeting all obligations it agreed to by signing the Application to Become an Approved Training Provider form (Appendix A). The DEQ WWOC or designee will initiate the review, for good cause, after notice or complaint. The ATP would have an opportunity for an informal conference with the DEQ WWOC. Revocation could occur if an ATP failed to meet their obligations, and then an organization would need to apply for course approval for each training course separately by completing an Individual Application for Course Approval (Appendix B) and sending it and a training announcement/flyer to the DEQ WWOC. Upon approval, the DEQ WWOC will send a letter stating that your organization has successfully completed the Individual Application for Course Approval process and then your organization is authorized to offer CECs applicable to the training course. This process must be completed prior to the CECs being awarded.

Reapplication for ATP status will be reviewed on a biennial basis, as indicated in Section 2.1. Therefore, an ATP who has had its ATP status revoked may reapply by April 1 of the even numbered year for re-approval for the next CEC biennium.

## **2.3 Documentation to be kept on File by an Approved Training Provider**

An ATP shall maintain the following documentation or records and make all information available to the DEQ WWOC upon request:

- a. Attendance registration forms must be maintained. The ATP shall keep registration forms on file for a minimum of 2 years. The registration forms must include the following:
  - (1) ATP's name;
  - (2) Title of the course;
  - (3) Date and location of the course;
  - (4) Name of the person/s monitoring attendance at each course;
  - (5) Each attendee's name and operator number;
  - (6) Water or wastewater system where each attendee is employed;
  - (7) Number of CECs earned by each attendee; and
  - (8) Whether the course is facility-based training.

The DEQ WWOC will provide a standard Registration Form – ATP2. See Appendix D, for a copy of the Registration Form – ATP2. The ATP may develop a registration form more specific if it includes the information listed above. The ATP does not have to send a copy the DEQ WWOC, but must keep the original form on file. If requested from the DEQ WWOC, the ATP must provide the individual registration forms.

- b. A notice of a course sponsored by an ATP must be sent to the DEQ WWOC two weeks before the course begins, along with a copy of the training announcement/flyer. The ATP shall keep a copy of this notice on file for a minimum of two years. The notice must be on the DEQ WWOC form titled Course Sponsored by an Approved Training Provider – ATP3. See Appendix E for a copy of the Course Sponsored by an Approved Training Provider – ATP3 form. An equivalent form may be used if all of the below information is provided:
  - (1) Name of the ATP;
  - (2) Title of the course;
  - (3) Number of contact hours (see Section 6);
  - (4) Class(es) of certificate(s) for which the course is approved;
  - (5) Any prerequisites;
  - (6) Name(s) of the instructor(s) and their qualifications for teaching the course as provided in the instructor qualifications;
  - (7) Date and location of the course;
  - (8) Fee or membership required; and
  - (9) ATP's contact person for the course.
  
- c. The ATP shall prepare a training announcement/flyer for each course announcing the availability of the course. The ATP shall send a copy of the training announcement to the Department along with the Course Sponsored by an Approved Training Provider – ATP3 form (Appendix E). The ATP must keep the training announcement of file for at least two years. The training announcement must include the following information:
  - (1) Class(es) of certificate(s) for which the course is approved;
  - (2) Number of CECs available;
  - (3) A specific agenda; the agenda must show times of breaks, lunches, and training times
  - (4) Name(s) of the instructor(s) and their qualifications for teaching the course as provided in the instructor qualifications;
  - (5) Date and location of the course;
  - (6) Fee or membership required; and
  - (7) The training announcement must clearly inform attendees that they will only receive credit if the attendee holds the class of certificate for which the course is approved.

- d. Instructor qualification for teaching a course must be completed on the Course Sponsored by an Approval Training Provider – ATP3 (Appendix E) form for each course and each instructor teaching a course. For a course to qualify for credits, all instructors must:
  - (1) Have completed at least four years' practical experience in the subject matter to be presented;
  - (2) Have experience as a professional trainer in the subject matter to be presented;
  - (3) Be selected or recommended as an instructor by a nationally known water or wastewater organization;
  - (4) Be professional or technical staff of the DEQ or another State of Montana or federal agency with expertise in the subject to be presented; or
  - (5) Be approved by the DEQ WWOC based on instructor's education and experience in the subject to be presented.
  
- e. The ATP shall distribute to each attendee a Montana Continuing Education Credit (CEC) Report Form – ATP4 (Appendix C).
  - (1) The attendees must complete the following information and then return it the ATP:
    - a. Their name;
    - b. Operator number;
    - c. Certification class and type;
    - d. System operated;
    - e. Address; and
    - f. Instructions for applying for credits earned.
  - (2) The ATP must complete the form by adding the following:
    - a. Course title, date, and location;
    - b. Subject of training including whether credits are available for more than one class of certificate;
    - c. Number of CECs earned by each attendee; and
    - d. Whether the course is facility-based training.
  - (3) The ATP must verify the information by signing the form. The completed signed form must be sent to the DEQ WWOC within two weeks after the end of the course.
  - (4) The DEQ WWOC will keep the completed Montana CEC Report Forms on file for a minimum of two years. No copy of this form is necessary for the ATP files.
  
- f. The ATP will provide each attendee with an evaluation form. The DEQ WWOC will provide a standard Course Evaluation Form – ATP 5 (Appendix F) for use. However, the ATP may develop a course evaluation form more specific, as long as it provides attendees with the opportunity to state the following:
  - (1) How the course might be improved;
  - (2) Whether the course imparts knowledge that is useful to attendees; and
  - (3) Evaluation of instructor(s).

The ATP does not need to send copies to the DEQ WWOC, but must keep course evaluation summaries on file for a minimum of two years. If requested from the DEQ WWOC, the ATP must provide the evaluation summaries.

- g. The ATP must keep copies on file of any written instructional materials or exams used in the training course for a minimum of two years. If requested from the DEQ WWOC, the ATP must provide copies of the instructional materials.

### **SECTION 3 INDIVIDUAL TRAINING COURSE APPLICATION GUIDELINES**

These guidelines are provided to assist training organizations and the DEQ WWOC staff in documenting the process needed to grant CECs for individual training courses that are approved for water and wastewater operators.

