Ready to take the next step in your career and become a member of NC AWWA-WEA? Visit ncsafewater.org or see the NC SLAM membership application on page 27!

NC AWWA-WEA Membership

- **CONNECTION** to a variety of industry professionals and resources to answer your questions.
- **EDUCATION** to stay informed and support your professional certification or licensing.
- **LEADERSHIP** opportunities to develop skills, advance your career, and shape NC AWWA-WEA.

Educational Opportunities by

**NC AWWA-WEA**

**THE Leading Educational Resource for Safe Water in North Carolina**
In this Catalog

This catalog contains registration materials for current schools, institutes, seminars, and the Academy for Water Professional Development. Please read the information related to each event carefully to make sure that you are signing up for the correct classes, and are submitting paperwork by the appropriate deadlines. Class spaces are limited. Registrations are accepted on a first come, first serve basis according to receipt of completed registration (i.e., completed form and full payment). Incomplete forms will delay the processing of your registration. Online registration is available for most events.

WHAT’S NEW?

In an effort to make it easier to know which events are approved for what type of credit, we are now including icons next to each event. If an event is approved for credit, the icon corresponding to the approved credit will appear next to the event title. If an event is approved for multiple credits you will see multiple icons. See the key below:

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Formed in 1928, NC AWWA-WEA is a volunteer association operating jointly under one Board of Trustees as the North Carolina Section of the American Water Works Association (NC AWWA) and the North Carolina Member Association (MA) of the Water Environment Federation (NC WEF). We are dedicated to providing water and wastewater education, training, and leadership in an effort to protect public health and the environment. In striving to be the leading educational resource for water-related issues in North Carolina, we recognize the broad scope of the industry and its reach beyond water sources, treatment plants, and pipe systems and its importance in homes, businesses, and the community.

We have close to 2,500 members in North Carolina representing municipal and private utilities, consulting engineering firms, government agencies, equipment suppliers, service providers, and representatives from academia. Working through a network of committees, our volunteers provide the foundation for all NC AWWA-WEA activities.

OUR MISSION

We are looking for companies to sponsor these events for $250 per event. Sponsors will be recognized online at what address do you receive your credit card statement. _______ At what address do you receive your credit card statement. __________________________________________________________________________

Mission Dates

September 11, 2018
Charlotte Area

We are the first to sponsor these events!

Regional GROW meetings foster a sense of community among NC AWWA-WEA members, serve as an informal setting to introduce non-members to the benefits of membership, and increase communication and coordination among water professionals in the region and across North Carolina.

While the location and topic of each meeting will change, GROW meetings offer great food, and networking at an affordable cost.

All meetings are open and everyone, from any part of North Carolina is invited to attend.

2018 GROW Meetings

September 11, 2018
Charlotte Area

The Academy for Water Professional Development - Admission Application

NC AWWA-WEA
3725 National Drive, Suite 217, Raleigh, NC 27612
Phone: (919) 784-9030 Fax: (919) 784-9032 Website: www.ncwatersafe.org

Program Selection

Track: ☐ Collections ☐ Distribution Level: ☐ Apprentice ☐ Journeyman 1 ☐ Journeyman 2 ☐ Master

Have you previously applied for The Academy? ☐ Yes - Date ______________ ☐ No

Application Fee $25

Select Payment Method: ☐ Cash ☐ Check/Money Order ☐ Credit Card ☐ MasterCard/Visa ☐ American Express

Credit Card #: ______________ Exp.: ______________ 3-4 digit code: ______________

Billing Address: At what address do you receive your credit card statement. __________________________________________________________________________

City: __________________________ State: ______________ Zip Code: ___________ County of Residence: __________________________

Cardholder Name: __________________________ Cardholder Phone: __________________________

I AUTHORIZE NC AWWA-WEA TO CHARGE $ ______________ TO THE CREDIT CARD NUMBER LISTED ABOVE.

Personal Information

Full Name: __________________________ Preferred First Name (for name tag): __________________________

Year of Birth: ______________ Full Name: __________________________ Year of Birth: ______________

Membership Numbers

American Water Works Association (AWWA): __________________________ Water Environment Federation (WEF): __________________________

NC State Level Association Membership (NC SLAM): __________________________

Contact Information

Mailing Address: __Home __Work)

City: __________________________ State: ______________ Zip Code: ___________

Phone: __________________________ Fax: __________________________ Email: __________________________

Demographic Information

Federal Law requires us to ask for this information.

Year of Birth: ______________ Sex: ☐ Male ☐ Female ☐ Other gender identity ☐ Prefer not to answer

Are you of Hispanic, Latino or Spanish origin: ☐ Yes ☐ No ☐ Prefer not to answer

What is your race: ☐ White ☐ Black/African American ☐ American Indian or Alaska Native ☐ Asian or Pacific Islander

Other: __________________________ Prefer not to answer

Professional Information

Current Employer:

Which of the following best describes your employer? ☐ Consulting/Contracting Firm ☐ Educational ☐ Government Agency ☐ Manufacturer/Distributor

☐ Research/Analytical Lab ☐ Retired ☐ Student ☐ Unemployed

☐ Utility ☐ Other:

How Many Years Have You Worked in the Water/Wastewater Industry?

☐ Less than 1 ☐ 1 - 5 ☐ 6 - 10 ☐ 11 - 20 ☐ 21 - 30 ☐ 30+

License/Certification List all industry-related certifications.

Agency (i.e. State): __________________________ Type (include class or grade): __________________________

Number: __________________________ Year: __________________________

Sign Here: __________________________

Date: ______________

Cardholder Signature: __________________________

I AUTHORIZE NC AWWA-WEA TO CHARGE $ ______________ TO THE CREDIT CARD NUMBER LISTED ABOVE.
The Academy - Admission Application

Name (First, MI, Last): ______________________________________________________________________________________

Personal Statement
Attach additional sheets as necessary.
Please provide a brief write up of why you are applying for this program, what you hope to gain from participation, and your career goals.
______________________________________________________________________________________________________________________________________

Supervisor Recommendation
Completed Recommendation Form must be sent along with application. Form can be found on page 6 or on our website.

Applicant's Verification Statement
I certify that the information given is correct to the best of my knowledge. I have read the eligibility requirements and I believe that I am eligible for the track and level(s) for which I have applied.

Applicant's Signature: __________________________________________________________________________

Date: ____________________________________________

The Academy - Recommendation Form

To be completed by the applicant's current supervisor or person that has oversight of their industry related skills.

Applicant Name: ______________________________________________________________________________________

Job(s) in which you have worked with this applicant?
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

What were the job responsibilities of the applicant?
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

What about this applicant leads you to believe they would be successful in this program?
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Reason for Denial: ____________________________________________________________________________________

Person submitting Recommendation
Name: ____________________________________________   Job Title: ____________________________________________
Company: __________________________________________________________________________________________
Phone Number: __________________________________________________   Email: ________________________________________
Signature: ______________________________________________   Date: _________________________________________

Application Review - DO NOT WRITE IN THIS SECTION

Staff Use: Rev'd: _________   Pymt: _________   Sent for Approval: _________   Entered: _________

Review Committee Use:
Applicant is eligible to take the following Ladder and Level:
LADDER:
   q Collections
   q Distribution
LEVEL:
   q Apprentice
   q Journeyman 1
   q Journeyman 2
   q Master

Applicant is NOT eligible to take the following track/level:
LADDER:
   q Collections
   q Distribution
LEVEL:
   q Apprentice
   q Journeyman 1
   q Journeyman 2
   q Master

Reviewer Signature: ____________________________________________   Date: ____________________________
Funding the Future of Water

One AWWA Operator Scholarships

Contact your local Section for an application or visit: awwa.org/donate/what-we-fund

SEMINARS:
Planning for the Future Workshop Option 1
Hosted by Charlotte Water
September 13, 2018
Charlotte Water Field Operations, Zone 1
11609 Hord Drive, Huntersville, NC 28078

Deadline
No registrations will be accepted after 9/3/18. The refund deadline is 9/3/18

Continuing Education
• Water Treatment Facility Operators, Distribution Operators, Cross Connection/Backflow Operators: This course is approved for 6.0 contact hours by the NCWTFOCB. Course ID: TBD
• Wastewater Operators: This course is approved by the NC WPCSOCC for 6.0 contact hours. NC WPCSOCC Course ID: TBD
• Professional Engineer: This course is approved for 6.0 PDHs.
• Maintenance Technologist: This course is approved for 6.0 contact hours.

