



New York Water Environment Association, Inc.

The Water Quality Management Professionals

525 Plum Street, Suite 102 • Syracuse, New York 13204
(315) 422-7811 • Fax: 422-3851 • www.nywea.org

RTC Approval is still approved by the NYDEC not NYWEA. Below are guidelines for courses wishing to get RTC approval.

A. Renewal Training

The required contact hours must be relevant to the operation, maintenance, or management of a wastewater plant. All training used for renewal must be approved by NYSDEC. We suggest that the organization or trainer providing the renewal training should receive approval prior to conducting the course or seminar. Attachment A has a listing of some examples of the types of renewal training. For specific information on available renewal training contact:

NYSDEC

Facility Operations Assistance Section

625 Broadway,

Albany, NY 12233-3506

Phone: (518) 402-8177

Fax: (518) 402-8082

Training provided by professional associations, equipment representatives/vendors, consulting firms/engineers, or an in-plant training coordinator/officer may be acceptable for renewal contact hours. The sponsoring organization must apply (see instructions below) using form "Request for Approval of Wastewater Treatment Plant Operator Renewal Training."

B. Application for Approval of Training

Those organizations requesting approval prior to conducting the training should submit the completed application with attachments as soon as possible but at least one month in advance of the starting date. The form should be completed by the instructor. Some comments or guidance on the following specific items:

#1. Discuss the relevancy of this training to wastewater treatment. How does it relate to the wastewater field?

#2. Attendance records must be maintained each day and should be used to calculate the total contact hours that are awarded to each student.

#3. An evaluation method to determine trainee competency should be used.

#4. (Very Important). The instructor must submit:

a) Course Agenda with specific times for each presentation or session, or;

b) A Course Timeline (see back of application) - use extra sheets if more than two days and be sure to note break times.

Special Note to In-Plant Trainers - Those plants requesting approval to conduct in-house training must have a designated training coordinator/officer who has completed a basic instructional technology program. To

obtain information on approved instructional training programs contact NYSDEC, Facilities Operations Assistance Section, 625 Broadway, Albany, NY 12233-3506, (518) 402-8177.

Credit for Training Delivered - Applicants, who have delivered approved renewal training, can get (satisfy) up to 50% of the total renewal training requirement. For example, a Grade 4A operator may be able to use up to 40 hours of the required 80 hours for training that he/she delivered. Credit is given for actual classroom delivery time. No credit is given for preparation time. No credit for repeat delivery of the same training session.

C. Course Completion Responsibilities

The course instructor is responsible for providing the completed "Participant Roster" form to DEC. The organization or instructor is also required to issue a certificate or letter of completion to each student which has the following information:

- * Students Name
- * Training Course Title
- * Dates of Training
- * Location of Training
- * Sponsoring Organization
- * Name of Course Instructor
- * Number of Contact Hours Assigned by NYSDEC
- * Course Approval Number Assigned by NYSDEC

Attachment A - Examples of Renewal Training

- * Operations
- * Computers
- * Maintenance
- * Accounting
- * Management
- * Public Relations
- * Laboratory
- * Mathematics
- * Safety/First Aid
- * Biology
- * Collection Systems
- * Chemistry
- * Process Control

Units of Measurement for Courses

1 Continuing Education Unit (CEU) = 10 Contact Hours

1 College Credit Hour = 14 Contact Hours

Pre-Approved Renewal Training - Correspondence Courses