#### **3.1 Subject Matter that may be approved**

All subject matter for which credit will be granted must be relevant to the operation, maintenance, or safety of water treatment systems, water distribution systems, wastewater treatment systems, wastewater collection systems, or industrial wastewater treatment systems.

- a. Eligible topics include, but not limited to, the following subjects:
  - (1) Operation and maintenance of systems and machinery;
  - (2) Electrical systems;
  - (3) Hydraulics;
  - (4) Chemical treatment;
  - (5) Biological testing;
  - (6) Disinfection; or
  - (7) Use of mathematics and chemistry where applicable.
- b. Types of courses that may qualify for credit include the following three types of training opportunities that qualify for CEC:
  - (1) Training courses offered by the Montana DEQ;
  - (2) Courses or conferences specifically approved for credit by the DEQ WWOC; or
  - (3) Training course or conferences offered by any of the ATPs.

See Appendix H, for more information on the DEQ WWOC and CECRC approved ATPs.

Correspondence courses that are approved by the DEQ WWOC may also be used to earn credit. However, the provider must issue proof of completion to the DEQ WWOC before credit will be awarded.

Safety course qualifies for full credits if it is specific to any type of water or wastewater system operation; other safety courses that contain topics that are generally applicable to water or wastewater treatment systems qualify for half credit

(Appendix I). See Section 6, for information on the proper calculation of CECs. See Appendix I, for a list of topics that, although may not be specific to water or wastewater treatment system operation, are generally applicable and are approved for half credit, including some general safety classes, professional growth, and general computer courses. Appendix I also contains topics areas that are approved for full course credit and those topics that are never approved for CECs.

### **3.2 Process to have an Individual Training Course Approved**

The following steps must be completed to request approval of an Individual Training Course:

- a. Request an Individual Application for Course Approval form – IND1 from the certification office at 444-3434, by using the copy located in Appendix B. Fully complete the Individual Application for Course Approval form, showing the following information;
  - (1) Course name;
  - (2) Training provider information;
  - (3) Number of Contact hours for the course (see section 6);
  - (4) Course content in the form of a Training Announcement. An hour-by-hour agenda must be enclosed with the Approval of Individual Training Course form showing time allotted for registration, breaks, lunches, and other business-related items.
  - (5) Date(s) and location of training;
  - (6) Fee or membership required;
  - (7) Prerequisites for taking the course;
  - (8) Type of certification that the course will be applicable for;
  - (9) Name and signature of person authorized to monitor and verify attendance; and
  - (10) Name and address of person requesting course approval.

If course is not a normal operation or maintenance type of course, have system supervisor complete and sign Course Justification Form (second page of the Individual Application for Course Approval Form – IND1), this will verify that the course is appropriate for classification for system operated. See Appendix B, for a copy of the Course Justification Form.

- b. Mail Application to the DEQ WWOC at the following address:

Montana Department of Environmental Quality  
Water/Wastewater Operator Certification Office  
P.O. Box 200901  
Helena, MT 59620-0901

- c. The DEQ WWOC must receive the Individual Application for Course Approval Form (Appendix B) at least two weeks prior to the course date, if approval is wanted before the course if given. Notice of approval from the DEQ WWOC must be obtained

before CECs will be granted.

### **3.3 Documentation to be kept on File by an Individually Approved Training Course Provider**

The Individually Approved Training Course Provider shall maintain the following documentation or records and make all information available to the DEQ WWOC upon request:

- a. Completed copy of the Approval of Individual Training Course form;
- b. Notice of approval from the DEQ WWOC;
- c. Registration forms, to include a list of all operators who attended course and number of CECs earned;
- d. Training Announcement;
- e. Instructor qualifications;
- f. CEC Report form (optional); and
- g. Course Evaluation form.

### **3.4 Approval Process for an Operator to get an Individual Course Approved**

A certified operator can attend any training opportunity available and apply for CECs.

- a. The process for an operator to get a course approved is similar to the steps outlined in Section 3.2. The operator will need to fill out the Approval of Individual Training Courses form (Appendix B) or have the training provider complete the form. An hour-by-hour agenda must also be enclosed. The CEC Report Form (Appendix C) must be verified by the training provider and sent to the DEQ WWOC before the CECs will be granted. A certificate of attendance from the training provider may be used as an alternative to the CEC Report form, as long as all the information that is on the report is also on the certificate.
- b. Please allow at least 30 days for the Certification Office to evaluate the applicability of the training attended. Please provide detailed documentation of the content of the training and proof of attendance. A letter or signature from the training provider or proof of payment may supply proof of attendance. Please complete a separate Approval of Individual Training Course form for each course CECs are being requested.

## SECTION 4 DEQ WWOC COURSE APPROVAL PROCESS

The DEQ WWOC and training staff utilizes the following approval process to determine if each individual course meets the rule requirements and guidelines outlined in this document:

- a. The DEQ WWOC Certification Technician will complete the following steps upon receipt of a completed Approval of Individual Training Courses form:
  - (1) Date stamps the form;
  - (2) Verifies that the form is completed correctly and agenda is attached, if not contacts the training provider;
  - (3) Attaches approval route slip;
  - (4) Determines if subject matter is applicable;
  - (5) Determines number of CECs;
  - (6) Determines if the course is applicable for water, wastewater, or both; and
  - (7) Routes the approval packet to the DEQ Training Officers.
  
- b. The DEQ Training Officers will complete the following steps upon receipt of a completed approval packet from the DEQ WWOC Certification Technician:
  - (1) Verifies number of CECs;
  - (2) Verifies that course subject matter is applicable;
  - (3) Verifies if the course is applicable for water, wastewater, or both;
  - (4) Completes and signs off on the approval route slip; and
  - (5) Routes to the DEQ WWOC Certification Officer.
  
- c. The DEQ WWOC Certification Officer will complete the following steps upon receipt of the approval packet with recommendations documented from the DEQ Training Officers:
  - (1) Determines if course subject matter is applicable;
  - (2) Determines number of CECs;
  - (3) Determines if the course is applicable for water, wastewater, or both;
  - (4) Completes and signs off on the approval route slip; and
  - (5) Routes to the DEQ WWOC Certification Technician.
  