Direct Content Questions to
Tony Martin, 704-336-1053 or Anthony.Martin@ci.charlotte.nc.us.

Direct Registration Questions to
Erin Bowers, 919-784-0630 ext. 1045 or ebowers@ncsafewater.org

CHARLOTTE WATER EMPLOYEES: BEFORE REGISTERING, PLEASE CALL MEREDITH WARD AT 704-336-4459.

Tentative Agenda

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How to Handle Public Communications In The Instant Information Age

Seminars and Institutes

What Are Seminars and Institutes?
To keep up with the changing needs of our members and their employers, in 2015 we restructured our training programs. Seminars are topics chosen by our local Committees and are open to anyone wishing to attend. Institutes include topics chosen by the utility hosting the event. While the majority of attendees at an Institute will be employees of the host utility, there will always be seats reserved for non-host utility employees. The registration and attendance process for non-host employees is the same as our traditional seminar registration and attendance process.

What’s the Difference?
Institutes are hosted by utility companies and seminars are sponsored by NC AWWA-WEA committees. BOTH are open to anyone wishing to attend!

How Do Institutes Work?
1. A utility contacts NC AWWA-WEA with potential dates, a location, and a list of preferred training topics.
2. NC AWWA-WEA work with the utility to negotiate a mutually beneficial date, location, agenda, and price.
3. NC AWWA-WEA committees prepare presentations on the agreed upon agenda topics and gain the appropriate CEU continuing education approvals.
4. The utility registers their employees to attend the Institute session.
5. After the event, all attendees who meet the requirements will receive a certificate of attendance and, when applicable, continuing education credit.

Past Institute Topics
These topics represent a partial list of past Institute topics. Institutes topics are not restricted to this list. NC AWWA-WEA is happy to create presentations on topics to meet your specific needs.

• Best Practices for Running a Successful Construction Project
• Blueprint Reading
• Construction Risk
• Trends in Water/Wastewater Emergency Preparedness
• Effective Utility Management
• Electrical Safety
• Environmental Management System Overview
• Generators and Switch Gear
• Going Green

Host an Institute
If you are interested in hosting an Institute training in 2018 please contact Stephanie Holloman at (919) 256-5628 or sholloman@wkdickson.com.

Schedule a Seminar
If you are interested scheduling a seminar through an NC AWWA-WEA Committee please contact Stephanie Holloman at (919) 256-5628 or sholloman@wkdickson.com.

What Are Seminars and Institutes?

One AWWA Operator Scholarships

Contact your local Section for an application or visit: awwa.org/donate/what-we-fund

What Are Seminars and Institutes?

One AWWA Operator Scholarships

Contact your local Section for an application or visit: awwa.org/donate/what-we-fund
Planning for the Future Workshop Option 2
Hosted by Charlotte Water

November 28, 2018
Lee Dukes Water Treatment Plant, 7980 Babe Stillwell Farm Rd., Huntersville, NC 28078

Deadlines
Pre-registration ends and the Late Registration fee applies after 10/26/18. When it is available, only onsite registration will be accepted after 11/15/18. If you plan to register onsite, call the day before the seminar to determine availability.

Continuing Education
- Water Treatment Facility Operators, Distribution Operators, Cross Connection/Backflow Operators: This seminar is approved for 6.0 contact hours by the NREPCOC. Course ID: TBD
- Wastewater Operators: This course is approved by the NC WPCSOCC for 6.0 contact hours. Course ID: CE0123120
- Professional Engineers: This course is approved for 6.0 PDHs.
- Maintenance Technologists: This course is approved for 6.0 contact hours

Direct Content Questions to
Tony Martin, 704-336-1053 or Anthony.Martin@ci.charlotte.nc.us.
Direct Registration Questions to
Jennifer Port Picarella, 919-784-9030 ext 1000, jport@ncsafewater.org.

Charlotte WATER EMPLOYEES: BEFORE REGISTERING, PLEASE CALL MEREDITH WARD AT 704-336-4459.

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Construction Trends Seminar
December 4, 2018
Goldsboro Event Center
1501 S. Slocumb Street, Goldsboro, NC 27530

AWWA Water Loss Seminar: Best Practice Water Audits and Loss Control Programs
April 9-10, 2019
Charlotte Water, Zone 2 Facility, 5730 General Commerce Dr, Charlotte, NC 28213

Registration
Registration for this event is handled exclusively by AWWA. To register, visit their website at www.awwa.org/conferences-education/seminars/water-loss

Preliminary Schedule (Subject to change):

Day One (7 Credit Hours)
Water Accountability, Water Audits and Data Validation

<table>
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<tr>
<td>8:30 - 10:00 a.m.</td>
<td>Water Supply Infrastructure and Water Revenue Losses</td>
</tr>
<tr>
<td>10:00 - 10:15 a.m.</td>
<td>Break</td>
</tr>
<tr>
<td>10:15 a.m. - noon</td>
<td>The AWWA Standard Water Audit Method and Free Tools</td>
</tr>
<tr>
<td>noon - 1:00 p.m.</td>
<td>Lunch (AWWA Provides)</td>
</tr>
<tr>
<td>1:00 - 3:15 p.m.</td>
<td>Compiling the Water Audit using the AWWA Free Water Software, an Interactive Exercise</td>
</tr>
<tr>
<td>3:30 - 5:00 p.m.</td>
<td>Water Audit Data Collection: Good Practices</td>
</tr>
<tr>
<td>5:00 - 7:00 p.m.</td>
<td>- An Overview of Validated North American Utility Water Audit Data</td>
</tr>
<tr>
<td>7:00 - 8:00 p.m.</td>
<td>- Organizing the Water Loss Control Team</td>
</tr>
</tbody>
</table>

Time | Topic                                           |
8:30 - 10:00 a.m. | Controlling Real Losses: Leakage and Pressure Management |
10:00 - 10:15 a.m. | Assessing Leakage Volumes: Leakage Component Analysis |
10:15 a.m. - noon | - The Four Pillars of Real Loss Control  |
| noon - 1:00 p.m. | - Creating a Cost-Effective Leakage and Pressure Management Program |
| 1:00 - 2:30 p.m. | - Small Group Exercise: Leakage Component Analysis |
| 2:30 - 2:45 p.m. | Lunch (On your Own)                             |
| 2:45 - 4:30 p.m. | - Controlling Apparent Losses: Revenue Protection |
| 4:30 - 5:00 p.m. | - The Four Pillars of Apparent Loss Control |
| 5:00 - 6:00 p.m. | - Exercise: Customer Billing System Data         |
| 6:00 - 7:00 p.m. | - Creating a Cost-Effective Revenue Protection Program |

Continuing Education
- Water Treatment Facility Operators, Distribution Operators, Cross Connection/Backflow Operators: This seminar is approved for 6.0 contact hours for continuing education by the NREPCOC. Course ID: TBD
- Wastewater Operators: This course is approved by the NC WPCSOCC for 6.0 contact hours for continuing education. Course ID: TBD
- Professional Engineers: This seminar is approved for 6.0 PDHs.
- Maintenance Technologists: This seminar is approved for 6.0 contact hours for continuing education

Direct Registration Questions to
Jennifer Port Picarella, 919-784-9030 ext 1000, jport@ncsafewater.org.
Collection and Distribution Schools

Central Collection & Distribution School
Greensboro, NC

Collection and Distribution Schools
March 2019
Greensboro, NC

Registration and hotel information will be available late 2018.

