C & T Committee Check List

Course Name
Contact Person
Phone/Fax/Email
Paid/Amount
Background Received
Scheduled Dates Received
Evaluation and assessment method:
CEUs:

Request discussion at a meeting
Approved

Course Material

Course Approval (ALL boxes must be checked)

Is a "formal program of learning" which contributes directly to the professional competence of a licensee;

Is not defined under this manual as a "not approved" course (check all that apply)
( ) Mechanical office or business skills (including typing, speed reading, etc.),
( ) The use of calculators or other machines or equipment,
( ) The use of computer software or equipment except in computer applications for water or wastewater treatment processes.
( ) Motivation
( ) Courses which are primarily intended to impart knowledge of specific products of specific companies, if the use of the products relates to the sales promotion or marketing of one or more of the products discussed;

Has significant intellectual or practical content to enhance and improve the knowledge of the participants or enhance career potential;
( ) Uses the most recent forms, editions, and laws;
( ) Includes "evaluation" and "assessment" methods;
( ) Includes an indication of the level of ability required to benefit from the course on the basis of basic, intermediate, or advanced levels;
( ) Includes a bibliography of reference sources, if any;
( ) Includes a list and sample of supplemental teaching aids, if any; and
( ) Meets all other criteria set forth in this document.

Approved Content (Check all that apply, at least one must be checked)
( ) operation and control of a treatment plant,
( ) treatment processes,
( ) health and safety, associated with wastewater or drinking water systems.
( ) employment and community right-to-know notification procedures,
( ) toxic and hazardous materials handling procedures,
( ) solids and residuals,
( ) utilities supervision and management,
( ) basic chemistry and biology,
( ) mathematics of the treatment process,
( ) laboratory sampling procedures,
( ) equipment maintenance and repair,
( ) computer applications for water or wastewater treatment,
( ) blue print reading,
( ) government rules and procedures applicable to water or wastewater treatment,
( ) back flow prevention/cross connection control,
( ) new or alternative technologies associated with water or wastewater treatment,
( ) distribution and collection systems.
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Approved Instructor (must check at least 2 boxes):

( ) A minimum of 3 years working experience in water and/or wastewater treatment.
( ) Two teaching experiences in water and/or wastewater treatment certified by the school official.
( ) A professional designation from a recognized industry association.
( ) A degree from an accredited school in water and/or wastewater treatment.
( ) Special expertise in water or wastewater treatment, or a documented history of research or study in the area.