- d. The DEQ WWOC Certification Technician will complete the following steps upon receipt of the approval packed from the DEQ WWOC Certification Officer:
  - (1) Track status of approval process and reminds DEQ Training officers and the DEQ WWOC Certification Officer of priority of approval;
  - (2) Enters course information on the training Excel log located at G:\CSB\OPCERT\Cec Program Activities\Correspondence\Pending letters\ Pending\_Courses.xls;
  - (3) Completes and sends a written response to the requesting training provider or operator to include:
    - a. Notice of approval or denial;
    - b. A copy of a CEC Report Form;
    - c. A course approval number;
    - d. The number of CECs approved; and

- e. A reminder that the CEC Report Form needs to be completed for each operator requesting CECs.
- (4) Tracks the approved course on the Operator Certification Oracle database under CEC Schedule List.

Questions or concerns maybe discussed during the CECRC stakeholder meeting.

## **SECTION 5 ALTERNATIVE TRAINING APPROVAL PROCESS**

In addition to traditional correspondence course, there are new types of training made available with the onset of new technologies. These include, but not limited to, the following:

- a. On-line Internet Training;
- b. Compact Disk – Read Only Memory (CD-ROM);
- c. Video Based Training;
- d. On-site Facility Based Training; and
- e. Satellite Teleconferences.

Section 3, Individual Training Course Approval Guidelines, will still need to be followed in applying to have an alternative training approval course approved. The following information will be used to make the approval determination:

- a. Affiliation of the provider: The number of years of experience and the group they are representing;
- b. Quality of the training and the qualifications of the designers: The origin and design or the product and copies of the designers resumes and/or documentation of subject matter experts,
- c. Description of training: To include a copy of the agenda and qualifications of instructors. Describe the type of training provided to include, but not limited to, instructive, interactive, or self-paced.
- d. Relevance of training: The training is designed for which target audience (i.e., water, wastewater, both water and wastewater, distribution, treatment, collection, surface water, groundwater, or lagoon);
- e. Procedure to determine how CECs were assigned: Minimum of five people of varying backgrounds who have reviewed, tracked time, and averaged time to determine the appropriate number of CECs. Provide a list of people and credentials. Also, include any other documentation on the calculation of CECs.
- f. Method of tracking hours and process for awarding: Describe the method of tracking hours logged and validation techniques.
- g. Description of other resources: Include a list and description of other reference material included in the training package. Is the additional reference material included in the cost, available on-line, or is a separate purchase to the students?
- h. Security Procedures;
- i. Monitoring Procedures;
- j. Testing Procedures: Number of tests, quizzes, and any automated validation of time limits or retake limits.
- k. Certificate Documentation: Include a validation that course was completed to

provide a tracking tool and a safeguard against fraud. If the training provider does not deliver a signed certification of completion, then utilize the DEQ WWOC CEC Credit Form (Appendix C) and ensure it fully completed with an adequate signature.

- l. Fees for training course: Include any membership fees, training course fees, and any additional resource fees.
- m. Accessibility to product for internal review: Include a method to review at least one copy for internal review. This is not necessary for satellite teleconferences, but an agenda or other form of documentation explaining the training that will be provided.
- n. Prerequisites: List any necessary experience or education prerequisites.
- o. Reciprocity: List any other states or agency that have approved or accepted this training course for CECs.
- p. Evaluation form: The DEQ WWOC office will send to the operator upon receipt of the CEC Credit Form or Certification. No CECs will be awarded until the evaluation form is returned. Depending on evaluation results, all courses are subject to review every CEC period, after a major change in training provided, or following any complaint.

Upon receipt, if the majority of the approval and course criteria are met, then the request will undergo the DEQ WWOC Approval Process described in Section 4. Depending on the completeness of the information received, an additional detailed review of the product may be required before the approval process is completed.

After approval of the course is received the DEQ WWOC staff will submit a copy of the Alternative Course Evaluation Form, Appendix G to every operator that completes CECS utilizing alternative training.

## **SECTION 6 CONTINUING EDUCATION CREDITS**

The DEQ/ATP shall determine, subject to Department approval, the number of credits available and to what class(es) of certificate(s) credits apply in accordance with the following requirements:

- a. The CECs are awarded at 0.1 per one hour of contact time to the nearest quarter hour (15 minute intervals). For example, seven hours and 15 minutes of training equals 7.25 hours which equals 0.725 CECs. Training Providers are encouraged to schedule classes in one-hour increments with a total of 0.7 CECs for a full day of training and 0.4 CECs for a half-day of training.
- b. A credit consists of ten (10) contact hours and one-half credits consist of five (5) contact hours. A contact hour is defined as sixty-minute participation in an approved classroom program.

The Training Providers shall include the number of CECs in the training announcement. It will be the responsibility of the Training Providers to inform attendee they will not receive CECs if the course is not approved for the attendee's type of certification.

Continuing education credits are allowed for breaks during training sessions, and a maximum amount of 0.05 credits will be granted to vendor show participants. No CECs will be awarded for registration, lunch, organization/provider business, technical assistance, announcements, evaluations, sales pitches, social activities, meetings, dinners, receptions, facility-based training on organizational procedures, internal policies, or for hours an operator was absent. Each three-hour instruction period must have a fifteen-minute midpoint break, which may not be included in actual classroom instruction. Breaks must be evident in the Training Provider's training agenda/announcement.

All fully certified operators must earn CECs during each two-year period commencing on May 31 of each even-numbered year. See Table 6.1 for a summary of the number of CECs required for each certification class.

**TABLE 6.1 CECs Required for Each Certification Class**

<b>Class of Certified Operator</b>	<b>Type of Operator</b>	<b>Fully Certified CECs Required</b>	<b>In-Training CECs Required</b>
1	Water distribution, water treatment plant, and wastewater certifications	2.0 (20 hours)	1.0 (10 hours)
2, 3, 4	Water distribution, water treatment plant, and wastewater certifications	1.0 (10 hours)	.5 (5 hours)
5	Water distribution and water treatment plant certifications	0.4	None

The Training Providers must provide each seminar attendee with a CEC Report Form-ATP4 (Appendix C) to be filled out by the seminar attendee who returns the CEC Report Form to the Provider. The Provider must then sign and turn in all completed CEC Report Forms to the DEQ WWOC no later than two weeks after the training in order to keep DEQ's operator CEC information current. The Training Provider must identify dual CEC courses offered within a multiple topic training session or conference. See Section 6.1 for the definition of dual CECs.