PURPOSE/OBJECTIVE

The objective of the school is to REVIEW the basic concepts in the proper operation and maintenance of water distribution and wastewater collection systems. The curriculum will provide information that should be helpful in preparing a participant for the mandatory certification exams in Water Distribution, Backflow, and Wastewater Collection, and the voluntary certification exam for Meter Technician. Schools include course programs in: Water Distribution (I, II, III, & IV), Wastewater Collection (I, II, III, & IV), Backflow Prevention/Cross-Connection Control, Shoring, and Meter Technician.

CLASS OFFERED

Shoring
Backflow/Cross Connection
Distribution (I, II, III, & IV)
Collection (I, II, III, & IV)
Meter Technician

IMPORTANT DEADLINES

Form and complete payment must be received on or before the following dates. Applications for all classes are accepted on a first-come, first-served basis. Class sizes are limited - especially the Backflow/Cross Connection class.

Early Registration Deadline: September 14, 2018
Advanced Book Purchase Deadline: September 8, 2018
No Registrations Accepted After: September 14, 2018
Refund Deadline: September 14, 2018

DINNER & VENDOR SHOW

When: Wednesday, October 3, 2018
Time: 12:00pm - 1:30pm (Lunch will be served)

Vendor will be set-up from 10:00am - 2:00pm.

Where: Footloose Higher Education Center

Who: All students registered for Backflow/Cross Connection, Collections, I, II, III, & IV, Distribution I, II, B, A. Meter Tech classes are invited to attend.

For information on exhibiting refer to pages 14-15, or contact the NC AWWA-WEA office at (919) 784-9040.

Study Materials

It is highly recommended that students refer to the Advanced Book Purchase Form/Course Materials Guide on pages 32-33 and have access to the books that correspond to their class.

As of January 1, 2013, NC AWWA-WEA is no longer fulfilling book orders by school. School attendees may use the form on pages 32-33 to order their books in advance and pick them up at the school. Depending on inventory, there may be a limited number of books available for purchase at the school. If you would like to purchase books from another source, a list of potential book vendors is available at www.ncsafeewater.org/resources/bookstore/

Please note, the appropriate Needs To Know Manual is required for each course included in the registration fee and students will receive their manual when they arrive at school.

Contact Hours

• Approved for 25.0 Contact Hours for continuing education for wastewater operators by the NCWPCSOCC - Course ID: CEI116012. Must be present for entire class to receive certificate of attendance.

Please note, the appropriate Needs To Know Manual is required for each course included in the registration fee and students will receive their manual when they arrive at school. Needs To Know Manuals are also available on www.ncsafeewater.org and may be downloaded for free.

COURSE DESCRIPTIONS

Backflow/Cross Connection

Monday, Oct 1 - Friday, Oct 5, 2018

Tentative Schedule

Monday: Registration: 7:30am, Class: 8:00am - 4:30pm
Tuesday: 8:00am - 4:30pm
Wednesday: 8:00am - 4:30pm
Thursday: 8:00am - 4:00pm
Friday: 8:00am - 12:00pm

Contact Hours

• Approved for 25.0 Contact Hours for continuing education for wastewater operators by the NCWPCSOCC - Course ID: 091346. Must be present for 75% of class to receive certificate of attendance.

Please note that students need to attend at least 75% of the class and DO NOT pass the practical exam are not eligible to take the state certification exam, but will receive a letter indicating the number of contact hours earned.

Topics Include

• Cross Connections, Confined Spaces, Repair & Troubleshooting, Residential Protection, Record Keeping, Safe Drinking Water Act Requirements, Pressure Vacuum Breaker, Operation & Testing, Reduced Pressure & Double Check Valve Assembly

Please Note

• CLASS SIZE IS LIMITED.

• Students need to bring several small screwdrivers, a calculator, and should dress for a wet lab environment.

• Test booklet for this class is included in the class registration fee and will be given to students at the school. These books cannot be purchased through our bookstore.

Shoring

Tuesday, Oct 2, 2018

Tentative Schedule

Wednesday: Registration: 7:30am, Class: 8:00am - 5pm
Thursday: 8:00am - 5:00pm
Friday: 8:00am - 12:00pm

Contact Hours

Approved for 17.0 Contact Hours for continuing education for wastewater operators by the NCWPCSOCC. Must be present for 80% of class to receive certificate of attendance. See below for course ID for each course.

Course Materials

Refer to the Course Materials Guide on pages 36-37 for a list of books suggested for these classes.

• E-Distribution NCWTFOCB Course ID: 091347

• Topics Include: Safety, Erosion Control, Math, Quality Water, and Repair & Maintenance

• Shoring is required to sit for the E-Distribution exam as of October 2003. Collections I NO LONGER fulfills this requirement.

B-Distribution NCWTFOCB Course ID: 091345

• Topics Include: Math, Quality Water, Record Keeping, Repair & Maintenance, Safety, and System Integrity

• Shoring is required to sit for the B-Distribution exam when the candidate is eligible to skip the E-Distribution exam. Please contact the NCWTFOCB at 919-767-9040 for more information.

A-Distribution NCWTFOCB Course ID: 091343

• Topics Include: Large Valves & Specialty Valves, Math, Quality Water, Repair & Maintenance, and Safety

Collections I, II, III, & IV

Wednesday, Oct 3 - Friday, Oct 5, 2018

Tentative Schedule

Wednesday: Registration: 7:30am, Class: 8:00am - 5pm
Thursday: 8:00am - 5pm
Friday: 8:00am - 12:00pm

Contact Hours

Approved for 17.0 Contact Hours for continuing education for wastewater operators by the NCWPCSOCC. Must be present for 80% of class to receive certificate of attendance. See below for course ID for each course.

Course Materials

Refer to the Course Materials Guide on pages 36-37 for a list of books suggested for these classes.

Grade I WPCSOCC ID: BE03241401

• Topics Include: Concepts & Terminology, Job Site Pre-Planning, Math, Public Relations, and Shoring & Underground Construction Safety

Grade II WPCSOCC ID: BE03241402

• Topics Include: Basic Traffic Control, Lift Station Basics, Math, Sewer Rehabilitation, and Root Control/Sewer Cleaning Techniques

Grade III WPCSOCC ID: BE03241403

• Topics Include: Lift Station Design & Maintenance, Maps & Record Keeping, Math & Hydraulics, and Sewer Cleaning & Maintenance

Grade IV WPCSOCC ID: BE03241404

• Topics Include: Hydraulic Design, Lift Stations, Math, Sewer Rehabilitation, Supervision & Interviewing, and Testing Systems for Acceptance
Wednesday, Oct 3 - Friday, Oct 5, 2018

In order to hold the Meter Technician course or exam, a minimum of 10 people must register.

Tentative Schedule
Wednesday: Registration 7:30 a.m., Class: 8 a.m. - 4:30 p.m.
Thursday: 8:00 a.m. - 4:15 p.m.
Friday: 8:00 a.m. - 12:00 p.m., Exam 1:00 p.m. - 4:00 p.m.

Contact Hours
- Approved for 15.0 Contact Hours for continuing education for water operators by the NCWTFOCB - Course ID: 101623. Must be present for 80% of class to receive certificate of attendance.

Course Materials
The AWWA M6 Manual is the textbook used in the Meter Technician class. This book should be read in entirety before attending the school. The manual is required to take the exam.

Refer to the Course Materials Guide on pages 32-33 for a list of books suggested for these classes.

Topics Include
Change-out Programs, Confined Spaces, Cross Connections, Electronic Meters, First Line Supervision, Math, Records, Testing, Cleaning & Repairing Large Meters

Voluntary Meter Technician Exams
The exam will be given at the end of the school on Friday, October 5, 2018.

Eligibility Requirements for Meter Technician Exam;
- One year of experience related to Water Meter.
- Successful completion of an approved Meter School. Successful completion of this school requires 80% attendance.

Completion of the following tasks prior to school:
- Change a domestic sized meter.
- Test a disc domestic sized meter.
- Eligibility Requirements for Meter Technician Exam;
- One year of experience related to Water Meter.
- Successful completion of an approved Meter School. Successful completion of this school requires 80% attendance.

