



The New York Water Environment Association, Inc.
The Water Quality Management Professionals

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To: NYWEA Chapter Officers & Committee Chairs

From: Patricia Cerro-Reehil

Re: Renewal Training Course (RTC) Procedure for NYWEA Events Only

As New York State Department of Environmental Conservation (NYSDEC) is faced with declining resources, and a reduction of staff in the Facilities Operations Assistance Section, NYWEA is stepping up to assist. We would like to bring to your attention one change that will take place immediately that affects how NYWEA operates regarding the Training Provider Program.

In the past, NYWEA volunteers who are coordinating programs would submit applications directly to NYSDEC for Renewal Training Course (RTC) assignments. Commencing immediately, there will be a change in this procedure, whereby this function will now be performed by NYWEA's Wastewater Facilities Committee, led by George Bevington. George is serving as a member of the Wastewater Operator Certification Task Force, and as a pilot, made the RTC assignments for the Annual Meeting. Based on the success of the pilot, and George's leadership, the NYWEA Wastewater Facilities committee will make the RTC assignments for **all NYWEA** events. Other organizations such as Rural Water and the American Public Works Association will also be charged with making their own RTC assignments.

We appreciate your advance planning when putting together programs, and would request a **minimum of two (2) weeks** to review wastewater applications. Until we put in place an on-line application, we will be using the attached form for submissions. Thanks again for your cooperation during this transition.

On a related note, providing Contact Hours for NYWEA programs is of great importance to all members. It is desirable to create programs that award contact hours, for all disciplines (operators and engineers). If water credits are appropriate, please also be sure to submit your programs to Andy Tse at NYS Department of Health at h2ocert@health.state.ny.us. PDHs for Professionals Engineers are accepted on the NYWEA website at www.nywea.org.

/Joe DiMura, NYSDEC

Robert Wither, NYSDEC

George Bevington, Gloversville-Johnstown WWTF



New York State Department of Environmental Conservation Request for Approval of Wastewater Treatment Plant Operator Renewal Training



1. Training Course Title: _____

2. Dates of Training: Start Date _____ End Date _____

3. The Purpose of this Training is: Renewal Training Precertification Training

4. Will this Training be Conducted In-Plant? Yes No

If Yes, Trainer's Name _____ DEC Trainer Number _____

5. Training Course Location _____

6. Name of Organization Providing Training _____

7. Contact Person or Trainer _____ Phone _____ Email: _____

8. Address _____

9. How does this training relate to operation, maintenance or management of a wastewater treatment plant?

10. How is attendance monitored and verified? _____

11. Satisfactory program completion demonstrated by (check as appropriate)

Skill Demonstration Report or Test Other _____

12. Please attach: Course Agenda, or a Completed Course Time Line

PLEASE SUBMIT A MINIMUM OF TWO WEEKS IN ADVANCE OF YOUR EVENT.

RTC Number: _____	Course Date: _____
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<p><u>Return This Completed Form To:</u></p> <p>NYWEA 525 Plum Street Syracuse, NY 13204 Phone: (315) 422-7811 Fax: (315) 422-3851 mah@nywea.org</p>

<p>For NYWEA Use Only</p> <p>Evaluated By: _____</p> <p>Date: _____</p> <p>Approved Contact Hours: _____</p> <p>Course Approval Number: _____</p>
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Training Course Time Schedule

Day _____ Training Dates _____ Day _____

Time	Topic	Presenter	Time	Topic	Presenter
6:00			6:00		
6:15			6:15		
6:30			6:30		
6:45			6:45		
7:00			7:00		
7:15			7:15		
7:30			7:30		
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4:00			4:00		
4:15			4:15		
4:30			4:30		
4:45			4:45		
5:00			5:00		