The subject matter of the educational offering must be relevant to the particular class(es) of certificates to which the credit is being applied. An operator will receive credit only for courses approved for the type of certificate held by that operator.

Facility based training is eligible for credits only if the training meets all other requirements for CECs.

A certified operator who provides training will receive double CECs for the amount of time instructed. For example, one hour of teaching by a certified operator would equal 0.2 CECs. The Provider must inform the DEQ WWOC that the trainer is a certified operator to obtain these additional CECs.

A safety course qualifies for full credits if it is specific to any type of water or wastewater system operation. Other safety courses that contain topics that are generally applicable to water and wastewater treatment systems qualify for half credit. A list of non-specific courses worth one-

half the total CECs of the course will be provided to the Training Providers and maintained by the DEQ WWOC (Appendix I, part 3). Full credit will be awarded for topic sessions listed in Appendix I part 1 and 2. It is suggested that all other safety topics be included in either general safety training, or as part of the training sessions on other topics where safety is integral to proper operation and maintenance so partial credit is not an issue.

## **6.1 Dual CEC Course Criteria**

A dual CEC is defined as a course, which applies to both water and wastewater, and is educationally beneficial to the operator. Fully certified operators holding both water and wastewater certificates may earn credits toward the continuing education requirements of both certifications (i.e., dual credits) by attending a course, which has been approved for both classes of certificates. An operator would receive the full number of CECs for both the water certificate and the wastewater certificate. For example, if an operator holds a Class 1A (water) and a Class 1C (wastewater) certifications and attends an approved Dual CEC course worth 0.7 CECs the operator would be credited with 0.7 CECs towards the Class 1A (water) and 0.7 CECs towards the Class 1C (wastewater) CEC requirements.

- a. Courses which do not fall under any other the following categories would need to be offered for either water CECs or wastewater CECs only, or the course must be pre-approved by the DEQ WWOC for Dual CECs. Topic areas that may be approved for Dual CECs include, but not limited to, the following:
  - (1) Collection and Distribution Systems: Courses emphasizing corrosion control, cross connection control and backflow, leak detection, piping, valves, hydrants, line tracing, and other facet of collection and distribution which applies to both water and wastewater;
  - (2) Computer Skills: Courses emphasizing programs used in both the water and wastewater fields, such as spreadsheets, databases, word processing, operating systems, Internet connections, and telemetry control systems;
  - (3) Disinfection: Courses emphasizing chlorination operation, maintenance, safety, and disinfection alternatives as they apply to both water and wastewater.
  - (4) Electricity: Courses emphasizing the uses of electricity in both the water and wastewater fields, such as maintenance and repair of motors and controls, and the electrical requirements of both water and wastewater systems;
  - (5) Environmental: Courses emphasizing environmental issues directly related to both water and wastewater systems;
  - (6) Financing: Courses emphasizing both water and wastewater system infrastructure, capital improvements, and budgets;
  - (7) Groundwater: Courses emphasizing ground water protection, source water protection, and groundwater pollution as they related to both water and wastewater;
  - (8) Laboratory Analysis: Courses emphasizing laboratory analysis common in both water and wastewater;
  - (9) Management: Courses emphasizing management practices common in

- both water and wastewater industry including leadership skills, supervisory skills, and performance management;
- (10) Professional Development: Courses emphasizing educational enrichment as it relates to both water and wastewater, such as communication skills and team building. Refer to Appendix I for professional development courses approved for half credit. ;
  - (11) Pumps and Motors: Courses emphasizing pumps and motors common to both the water and wastewater industry in the areas of packing hydraulics, maintenance, repair, and design.
  - (12) Regulations: Courses related to regulations associated with both drinking water and wastewater;
  - (13) Safety: Courses emphasizing safety as it relates directly to both water and wastewater, such as confined space entry, emergency response, bloodborne pathogens, trenching and shoring, and excavation. Refer to Appendix I for safety courses approved for full and half credit.

## **SECTION 7 NOTIFICATION OF TRAINING TO OPERATORS**

To insure all applicable certified operators are informed of training being offered by a Training Provider, it is suggested to do the following:

- a. Plan training schedule one-year in advance in order to have courses listed in the annual Montana Environmental Training Center (METC) Water, Wastewater and Other Environmental Professionals Training Calendar. The course schedule and course abstracts must be submitted to METC by October 1 each year. Contact information for submittal and questions is as follows:

Montana Environmental Training Center  
MSU-Northern  
PO Box 7751  
Havre, MT 59501  
(406) 265-3570

- b. Request a mailing list of certified operators from the DEQ WWOC. A written request for this mailing must be sent to the DEQ WWOC no later than one month prior to providing a training course. The written request must include a statement of intent to only use the mailing list for training purposes. See Section 3.2(b), for the DEQ WWOC mailing address.

## **SECTION 8 TRAINING STRUCTURE**

Training must follow a structured format and be held in a structured environment. On-site and hands-on training may be offered in a structured manner relating to the Training Provider's set course agenda.

## **SECTION 9 AMERICANS WITH DISABILITIES ACT OF 1990 REQUIREMENTS**

According to the State's Americans with Disabilities Act (ADA) coordinator, any accommodations that need to be made for any disabled person are the responsibility of the training provider at any training session. For example, it is the training provider's responsibility to arrange for an interpreter for a hearing-impaired person. This is for anyone attending a training session, whether the person is an operator or training to become certified. For more information on ADA requirements, please contact the State ADA coordinator at (406) 444-3794.