The North Carolina American Water Works Association and Water Environment Association (NC AWWA-WEA) presents three exhibit opportunities from our Collection & Distribution School Committee at three Collection & Distribution Schools at different locations throughout the year:

Central Collection & Distribution School
October 1-5, 2018
Greensboro, NC

Central Collection & Distribution School
March 2019
Greensboro, NC

Who:
All students registered for Backflow/Cross Connection, Collections I, II, III & IV, Distribution C, B, & A, and meter technician are invited to attend.

The NC AWWA-WEA and its authorized representative(s) reserve the right to request modification of any questionable exhibit.

EXHIBIT SPACE DESCRIPTION
Each exhibit space will include:
- 10 foot table and 2 chairs
- Electrical service is available upon request (Please indicate on your application if you need electricity.)
- Printed copy of Collection & Distribution School attendance list
- Meal during the show

Each exhibitor may provide their own sign for their exhibits.

Exhibitors are reminded that NC AWWA and NC WEA are nonprofit organizations. Therefore, the provision of exhibit space is for product education and training purposes only. Direct sales are strictly prohibited.

Exhibits must be set up between 10:00am - 11:45am and broken down between 1:45pm - 3:00pm.

APPLICATION AND PAYMENT
Receipt of Exhibit Space Application AND complete $150 (non-refundable) fee per school is required to reserve a space. Only one space will be allowed per company.

In the event of a cancellation of an exhibitor, NC AWWA-WEA will make space available to another party requesting exhibit space based on the order in which the requests were received.
**NC AWWA-WEA**

3725 National Drive, Suite 217, Raleigh, NC 27612
Phone: (919) 784-9030   Fax: (919) 784-9032   Website: www.ncsafewater.org

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**Vendor Registration Form**

**2018 Collection & Distribution School, Vendor Registration Form**

**Instructions**

To submit a registration complete all requested information on the vendor form and mail or fax to the address or fax number provided above. The form and $150 payment must be submitted together. Faxed registrations must be paid by credit card. Online registration is available at www.ncsafewater.org. Credit card payment is required for online registration. Spaces will not be reserved until the form and $150 payment are received. At this time exhibit registrations are only being accepted for the Central Collection & Distribution School.

**Event Details**

$150 non-refundable fee includes:
- One exhibit booth in the 2018 Central Collection & Distribution School Vendor Show on Wednesday, Oct 3, 2018
- 6 foot table and 2 chairs
- Electrical service is available upon request
- Printed copy of Collection & Distribution School attendance list
- Lunch during the show

**Company Information**

Company: __________________________
Contact Person Name: _________________________
Mailing Address: ____________________________
City: __________________ State: __________ Zip Code: __________
Phone: __________ Fax: __________
Email: ____________________________

**Booth Information**

Products to be exhibited: __________________________
Do you need electricity in your booth? ____ Yes ____ No
Names of Booth workers for name tags: __________________________
Item(s) donated for door prizes: __________________________

**Receipt/Confirmation**

Confirmations are EMAILED to the registrant. Confirmations will be mailed to the registrant when an email address is not provided. If you are registering for an event and do not receive confirmation of your registration, contact the NC AWWA-WEA office BEFORE the event to confirm your registration. Refunds and switches will NOT be granted to attendees who do not attend an event because they did not receive confirmation of their registration.

It is the responsibility of the person receiving the receipt/confirmation to forward as necessary. Duplicate copies of receipts may be obtained by contacting the NC AWWA-WEA office. If you need to reprint a receipt, it may take up to five business days to process. A form for requesting a duplicate receipt may be obtained by visiting www.ncsafewater.org.

**Privacy Release**

As of January 2015, due to privacy issues, registration/membership information can no longer be provided via phone, email, or mail to anyone other than the participant without prior consent in writing.

To provide prior consent to share information in your profile, you may choose one of the following methods:

1. Log into your profile on www.ncsafewater.org and update the fields referencing Profile Access.
2. Complete the fields below and we will place the information in your profile.

Once you approve sharing of your information with the person named below, that person will have access to all information in your record. You may revoke or change this consent at any time in writing by emailing ebowers@ncsafewater.org.

Name of person: __________________________
Phone: __________ Email: __________________________
I authorize that my information may be shared with the person named above. I understand that it is my responsibility to revoke or change this authorization as necessary.

Print Name: __________________________
Signature: __________________________

**Payment**

- Cash
- Check/Money Order
- Credit Card
- MasterCard/HSA
- American Express

Credit Card #: __________________________
Exp. Date: __________ 3-4 digit code: __________
Cardholder Name: __________________________
Billing Address (At what address do you receive your credit card statement):
City: __________________ State: __________ Zip Code: __________
Cardholder Phone: __________
Cardholder Signature: __________________________
I authorize NC AWWA-WEA to charge $150 to the credit card number listed above.

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**Exhibitor Agreement**

The North Carolina Section of the American Water Works Association and the North Carolina Water Environment Association (NC AWWA-WEA) is hereby authorized to reserve one space for the undersigned in the exhibit hall of the 2018 Collection & Distribution School Vendor Show on Wednesday, October 3, 2018 in Greensboro, NC.

We agree to accept the space assigned by the NC AWWA-WEA Collection & Distribution School Committee Representative(s). We have read, understand, and agree to comply with the 2018 Collection and Distribution School Exhibits Rules and Regulations, that we received along with this application. We have enclosed the non-refundable fee of $150 per Collection & Distribution School.

Contact Person Signature: __________________________ Date: __________

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**Reference the Best for Unparalleled Success.**

Operation of Water Resource Recovery Facilities, MOP 11, is the one and only, definitive resource for water resource recovery professionals. This valuable how-to-guide is the key to maintaining compliance, perfecting procedures, enhancing equipment efficiency and positioning your facility as a facility of the future. Advance your career while you effectively recover valuable resources and care for your community.

Order Today: www.wef.org/MOP11
Wastewater Operator Schools

Eastern Biological Wastewater Treatment Plant Operators School

April 22-26, 2019
McKinnon Conference and Training Center - Raleigh, NC

NC State University, 1101 Gorman Street, Raleigh, NC 27606

Registration scheduled to open January 2019

Physical/Chemical Wastewater Treatment Plant Operators School

April 23-26, 2019
NC State McKinnon Center - Raleigh, NC

1101 Gorman Street, Raleigh, NC 27606

Registration scheduled to open January 2019

CLASS LOCATIONS

All classes will take place at the addresses listed above. Directions / map to the appropriate location will be provided with your registration confirmation and are available at www.ncsafewater.org.

LODGING

Attendees are responsible for making their own reservations.

RALEIGH AREA Doubletree by Hilton Raleigh Brownstone-University

1707 Hillsborough Street, Raleigh, NC 27605

Phone: 919-826-0811 or 800-331-7919

www.brownstonehotel.com

A block of rooms has been reserved at the following rates; Single $134 + tax, Double $134 + tax (all rates are per night). Room rate includes breakfast coupons.

SUCCESSFUL COMPLETION

Successful completion of these schools constitutes attendance at a minimum of 80% of the school’s total class hours.

Study Materials

It is highly recommended that students refer to the Advanced Book Purchase Form/Course Materials Guide on pages 32-33 and have access to the books that correspond to that class. As of January 1, 2013, NC AWWA-WEA is no longer fulfilling book orders by shipment. School attendees may use the form on pages 32-33 to order their books in advance and pick them up at the school. Depending on inventory, there may be a limited number of books available for purchase at the school. If you would like to purchase books from another source, a list of potential book vendors is available at www.ncsafewater.org/resources/bookstore.

Please note, the appropriate Needs To Know Manual for each course is included in the registration fee and students will receive their manual when they arrive at school. Needs To Know Manuals are also available on www.ncsafewater.org and may be downloaded for free.

WHAT'S INCLUDED WITH REGISTRATION

For all classes listed below short 10-15 minute breaks will be given twice a day with refreshments available.