# APPENDIX A

## APPLICATION TO BECOME AN APPROVED TRAINING PROVIDER – ATP1

Mail original to DEQ – Keep copy for files

**Instructions:** Complete this form and return it to the **Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901** by April 1. The Water/Wastewater Operator's Advisory Council or a committee appointed by the Council will review this application, and a determination will be made within a six to eight-week period. A provider must reapply and be approved every two years, concurrent with the CEC biennium. **TO HELP IN THE EVALUATION PROCESS, PLEASE ATTACH PREVIOUSLY APPROVED CLASSES WITHIN THE LAST CEC PERIOD.**

TRAINING PROVIDER: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONENUMBER: \_\_\_\_\_ FAX

NUMBER: \_\_\_\_\_

**PRINCIPAL GOAL OF ORGANIZATION (TRAINING SECTION):**

**TYPES OF TRAINING PROVIDED:**

**COURSE WILL BE APPLICABLE TO:**

- |                                                          |                                                               |
|----------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> ALL CERTIFIED OPERATORS         | <input type="checkbox"/> WELL WATER SUPPLY OPERATORS          |
| <input type="checkbox"/> WATER DISTRIBUTION OPERATORS    | <input type="checkbox"/> WASTEWATER TREATMENT PLANT OPERATORS |
| <input type="checkbox"/> WATER TREATMENT PLANT OPERATORS | <input type="checkbox"/> WASTEWATER LAGOON OPERATORS          |

**PERSONS AUTHORIZED TO MONITOR AND VERIFY ATTENDANCE OR COURSE COMPLETION:**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**IT IS AGREED** that the above information is accurate. **IT IS AGREED** that the laws, rules, guidelines, and course criteria, as well as the Montana Approved Training Providers Code of Ethics required by the Montana Operator Certification Program will be followed. **THE TRAINING ORGANIZATION IS AWARE** that all records will be made available to a member of the DEQ upon request; and this approval is for a two-year period which must be re-applied for every two years coinciding with the current CEC biennium. If any of the above requirements are not met, the approved training provider status shall be revoked.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## APPENDIX B

### INDIVIDUAL APPLICATION FOR COURSE APPROVAL – IND1

Mail original to DEQ – Keep copy for files

<p><b>Instructions:</b> This application must be completed BEFORE continuing education credits (CECs) for Montana water/wastewater operators will be granted. Mail the completed form to <b>Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901</b>. Notice of approval of this application must be obtained before CECs will be allowed. Those wishing CECs for this course must complete and mail to the address above a Continuing Education Credit Report Form.</p>			
<p><b>NAME OF TRAINING COURSE:</b></p>			
<p><b>TRAINING PROVIDER:</b>          ORGANIZATION: _____          CONTACT PERSON: _____          MAILING ADDRESS: _____          PHONE NUMBER: _____ FAX NUMBER: _____</p>			
<p><b>NUMBER OF CONTACT HOURS FOR COURSE:</b></p>			
<p><b>COURSE CONTENT:</b> An hour-by-hour agenda must be enclosed with this application. Show time allotted for registration, breaks and business. (NOTE: If this course is not a normal operation or maintenance type of course, please have system supervisor complete the Course Justification portion of this form)</p>			
<p><b>COURSE WILL BE PRESENTED:</b>          DATE: _____ LOCATION: _____</p>			
<p><b>FEES OR MEMBERSHIP REQUIRED TO ATTEND:</b></p>			
<p><b>PRE-REQUISITIES FOR TAKING THIS COURSE:</b></p>			
<p><b>COURSE WILL BE APPLICABLE TO:</b> (Check all appropriate; inform operators at registration which types of certification)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> ALL CERTIFIED OPERATORS  <input type="checkbox"/> WATER DISTRIBUTION OPERATORS  <input type="checkbox"/> WATER TREATMENT PLANT OPERATORS             </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> WELL WATER SUPPLY OPERATORS  <input type="checkbox"/> WASTEWATER TREATMENT PLANT OPERATORS  <input type="checkbox"/> WASTEWATER LAGOON OPERATORS             </td> </tr> </table>		<input type="checkbox"/> ALL CERTIFIED OPERATORS <input type="checkbox"/> WATER DISTRIBUTION OPERATORS <input type="checkbox"/> WATER TREATMENT PLANT OPERATORS	<input type="checkbox"/> WELL WATER SUPPLY OPERATORS <input type="checkbox"/> WASTEWATER TREATMENT PLANT OPERATORS <input type="checkbox"/> WASTEWATER LAGOON OPERATORS
<input type="checkbox"/> ALL CERTIFIED OPERATORS <input type="checkbox"/> WATER DISTRIBUTION OPERATORS <input type="checkbox"/> WATER TREATMENT PLANT OPERATORS	<input type="checkbox"/> WELL WATER SUPPLY OPERATORS <input type="checkbox"/> WASTEWATER TREATMENT PLANT OPERATORS <input type="checkbox"/> WASTEWATER LAGOON OPERATORS		
<p><b>IS THIS A DUAL CEC COURSE?</b>      <input type="checkbox"/> YES      <input type="checkbox"/> NO</p>			
<p><b>COURSE INSTRUCTOR(S):</b> NAME: _____</p>	<p><b>EDUCATION AND EXPERIENCE</b>  <b>BACKGROUND ON INSTRUCTORS:</b> (Include job title, degrees and work experience that is applicable to teaching this course)</p>		
<p><b>PERSONS AUTHORIZED TO MONITOR AND VERIFY ATTENDANCE OR COURSE COMPLETION:</b>          NAME: _____          SIGNATURE: _____          PHONE: _____</p>			
<p><b>PERSON REQUESTING COURSE APPROVAL:</b>          NAME: _____ OPERATOR NUMBER: _____          MAILING ADDRESS: _____</p>			

**COURSE JUSTIFICATION FORM**

(To be utilized with the Individual Course Approval Form – IND1)