Physical / Chemical WW School

<table>
<thead>
<tr>
<th>Grade I</th>
<th>Grade II</th>
<th>Grade III</th>
<th>Grade IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>ONLY 2 1/2 Days</td>
<td>ONLY 3 1/2 Days</td>
<td>3 Days</td>
<td></td>
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<tr>
<td>Needs to Know</td>
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<tr>
<td>Lunch - Monday</td>
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<td>Lunch - Tuesday</td>
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<td>Lunch - Wednesday</td>
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<td>Lunch - Thursday</td>
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<tr>
<td>Lunch - Friday</td>
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</tbody>
</table>

Physical WW School

| NC Biological Training Course Standards - Grades I & II (Need to Know) |
|-------------------------|-------------------------|
| x | x |

Physical / Chemical Wastewater Course Descriptions

These courses are designed to provide the individual with a general knowledge of the operation of wastewater treatment systems. The courses will provide the individual with knowledge of the laws and regulations related to wastewater treatment systems operation, and equipment usually employed in such plants, and the ability to describe the general operation requirements for such plants. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Examination.

Physical Wastewater - Grade I

WPSCDCC Course ID: B007110501

Tentative Schedule

Monday: Registration 7:15am, Class: 8:00am - 4:30pm
Tuesday: 8:00am - 5:15pm
Wednesday: 8:00am - 5:15pm
Thursday: 8:00am - 5:15pm
Friday: 8:00am - 11:15am (Lunch not included)

Topics Include:

Physical Wastewater - Grade II

WPSCDCC Course ID: B007110502

Tentative Schedule

Monday: Registration 7:15am, Class: 8:00am - 5:30pm
Tuesday: 8:00am - 5:15pm
Wednesday: 8:00am - 5:15pm
Thursday: 8:00am - 5:15pm
Friday: 8:00am - 3:00pm (Lunch included)

Topics Include:

Physical Wastewater - Grade III

WPSCDCC Course ID: B007120501

Tentative Schedule

Monday: Registration 7:15am, Class: 8:00am - 4:30pm
Tuesday: 8:00am - 5:15pm
Wednesday: 8:00am - 5:15pm
Thursday: 8:00am - 5:15pm
Friday: 8:00am - 12:15pm (Lunch not included)

Topics Include:

Biological Wastewater - Grade IV

WPSCDCC Course ID: B007120502

Tentative Schedule

Monday: Registration 7:15am, Class: 8:00am - 5:30pm
Tuesday: 8:00am - 5:15pm
Wednesday: 8:00am - 5:15pm
Thursday: 8:00am - 5:15pm
Friday: 8:00am - 4:30pm (Lunch Included)

Topics Include:

Physical/CheMical Wastewater Course Description

These courses are designed to provide the individual with a general knowledge of the operation of wastewater treatment systems. The courses will provide the individual with knowledge of the laws and regulations related to wastewater treatment systems operation, and equipment usually employed in such plants, and the ability to describe the general operation requirements for such plants. This course is designed to assist the individual in preparation for the North Carolina Water Pollution Control System Operators Certification Commission Examination.

Physical/CheMical - Grade I

WPSCDCC Course ID: B009210401

Tentative Schedule

Tuesday: Registration 7:30, Class 8:00am - 4:30pm
Wednesday: 8:00am - 5:30pm
Thursday: 8:00am - 12:00pm (Lunch NOT included)

Topics Include:

Physical/CheMical - Grade II

WPSCDCC Course ID: B009210402

Tentative Schedule

Monday: Registration 7:30, Class: 8:00am - 4:30pm
Tuesday: 8:00am - 5:15pm
Wednesday: 8:00am - 5:15pm
Thursday: 8:00am - 5:15pm
Friday: 8:00am - 3:30pm

Topics Include:
- Chemical Treatment Processes, Chlorination/Dechlorination and Ultraviolet Disinfection, pH Adjustment/Neutralization, Coagulation, Rapid Mix, Flocculation, and Clarification, Metal Precipitation and Removal, Ultra-filtration (UF), Reverse Osmosis, Ion Exchange, Industrial Waste.
Each day short 10 minute breaks will be given throughout the day with Lunch & Breaks.

All classes will take place at the addresses listed above. Directions/become certified by taking the Plant Maintenance Technologist Exam. 3.5-days of instruction culminating in the opportunity for attendees to raise and validate knowledge and skills required to successfully perform maintenance activities according to current professional standards. Two four-day schools are being offered in 2018. Each school will consist of 35 days of instruction commuting in the opportunity for attendees to become certified by taking the Plant Maintenance Technologist Exam on the afternoon of the fourth day. The certification exam taken will correspond with the Class level taught at a particular school.

All classes will take place at the addresses listed above. Directions/map to the appropriate location will be provided with your registration confirmation and are available at www.ncsafewater.org.

Each day short 10 minute breaks will be given throughout the day with refreshments being served and a one-hour lunch break will be given around noon. Lunch will be provided.

**Maintenance Technologist School & Exams**

**COMPLETION & CERTIFICATES OF ATTENDANCE**

Successful completion of these schools constitutes attendance at a minimum of 80% of the school’s total class hours (not including the exam). Participants who attend 80% of the school, but do not take or do not pass the certification exam will receive a Certificate of Attendance. This certificate will document attendance for use in demonstrating continuing education credits.

Participants who attend 80% of the school AND pass the certification exam will receive a Certificate of Attendance for use in documenting continuing education credits, and a Maintenance Technologist Certificate that will include their new certification number. Certificates of Attendance will be distributed after the exam. For individuals that pass the exam, Maintenance Technologist certificates will be mailed after the certification exams have been graded. Please allow 8-12 weeks to receive your exam results and/or certificate.

**COURSE DESCRIPTIONS**

**Maintenance Technologist - Class I**

Class I instruction covers the basics of maintenance. Subjects covered will include the importance of lubrication and the importance of frequent equipment monitoring followed by routine preventive maintenance (PM). Class I is geared toward the apprentice level person needing a foundation of terminology and the basic principles of PM. Basic math skills are required. Maintenance mechanics and technicians with experience may consider this level a review and preparation for the Class II exam to validate their knowledge.

**Eligibility Requirements**

- High school diploma, GED, or equivalent;
- One year of acceptable maintenance experience in a water or wastewater system. Acceptable maintenance experience for Class I includes lubricating, performing readings, conducting rounds, and performing routine preventive maintenance.
- No substitution of education for experience shall be permitted.

**Maintenance Technologist - Class II**

Class II instruction will build on the principles of preventive maintenance covered in Class I by examining routine methods of equipment tear-down, performing repairs and installing or reinstalling equipment. This level is a little more challenging for both new and more seasoned maintenance personnel. Students preparing for Class II should refer to the Needs-To-Know and review the suggested readings; well in advance of the school. Prior knowledge of intermediate shop math concepts will be helpful to this and subsequent certification levels.

**Eligibility Requirements**

- Hold an active Class I Maintenance Technologist Certificate, and
- Three years of acceptable maintenance experience in a water or wastewater system with a minimum of two years performing Class II duties. Acceptable maintenance experience for Class II includes tearing down equipment, performing repairs, installing and remanufacturing; and
- Substitution of related education for experience shall be permitted but shall not exceed fifty percent of the stated maintenance experience requirement.

**Tentative Schedule**

Monday: Registration 7:30 am - 8:00 am, Class: 8:00 am - 5:00 pm
Tuesday: 8:00 am - 4:00 pm
Wednesday: 8:00 am - 4:00 pm
Thursday: Class 8:00 am - 12:00 pm, Lunch 12:00 pm - 1:00 pm, Test Taking Skills Exam 1:00 pm - 4:00 pm

**Agenda Topics**


**Certification**

- Attendees must be present for 80% of the class in order to receive CEUs. No partial credit will be given.
- The Class II school is approved for 23.0 contact hours for continuing education for water operators, NWTFW Certification Board COURSE ID: 091420
- The Class II school is approved by the Wastewater Commission for 23.0 contact hours for continuing education for wastewater operators. WPCSCC COURSE ID: BEG3311102
- The Class II school is approved for 23.0 PDHs for professional engineers.

**Maintenance Technologist - Class III**

Class III is designed to demonstrate competency at the advanced skilled and journey working level. More specifically, Class III certification implies competence in the knowledge, skills and abilities required to perform the Class I and II duties and analyzing and performing predictive maintenance with a minimum of two years performing Class III duties.

- Substitution of related education for experience shall be permitted but shall not exceed fifty percent of the stated maintenance experience requirement.

**Tentative Schedule**

Monday: Registration 7:30 am - 8:00 am, Class: 8:00 am - 4:00 pm
Tuesday: 8:00 am - 4:55 pm
Wednesday: 8:00 am - 4:00 pm
Thursday: Class 8:00 am - 11:20 am, Lunch 11:20 am - 12:20 pm, Test Taking Skills 12:20 pm - 12:50 pm, Exam 1:00 pm - 4:00 pm

**Agenda Topics**

- Advanced lubrication/Predictive Maintenance, Advanced Materials, Advanced Tools, Drawings, Electrical Devices and Concepts, Instrumentation, Maintenance Management, Math, Motors and Drives, Pipes and Valves, Pressure Vessels, Pumps, Rotating Components, Safety

**Continuing Education Credits (CEUs)**

- Attendees must be present for 80% of the class in order to receive CEUs. No partial credit will be given.
- The Class III school is approved for 23.0 contact hours for continuing education for water operators, NWTFW Certification Board COURSE ID: 091420
- The Class III school is approved by the Wastewater Commission for 23.0 contact hours for continuing education for wastewater operators. WPCSCC COURSE ID: BEG3311102
- The Class III school is approved for 23.0 PDHs for professional engineers.

**Study Materials**

It is recommended that students refer to the Advanced Book Purchase Form/Course Materials Guide on pages 32-33 and have access to the books that correspond to their class.

As of January 1, 2013, NC AWWA-WEA is no longer fulfilling book orders by shipment. School attendees may use the form on www.ncsafewater.org/pages 32-33 to order their books in advance and pick them up. Depending on inventory, there may be a limited number of books available for purchase at the school. If you would like to purchase books from another source, a list of potential book vendors is available at www.ncsafewater.org/resources/bookstore/

Please note, the appropriate Needs To Know Manual for each course is included in the registration fee and students will receive their manual when they arrive at school. Needs To Know Manuals are also available on www.ncsafewater.org and may be downloaded for free.

**Eligibility Requirements**

- Successful completion of an NC AWWA-WEA Class II Maintenance Technologist School, and
- Five years of acceptable maintenance experience in a water or wastewater treatment facility, inspecting and supervising Class I and II duties and analyzing and performing predictive maintenance with a minimum of two years performing Class III duties.
- Substitution of related education for experience shall be permitted but shall not exceed fifty percent of the stated maintenance experience requirement.

**Tentative Schedule**

Monday: Registration 7:30 am - 8:00 am, Class: 8:00 am - 5:00 pm
Tuesday: 8:00 am - 4:30 pm
Wednesday: 8:00 am - 4:30 pm
Thursday: Class 8:00 am - 12:00 pm, Lunch 12:00 pm - 1:00 pm, Test Taking Skills Exam 1:00 pm - 4:30 pm

**Agenda Topics**


**Certification**

- Attendees must be present for 80% of the class in order to receive CEUs. No partial credit will be given.
- The Class III school is approved for 23.0 contact hours for continuing education for water operators, NWTFW Certification Board COURSE ID: 091420
- The Class III school is approved by the Wastewater Commission for 23.0 contact hours for continuing education for wastewater operators. WPCSCC COURSE ID: BEG3311102
- The Class III school is approved for 23.0 PDHs for professional engineers.

**Maintenance Technologist School & Exams**

**Registration scheduled to open January 2019**

Maintenance professionals in the water and wastewater industry continue to be confronted with increasing technology challenges and changes requiring an extensive knowledge of the many facets of industrial maintenance. In order to stay abreast of these challenges, our profession needs to implement a continual program of education, retraining, and validation of the skills necessary to sustain our industry. A maintenance training and certification program provides the ability to raise and validate knowledge and skills required to successfully perform maintenance activities according to current professional standards. Two four-day schools are being offered in 2018. Each school will consist of 35 days of instruction commuting in the opportunity for attendees to become certified by taking the Plant Maintenance Technologist Exam on the afternoon of the fourth day. The certification exam taken will correspond with the Class level taught at a particular school.

All classes will take place at the addresses listed above. Directions/map to the appropriate location will be provided with your registration confirmation and are available at www.ncsafewater.org.

Each day short 10 minute breaks will be given throughout the day with refreshments being served and a one-hour lunch break will be given around noon. Lunch will be provided.

**Maintenance Technologist School & Exams**
Maintenance Technologist - Class IV
Certified Maintenance Technologist IV Certification is designed to demonstrate competency at the Program Manager level whether as a Supervisor or Lead Person. More specifically, Class IV certification implies competence in the knowledge, skills and abilities required to perform the job duties of a supervisory working and management level Maintenance Technologist.

Eligibility Requirements
- Hold an active Class III maintenance technologist certificate,
- Successful completion of an NC AWWA-WEA Class IV Maintenance Technologist School, and
- A minimum of seven years of acceptable maintenance experience, including a minimum of 1 year supervising others and 1.5 years of acceptable maintenance experience in water or wastewater systems. Acceptable, related maintenance experience may be used for the balance of the seven year requirement, but in any case such experience shall include a minimum of two years performing Class III duties and one year of supervising others. Acceptable maintenance experience and duties for Class IV include: Inspecting and supervising Class I, II and III duties, recommending purchases, developing work and maintenance schedules and evaluating personnel performance. Participate in establishment of goals, objectives, policies and priorities. Preparation and presentation of staff reports and budgets. Design and administration of safety programs.
- Substitution of related education for experience shall be permitted but shall not exceed fifty percent of the stated maintenance experience requirement for Class IV.

Tentative Schedule
Monday: Registration 7:30am - 8am, Class: 8:00am - 4:25pm
Tuesday: 8:00am - 4:55pm
Wednesday: 8:00am - 4:20pm
Thursday: Class 8:00am - 11:20am, Lunch 11:20am - 12:20pm,
Continuing Education Credits (CEUs)
Attendees must be present for 80% of the class in order to receive CEUs. No partial credit will be given.
- The Class IV school is approved for 23 contact hours for continuing education for water operators, NCWTFO Certification Board COURSE ID: 091420.
- The Class IV school is approved by the Wastewater Commission for 23 contact hours for continuing education for wastewater operators. WPCSOCC COURSE ID: BE03311103.
- The Class IV school is approved for 23 PDHs for professional engineers.

Certification Exam
The testing window for Class IV is August 7-21, 2019. Participants who successfully complete the level IV class will receive information after the conclusion of the school about registering for an exam site. The exam will be a computerized test given at multiple sites around North Carolina.

Submission information can be found at ncsafewater.org/NCC
SUBSTITUTIONS
Institutes, Seminars, Most Schools, and Conferences: Substitutions may be made at any point, including during registration at the event. Please inform us as soon as possible so that we may have the complete the correct paperwork and handle any cost differences between members and non-members. Please be aware that if you choose to do substitutions during registration at the event, you will need to arrive early so that you have enough time to complete the process before the program begins.
Webinars: Substitutions must be processed two business days before the webinar.
Online Courses: Substitutions may be requested at any point during the 30 days after registration that the course is available, provided that the actual course has not been started. Substitutions cannot be issued once a course has been started.

SOCIAL SECURITY NUMBER
NC AWWA-WEA’s event attendance/contact hour tracking program uses the last 4 digits of your SS# in conjunction with your license(s) number(s) as a unique identifier to verify who you are and to communicate with the appropriate agency when reporting your event attendance/contact hour record. We do NOT use your full SS# for any other purpose. Your partial SS# will NOT be given out to anyone other than the appropriate reporting agency for your license. If you will not allow us to use the last 4 digits of your SS#, please indicate “refused” in the SS# blank. While we will be happy to register you, we cannot guarantee accurate tracking of your attendance at these events.