**SYSTEM NAME:**

**CLASSIFICATION OF SYSTEM:**

**NAME AND TITLE OF PERSON COMPLETING THIS FORM (should be system supervisor):**

**ADDRESS:**

**JUSTIFICATION THAT THIS COURSE IS APPROPRIATE FOR CLASSIFICATION OF SYSTEM OPERATED:**

**SIGNATURE OF SYSTEM SUPERVISOR:**

**APPENDIX C**

## MONTANA CONTINUING EDUCATION CREDIT REPORT FORM – ATP4

Mail original to DEQ – Keep copy for files

<p><b>Instructions:</b> The Operator should complete white portions and course provider(s) should complete the shaded portions. The course provider must mail the completed form, no later than two weeks after the course is given, to the <b>Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901.</b></p>		
<p><b>CEC INFORMATION:</b> (Training Provider completes)</p>		
<p><b>CECS EARNED:</b></p> <p><b>WATER</b> _____ <b>WASTEWATER</b> _____ <b>TRAINER</b> _____</p>		
<p><b>OPERATOR INFORMATION:</b> (operator completes – please print)</p>		
<p>OPERATOR NUMBER: _____ CERTIFICATION CLASS AND TYPE: _____</p>		
<p>NAME: _____</p>		
<p>SYSTEM OPERATED: _____</p>		
<p>ADDRESS: _____</p>		
<p>CITY: _____ ZIP: _____</p>		
<p>IS THIS A NEW ADDRESS: YES _____ NO _____</p>		
<p>Shall we send application materials? YES _____ NO _____</p>		
<p>OPERATOR SIGNATURE: _____</p>		
<p><b>COURSE INFORMATION:</b> (Training Provider completes)</p>		
<p>TITLE OF COURSE: _____</p>		
<p>LOCATION OF COURSE: _____</p>		<p>DATE OF COURSE: _____</p>
<p>TYPE OF CERTIFICATION COURSE WAS APPROVED</p>		<p>WATER _____ WASTEWATER _____</p>
<p>NUMBER OF CREDITS APPROVED FOR COURSE: _____</p>		
<p>FACILITY-BASED TRAINING? YES _____ NO _____ DUAL CEC COURSE? YES _____ NO _____</p>		
<p><b>ATP INFORMATION:</b> (Training Provider completes)</p>		
<p>APPROVED TRAINING PROVIDER: _____</p>		<p>ATP #: _____</p>
<p>SIGNATURE OF VERIFYING OFFICIAL: _____</p>		
<p><b>COMMENTS ON TRAINING COURSE:</b> (for optional use by operator)</p>		



## APPENDIX E

### COURSE SPONSORED BY AN APPROVED TRAINING PROVIDER – ATP3

Mail original to DEQ – Keep copy for files

<p><b>Instructions:</b> To enable the Certification Office to provide information to operators, this form must be completed and returned to the Certification Office two weeks BEFORE each training course. Mail the completed original form with a <b>copy of the training announcement</b> to <b>Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901</b>. A CEC Report Form –ATP4 must also be completed and mailed the above address for each operator requesting credit.</p>	
<p><b>NAME OF TRAINING COURSE:</b></p>	
<p><b>TRAINING PROVIDER:</b></p>	
<p>ORGANIZATION _____ ATP #: _____</p>	
<p>CONTACT PERSON: _____</p>	
<p>MAILING ADDRESS: _____</p>	
<p>PHONE NUMBER: _____ FAX NUMBER: _____</p>	
<p><b>COURSE INFORMATION:</b></p>	
<p>NAME OF TRAINING COURSE:</p>	
<p>NUMBER OF CONTACT HOURS APPROVED FOR COURSE</p>	
<p>FACILITY-BASED TRAINING? YES _____ NO _____ DUAL CEC COURSE? YES _____ NO _____</p>	
<p>LOCATION OF COURSE: _____ DATE OF COURSE: _____</p>	
<p>FEES OR MEMBERSHIP REQUIRED TO ATTEND:</p>	
<p>PRE-REQUISITES FOR TAKING THIS COURSE:</p>	
<p><b>COURSE WILL BE APPLICABLE TO:</b></p>	
<p><input type="checkbox"/> ALL CERTIFIED OPERATORS</p> <p><input type="checkbox"/> WATER DISTRIBUTION OPERATORS</p> <p><input type="checkbox"/> WATER TREATMENT PLANT OPERATORS</p>	<p>(Check all appropriate; inform operators at registration which types of certification)</p> <p><input type="checkbox"/> WELL WATER SUPPLY OPERATORS</p> <p><input type="checkbox"/> WASTEWATER TREATMENT PLANT OPERATORS</p> <p><input type="checkbox"/> WASTEWATER LAGOON OPERATORS</p>
<p><b>COURSE INSTRUCTOR(S):</b> (if more than one instructor, attach information of separate sheet)</p> <p><b>NAME:</b></p>	<p><b>EDUCATION AND EXPERIENCE BACKGROUND ON INSTRUCTORS:</b> (Include job title, degrees and work experience that is applicable to teaching this course)</p>
<p><b>VERIFYING OFFICIAL:</b></p>	
<p>NAME (please print): _____</p>	
<p>SIGNATURE: _____</p>	
<p>PHONE: _____</p>	



**COURSE EVALUATION QUESTIONS:** (continued)

5. Opportunity to participate in discussions, issues, etc:

Comments:

6. Your overall satisfaction with the course:

Comments:

7. The value of the course to you:

Comments:

8. Rate the following instructional aids, if used:

Slides and/or Overhead:

Handout Material:

TV/VCR or Video Projector:

Other (specify):

Comments:

9. Rate the following facility information:

Location of Course: \_\_\_\_\_

Seating – ability to see/hear: \_\_\_\_\_

Comments:

Which sections of the course did you like **BEST** and why?

Which sections of the course did you like **LEAST** and why?

**SUGGESTIONS:** (Improvements to this course, topics to add to this course, development of another course, etc.)

**APPENDIX G**

**ALTERNATIVE COURSE EVALUATION FORM –ATP6**

**Instructions:** To evaluate this alternative training course, please complete this evaluation form and submit to the Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901.

**COURSE INFORMATION:**

NAME OF TRAINING COURSE: \_\_\_\_\_

TYPE OF ALTERNATIVE TRAINING (check one):       CORRESPONDENCE                       VIDEO-BASED TRAINING  
 ON-LINE INTERNET       (CD-ROM)                       ON-SITE FACILITY                       SATELLITE  
TRAINING                      TRAINING                      BASED TRAINING                      TELECONFERENCES

DATE (S) OF COURSE: \_\_\_\_\_  
INSTRUCTOR (S), if applicable: \_\_\_\_\_

**OPERATOR INFORMATION:** (optional)

NAME: \_\_\_\_\_ OPERATOR NUMBER: \_\_\_\_\_

YEARS OF EXPERIENCE: \_\_\_\_\_ CERTIFICATION TYPE: \_\_\_\_\_

SYSTEM OPERATED: \_\_\_\_\_

POSITION DESCRIPTION: \_\_\_\_\_

**COURSE EVALUATION QUESTIONS:**

	High					Low
	5	4	3	2	1	
Please rate how well this course met your needs						
Please rate the content of this course						
Please rate the presentation of the material						
Please rate how you feel about recommending this course to co-workers, friends, or managers.						