CERTIFICATES OF ATTENDANCE
Institutes & Seminars: Certificates of attendance will be given to attendees who arrive on-time and stay until the conclusion of the event. Each participant must pick up their own certificate at the conclusion of the event. NO certificates will be given out early, mailed, or given to another individual.
Webinars: After the webinar, staff will verify attendance records and produce a contact hour record for attendees. These records will be emailed to each participant who has received contact hour approximately two weeks after the webinar.
Schools: Participants who successfully complete a school will receive a certificate of attendance at the end of the school. This certificate will document attendance for use in demonstrating contact hours for professional growth requirements for certified Wastewater Operators & Drinking Water Operators and PDHs for Professional Engineers. Refer to the appropriate section of this catalog for a definition of “successful completion” for each school. Each participant must pick up their own certificate at the conclusion of the event. NO certificates will be given out early or given to another individual. Certificates will be mailed to persons who successfully complete a school, but are not present at the end to pick up their certificates.

3-Tiered Pricing Structure
In 2016 NC AWWA-WEA implemented a 3-tiered pricing structure for most of our events. The pricing for both the Spring and Annual conferences will remain at the standard rate with one price for members, and another for non-members.
The 3-tiered pricing structure provides an intermediate rate for employees of AWWA and WEF organization members that are utilizing their employer’s organization membership number to register. The shift in pricing more equally distributes the amount that Individual members, employees of organization members, and non-members pay to receive services from NC AWWA-WEA.

Determining Where You Fit in the Pricing Structure
To help you budget your training dollars, individuals with an existing profile within our system can login at anytime to determine their pricing category. Once you are logged in, go to “Profile Home” and look at the description directly under your name.
> Individuals listed as “NC State Level Association Members (SLAM)” or “NC AWWA or NC WEA Individual Member" will continue to receive the lowest Member Rate.
> Individuals listed as “Employee of NC AWWA or NC WEA Organization Member” will receive the new Organizational Member Employee rate.
> Individuals listed as “Non-Member” will not receive a discount.
As you register for events, please pay careful attention to how your profile is labeled, and the rate you are paying. If you have any questions, or feel that your profile is labeled incorrectly, contact NC AWWA-WEA staff at (919) 784-9360.

Schedule of Education Events
2018-2019

Central Collection & Distribution School
October 1-5, 2018
Greensboro, NC
98th Annual Conference
November 4-7, 2018
Raleigh, NC
Construction Trends Seminar
December 4, 2018
Goldboro, NC
Central Collection & Distribution School
March 19, 2019
Location TBD
AWWA Water Loss Seminar: Best Practice
Water Audits and Loss Control Programs
April 9-10, 2019
Charlotte, NC
Central Biological School
April 22-26, 2019
Raleigh, NC
Central Maintenance Technologist School
April 23-26, 2019
Raleigh, NC

Continuing Education Requirements
NC AWWA-WEA uses an electronic card-scanning system to track attendance. Continuing education credits cannot be reported unless you give the appropriate license/certification numbers to NC AWWA-WEA. Please be sure to do BOTH of the following to insure the accurate reporting of your continuing education credits.
1. Submit your license numbers during registration using the registration form or online registration system.
2. Bring your certification card issued by the NCWFCDGB and/or the NCWPCSC to the event.

PROHIBITION OF RECORDING
Recording of any sounds or visual images, and use of any recording device or medium now known, or later developed, is prohibited at all NC AWWA-WEA Seminar, School, Conference or other training events unless prior written permission has been expressly granted by NC AWWA-WEA.
Exam Information

PARTIAL EXAM ELIGIBILITY REQUIREMENTS
All schools serve as a REVIEW for examinations and represent the minimum required training. Participants are reminded that success on a certification exam is a combination of education, specialized training, and actual experience in the field. Since all of the relevant material cannot be covered during the school, it is expected that participants will have studied extensively before the schools. All concepts covered on certification exams may NOT be covered at the school.

Please note that although successful completion of an approved school is a requirement to sit for any exam, it is not the only requirement. For a complete listing of the eligibility requirements for the exams, contact the appropriate agency.

STUDY MATERIALS
Various books and manuals are recommended to help students prepare for each school and the corresponding certification exam. It is highly recommended that students refer to the Advanced Book Purchase Form/Course Materials Guide on pages 32-33 and have access to the books that correspond to their class.

As of January 1, 2013, NC AWWA-WEA is no longer fulfilling book orders by shipment. School attendees may use the form on pages 32-33 to order their books in advance and pick them up at the school. Depending on inventory, there may be a limited number of books available for purchase at the school. If you would like to purchase books from another source, a list of potential book vendors is available at www.ncsafewater.org/resources_/bookstore/.

Please note, the appropriate Needs To Know Manual for each course is included in the registration fee and students will receive their manual when they arrive at school. Needs To Know Manuals are also available on www.ncsafewater.org and may be downloaded for free.

DISTRIBUTION & BACKFLOW/CROSS CONNECTION EXAMS
Exams will not be given at the end of the school.

The North Carolina Water Treatment Facility Operators Certification Board (NCWTFOCB) offers these exams quarterly at three different locations - Morganton, Snow Hill & Raleigh.

Exam dates for 2018 are listed below. Applications must be postmarked no later than 30 days before an exam.

<table>
<thead>
<tr>
<th>Exam Dates</th>
<th>Application Postmarked</th>
<th>Online Exam Dates</th>
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<tr>
<td>October 25, 2018</td>
<td>September 25, 2018</td>
<td>September 25, 2018</td>
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For Distribution D, C, B, & A classes, successful completion of an approved distribution school requires at least 75% attendance of classes. For BackflowCross-Connection, successful completion of an approved school requires at least 75% attendance of classes and a passing grade on the Practical Exam given at the school.

For questions about exams, certification qualifications or to obtain an exam application: Call 919-707-9040 or Download at www.ncawwa.org/pws/.

To make the most out of school attendance, please review the recommended study materials BEFORE the school begins.

COLLECTIONS, BIOLOGICAL WASTEWATER, & PHYSICAL CHEMICAL EXAMS
Exams will not be given at the end of the school.

The Water Pollution Control System Operators Certification Commission (WPCSOCC) offers these exams four times per year at five different locations - Kenansville, Morganton, Raleigh, Salisbury & Williamston.

Exam dates for 2018 are listed below. Please note the date by which applications must be postmarked.

<table>
<thead>
<tr>
<th>Exam Dates</th>
<th>Application Postmarked</th>
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</thead>
<tbody>
<tr>
<td>December 13, 2018</td>
<td>November 13, 2018</td>
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</table>

Successful completion of an approved school requires 80% attendance of Classes.

For questions about exams, certification qualifications or to obtain an exam application: Call 919-807-6353 or Download at http://portal.ncdenr.org/web/wq/admin/tacu.

METER TECHNICIAN EXAM
In 2018 NC AWWA-WEA will offer the Voluntary Meter Technician Certification Exam at the Central Collection & Distribution School.

For more information on the Voluntary Meter Technician Exam please refer to future Education Pipelines, www.ncsafewater.org, or contact the NC AWWA-WEA office at (919) 784-9030.

MAINTENANCE TECHNOLOGIST EXAM
In 2019 NC AWWA-WEA will offer certification exams for Maintenance Technologist Classes I, II, III, & IV. Exams for Classes I, II, will take place at the end of the April school in Raleigh. Exams for Classes I, II, and III will take place at the end of the August school in Morganton. The Class IV exam will be offered during the week.

For more information on the Maintenance Technologist Exam please refer to www.ncsafewater.org/events_education/certifications/maintenance_technologist_exam or contact the NC AWWA-WEA office at (919) 784-9030.

MAINTENANCE TECHNOLOGIST CONTINUING EDUCATION
The continuing education requirement for Maintenance Technologist certificate holders is in effect for this year. Therefore, certification holders will need to complete a minimum of six (6) hours per year of continuing education for future renewal. When you submit your 2019 renewal, you will be required to provide documentation of training that is approved by the NC Department of Natural Resources for drinking water OR wastewater. We will be posting more information on our website in the coming months to assist certificate holders.

VOLUNTARY WASTEWATER LABORATORY ANALYST EXAM
In 2018 NC AWWA-WEA will offer the Voluntary Wastewater Laboratory Analyst Exam on October 16, 2018 in Wilson, NC.