Comments: \_\_\_\_\_

Organization of course, how well were the topics covered or presented: \_\_\_\_\_

Comments \_\_\_\_\_  
:  
\_\_\_\_\_

**SUGGESTIONS:** (Improvements to this course, topics to add to this course, development of another course, etc.)

**APPENDIX H**

**LIST OF MONTANA APPROVED TRAINING PROVIDERS**

**Approved Training Providers are approved for the following CEC biennial period:  
June 1, 2008 through May 31, 2010.**

<b>ATP ID#</b>	<b>ORGANIZATION</b>	<b>CONTACT NAME</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>	<b>E-MAIL</b>
#1	City of Billings	Gary Workman	PO Box 30958 Billings, MT 59111	(406) 247-8513	<a href="mailto:workman@ci.billings.mt.us">workman@ci.billings.mt.us</a>
#2	METC (Montana Environmental Training Center)	Barbara Coffman	METC MSU-Northern PO Box 7751 Havre MT 59501	(406)265-3763 (406) 781-2298	<a href="http://www.msun.edu/grants/metc">www.msun.edu/grants/metc</a>
#3	MRWS (Montana Rural Water Systems, Inc.)	Julie Allen	925 7th Ave South Great Falls, MT 59405	(406) 438-2070	<a href="http://www.mrws.org">www.mrws.org</a>
#7	Montana Section – American Water Works Association	Robin Matthews	PO Box 582 Seeley Lake, MT 59868	(406) 546-5496	<a href="http://www.montanawater.org">www.montanawater.org</a>
#9	RATES (Rural and Tribal Environmental Solutions)	Lee Michalsky	1306 Patriot Street Billings MT 59105	(406) 534-6039	<a href="mailto:rateslee@msn.com">rateslee@msn.com</a>
#10	Missoula Water System	Angela Yonce	PO Box 4826 Missoula, MT 59807	(406) 721-5570	<a href="mailto:ayounce@ci.missoula.mt.us">ayounce@ci.missoula.mt.us</a>
#11	City of Helena	Darrell Langford	2108 Custer Ave Helena MT 59601	(406) 439-7026	
#14	MSU-Northern (MT State University)	Dr. Carol Reifschneider	PO Box 7751 Havre MT 59501	(406) 265-4126	<a href="mailto:Reifschneider@msun.edu">Reifschneider@msun.edu</a>
#15	TLC (Technical Learning College)	Melissa Durbin	PO Box 3060 Chino Valley, AZ 86323	(928) 272-0747	<a href="mailto:info@tlch2o.com">info@tlch2o.com</a>
#9	MAP (Midwest Assistance Program)	Erinn Zindt	PO Box 356 Bozeman, MT 59771	(406) 461-1710	<a href="mailto:ezindt@map-inc.org">ezindt@map-inc.org</a>

## APPENDIX I

### TOPIC AREAS

#### **Part 1: General topic areas approved for full course credit:**

- |                                                        |                                                                   |
|--------------------------------------------------------|-------------------------------------------------------------------|
| 1. Activated Sludge                                    | 20. Lagoons                                                       |
| 2. Analysis and Data Presentation                      | 21. Odor Control                                                  |
| 3. Biological Testing                                  | 22. Phosphorus and Nitrogen Removal                               |
| 4. Chemical Treatment                                  | 23. Plant and Machinery                                           |
| 5. Chemistry                                           | 24. Preventing Waterborne Disease                                 |
| 6. Coagulation and Flocculation                        | 25. Pumps and Motors                                              |
| 7. Compliance Issues                                   | 26. Records and Report Writing                                    |
| 8. Computer Applications for Operation and Maintenance | 27. Reservoir Management                                          |
| 9. Corrosion Control                                   | 28. Rules and Regulations (State and Federal)                     |
| 10. Cross Connection                                   | 29. Safety Specific to Water/Wastewater Operation and Maintenance |
| 11. Demineralization                                   | 30. Sampling                                                      |
| 12. Disinfection of Water                              | 31. Sedimentation and Floatation                                  |
| 13. Effluent Disposal                                  | 32. Sludge Digestion and Solids Handling                          |
| 14. Electrical Systems                                 | 33. Taste and Odor Control                                        |
| 15. Filtration                                         | 34. Valve and Hydrant Maintenance                                 |
| 16. Flow Measurement                                   | 35. Wastewater Reclamation                                        |
| 17. Fluoridation                                       | 36. Watershed Management                                          |
| 18. Laboratory Procedures                              | 37. Well Construction/Maintenance                                 |
| 19. Hydraulics                                         | 38. Wellhead Protection                                           |

#### **Part 2: Safety topic areas for water and wastewater operation and maintenance approved for full course credit:**

- |                                                |                                                            |
|------------------------------------------------|------------------------------------------------------------|
| 1. Bloodborne Pathogens                        | 7. General Plant Safety                                    |
| 2. Chlorine Handling                           | 8. Laboratory Safety                                       |
| 3. Confined Space Entry                        | 9. Lockout/Tagout                                          |
| 4. Developing and Maintaining a Safety Program | 10. Respiratory Program                                    |
| 5. Emergency Planning/Response                 | 11. Trenching and Competent Person                         |
| 6. Fire Safety                                 | 12. Worker Right-to-Know or Hazard Communications (HAZCOM) |

**Part 3: Topics that, although may not be specific to water or wastewater treatment system operation, are generally applicable and are approved for half credit:**

1. Coaching Experienced Driver
2. Defensive Driving
3. First Aid and Cardio-pulmonary Resuscitation (CPR) – for initial certification class only
4. Hazardous Waste or Hazardous Material (HAZMAT) training
5. Professional Growth – including, but not limited to, computer courses (not specific to water and wastewater), team development training, and supervisory/management courses.

**Part 4: Post-secondary education topic areas approved for all CECs required for one two-year CEC period upon notification of completion of appropriate course:**

- |                                                  |                                                                                     |
|--------------------------------------------------|-------------------------------------------------------------------------------------|
| 1. Chemistry                                     | 7. Laboratory/Analytical Techniques                                                 |
| 2. Engineering Courses (environmental and civil) | 8. Mathematics (i.e., algebra, geometry, trigonometry, calculus, and business math) |
| 3. Environmental Protection                      | 9. Physics                                                                          |
| 4. Hydraulics                                    | 10. Soils                                                                           |
| 5. Biology (to include microbiology and ecology) | 11. Water and wastewater processes, treatment and technology                        |
| 6. Hydrology                                     |                                                                                     |

**Part 5: Topic areas never approved for CECs:**

1. Basic Operator Certification Review Courses Taught for Certification Exams (exam prep sessions)

**Part 6: The DEQ WWOC must individually approve all Correspondence courses. Below includes the list of courses currently approved for CECs:**

1. California State University
  - Advanced Waste Treatment
  - Operation and Maintenance of Wastewater Collection Systems
  - Water Distribution System Operation and Maintenance
  - Pretreatment Facility Inspection
  - Manage for Success
  - Industrial Waste Treatment
  - Operation and Maintenance of Wastewater Treatment Plants
  - Small Water System Operation and Maintenance
  - Water Treatment Plant Operation
  - Utility Management

- 2. Montana Department of Environmental Quality
  - #G1 POTW Self Assessment for Mechanical Treatment Plants
  - #G1 POTW Self Assessment for Wastewater Lagoons
  
- 3. Montana State University – Northern
  - Facultative Lagoons
  - Chlorination
  - Fundamentals of Wastewater Treatment Processes
  - Applied Physics for Water and Wastewater
  - Introduction to Ground Water
  - Introduction to Distribution
  - Laboratory Procedures for Solids and BOD Tests
  - Wastewater Treatment Plant Operator Training, Intermediate Volumes A, B, C
  
- 4. Technical Learning College
  - Groundwater Protection
  - Backflow Awareness
  - Water and Wastewater Sampling
  - Activated Sludge
  - Storm Water Monitoring
  - Chlorine & Disinfection
  -
  
- 5. TPC Training Systems
  - #261-262JD Microprocessors – User Level
  - #151JD, 1507PM Industrial Hazard Control
  - #103, 109-110JD Fundamentals
  - #201-210JD Electrical Systems
  - #266-268JD Microprocessors – Technician Level
  - #271-280JD Process Control Instrumentation
  - #281-284JD Process Control Systems
  - #298JD Programmable Logic Controllers
  - #383 Maintaining Wastewater Equipment
  - #341-347JD Mechanical Maintenance Applications
  - #376-380JD Energy Conservation
  - #381 Introduction to Water Technology
  - #301-310JD Mechanical Systems
  - #392 Wastewater Treatment Processes
  - #901-910JD Maintenance Management for First Line Supervisors
  - #382JD Wastewater Treatment Processes

**Part 7: The DEQ WWOC must individually approve all other Alternative Training Courses. Below includes the list of courses currently approved for CECs:**

- 1. California State University
  - Small Water Systems Video Information Series
- 2. CEU Plan
  - Internet Courses Include: Chlorination, Wastewater, Geology, Chemistry, Accounting, Disinfection, Sampling, etc.

Please contact our office for a complete list of approved courses at:  
 Department of Environmental Quality  
 Water/Wastewater Operator Certification Office  
 P.O. Box 200901  
 Helena, MT 59620-0901

3. H2O-Ed

- Basic Water Math –CD-ROM
- Disinfection-CD-ROM
- Distribution Review
- Safe Drinking Water Act-CD-ROM
- Water Treatment Review
- Wastewater Review

4. Internet Training Center (Internet Courses)

- #304 Wonderful World of Widgets: Pretreatment Permit Limitation
- #306 Wastewater Clarifications: BOD
- #307 Wastewater Clarifications: TTS

5. Montana University System Water Center (CD-Rom)

- Source Water Protection Technical Guidance
- Operator Basics Training Series: Ground Water Systems

**Appendix I is provided to assist operators and Training Providers in developing and attending courses that have been reviewed and approved by the DEQ Operator Certification Staff and the Continuing Education Credit Review Committee (CECRC). All approved topics and courses are subject to review. The DEQ Operator Certification Staff and the CECRC has final determination of any training request from operators or training providers for CECs.**

## APPENDIX J

### ACKNOWLEDGEMENTS

The Continuing Education Credit Review Committee (CECRC) is currently comprised of the following members:

Carol Reifschneider, chairperson	Montana State University – Northern Instructor
Gary Workman	Large Community Operator
Lee Wolfe	Small Community Operator
John Camden	Montana Rural Water Systems Program Coordinator (MRWS)
Dustin White	Midwest Assistance Program Trainer (MAP)
Shelley Nolan	DEQ, Certification Officer
Reta Therriault	DEQ, Certification Technician/CEC Coordinator

The CECRC was originally comprised of the following members who devoted a considerable amount of time on the Approved Training Provider March 2000 Guidelines:

Gary Workman, chairperson	Large Community Operator
Carol Reifschneider	Montana State University – Northern Instructor
Lee Wolfe	Small Community Operator
Rory Schmidt	Montana Rural Water Systems Training Specialist (MRWS)
Barb Coffman	Montana Environmental Training Center Training Specialist (METC)
Judy Sass	Midwest Assistance Program Trainer (MAP)
Curt Myr an	City of Miles City (Advisory Council Representative)
Shirley Quick	Certification Officer

The CECRC is comprised of members who devoted a considerable amount of time on the guidelines as well as other training issues. Your commitment to the residents of the State of Montana is obvious by your dedication in maintaining excellence in training and education of water and wastewater operators.

#### **Qualification for membership**

Members should be up to three representation of the training professional in water and wastewater operators, a representative from each a “large and small” system, a representative from education, and a DEQ member.

An appointment of an individual has to be brought to entire board to make the decision. The appointment is a 6-year term with no limit of terms.