For more information on the Voluntary Wastewater Laboratory Analyst Exam refer to www.ncsafewater.org/events_education/certifications/wastewater_exams or contact the NC AWWA-WEA office at (919) 784-9030.

To make the most out of school attendance, please review the recommended study materials BEFORE the school begins.
NC AWWA-WEA Membership offers you Connection, Education, & Leadership.

NC AWWA-WEA Membership offers you Connection, Education, & Leadership; NC AWWA-WEA Membership offers you Connection, Education, & Leadership; NC AWWA-WEA Membership offers you Connection, Education, & Leadership; NC AWWA-WEA Membership offers you Connection, Education, & Leadership;

License/Certification Numbers
NC Wastewater Certification # (NCWPCDCC):
NC Water Treatment Operator ID # (NCWTOCC):
NC Professional Engineers #: 
NC AWWA-WEA Voluntary Maintenance Tech. Certification: 
Class: Certification #: 

City: State: Zip Code: 
Email: 

Cardholder Name: Billing Address: At what address do you receive your credit card statement? 

Cardholder Phone: 
Cardholder Signature: I AUTHORIZE NC AWWA-WEA TO CHARGE $ TO THE CREDIT CARD NUMBER LISTED ABOVE. Dues are not deductible as charitable contributions for income tax purposes.

NC AWWA-WEA Voluntary Maintenance Tech. Certification: Class: Certification #: 

City: State: Zip Code: 
Email: 

Cardholder Name: Billing Address: At what address do you receive your credit card statement? 

Cardholder Phone: 
Cardholder Signature: I AUTHORIZE NC AWWA-WEA TO CHARGE $ TO THE CREDIT CARD NUMBER LISTED ABOVE. Dues are not deductible as charitable contributions for income tax purposes.

License/Certification Numbers
NC Wastewater Certification # (NCWPCDCC): 
NC Water Treatment Operator ID # (NCWTOCC): 
NC Professional Engineers #: 
NC AWWA-WEA Voluntary Maintenance Tech. Certification: 
Class: Certification #: 

City: State: Zip Code: 
Email: 

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### Central Collection & Distribution School — October 1 - 5, 2018, Greensboro, NC

<table>
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<th>Event</th>
<th>Banquet Included</th>
<th>Class Days</th>
<th>Early Registration (NOW - 6/8/18)</th>
<th>Late Registration (6/9 - 6/22/18)</th>
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<tr>
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<td>Yes</td>
<td>Mon-Fri</td>
<td>$275</td>
<td>$310</td>
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<tr>
<td>Shoring</td>
<td>No</td>
<td>Tuesday</td>
<td>$115</td>
<td>$150</td>
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</table>

**Collections:**
- I II III VI

**Distribution:**
- A B C

**Meter Tech**
- (Class and Exam)

**Meter Tech Exam Only**
- No Wed-Fri

**The Academy: Surviving Verbal Conflict (2 hours)**
- No Monday

**The Academy: Environmental Awareness (2 hours)**
- No Monday

**The Academy: Customer Service 2 (2.0 hours)**
- No Monday

---

### Seminars & Institutes

**Planning for the Future Workshop Option 1**
Hosted by Charlotte Water
September 13, 2018, Huntersville, NC

**Planning for the Future Workshop Option 2**
Hosted by Charlotte Water
September 13, 2018, Huntersville, NC

**Construction Trends Seminar**
December 6, 2018, Goldsboro, NC

For new Academy students, courses in green section must be accompanied by application on page 4 and recommendation form on page 6.

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*Charlotte Water Employees: Before registering, please call Meredith Ward at 704-336-4459.*
2018 Voluntary Meter Certification Exam Application

Complete this form ONLY if you are applying to take the Meter Technician Exam. Students are strongly encouraged to study using the available course materials BEFORE attending the school or taking the exam.

Name (First, M, Last): ____________________________________________________________

Have you previously taken the Meter Technician Exam?  Yes - Date: __________ No

Demographic Information Federal Law requires us to ask for this information.

Year of Birth: ____________ Sec: Male __ Female __ Prefer not to answer

Are you of Hispanic, Latino or Spanish origin?  Yes __ No __ Prefer not to answer

What is your race?  White __ Black/African American __ American Indian or Alaska Native __ Asian or Pacific Islander __ Hispanic __ Other race __ Prefer not to answer

Personal Information

Full Name: ________________________________________________________________ Last 4 Digits of SSN: ____________

Employer: ______________________________________________________________________________________

Work Address: __________________________________________ City: ____________ State: ____________ Zip Code: ____________

Phone: __________________________ Fax: __________________ Email: __________________

Work Experience Related to Water Meters

CURRENT EMPLOYER Job Title: ______________________________________________________________________

Dates (From/To): ____________ / ____________

Duties: __________________________ __ Install Meters __ Read Meters __ Repair Meters __ Test Meters __ Change Meters __ Maintain Meters

Describe other duties: __________________________________________________________________________________

PREVIOUS EMPLOYER Job Title: ______________________________________________________________________

Dates (From/To): ____________ / ____________

Duties: __________________________ __ Install Meters __ Read Meters __ Repair Meters __ Test Meters __ Change Meters __ Maintain Meters

Describe other duties: __________________________________________________________________________________

Applicant’s Statement of Certification

I certify that the information given is correct to the best of my knowledge. I have read the eligibility requirements and believe that I am eligible for this level of certification.

Applicant’s Signature: __________________________________________ Date: _______________________

Recommendation by Applicant’s Supervisor

I have reviewed this application and verify that all statements are true and correct to the best of my knowledge. I also certify that the applicant has performed all the required activities and meets all the eligibility requirements for this certification. I therefore recommend this applicant be considered for the certification by the NC AWWA-WEA Board of Education and Examiners.

Supervisor’s Name: __________________________________________ Job Title: ____________ Phone: ____________

Supervisor’s Signature: __________________________________________ Date: _______________________

Application Review - DO NOT WRITE IN THIS SECTION

STAFF USE - Received __________ Sent for Approval __________

☐ Attendance/Workshop/ School __ Hold C-Meter Certification (exam only) __ Job Duties __ Experience

NC AWWA-WEA BOARD OF EDUCATION & EXAMINERS USE

Review Date: ____________ Print Reviewer Name: ____________

Approval Signature: ____________ Date: ____________

Denial Signature: ____________ Reason for Denial: ____________

Book Order Policies & Procedures

As of January 1, 2013, NC AWWA-WEA is no longer fulfilling book orders by shipment. Instead, we are offering school attendees the ability to purchase their books in advance of these events and pick them up onsite. Depending upon inventory availability there may be a very limited number of books available for onsite purchase at schools. Once an item is sold out onsite, you should visit our website for a list of book vendors.

Book purchases are nonrefundable. If you prefer to order the recommended books and receive them before the beginning of an event, a list of books with their ISBN numbers and potential vendors is available at www.ncsafewater.org/Bookstore.

Book Order Instructions

Complete BOTH sides of this form and mail or fax to the address or phone/fax number provided above. Orders submitted by fax must be paid with a credit card.

Contact Information

This is the person to whom receipt will be sent and will be contacted if there are any questions about the order.

Full Name: __________________________________________

Employer: ______________________________________________________________________________________

Street Address: __________________________________________

City: ____________ State: ____________ Zip Code: ____________

Phone: __________________________ Fax: __________________ Email: __________________

Membership Numbers

For an order to qualify for the Member Rate the contact person listed above must be an individual member of AWWA, WEF or NC SLAM. If the organization that employs the contact person must be an organizational member of AWWA or WEF. Membership numbers must be listed below and will be verified before an order is processed.

American Water Works Association (AWWA): ____________

Water Environment Federation (WEF): ____________

NC State Level Association Membership (SLAM): ____________

Privacy Release

As of January 1, 2015, due to privacy issues, registration/membership information can no longer be provided via phone, email, or mail to anyone other than the participant without prior consent in writing. To provide prior consent to share information in your profile, you may choose one of the following methods:

1. Log into your profile on www.ncsafewater.org and update the fields referencing Profile Access.
2. Complete the fields below and we will place the information in your profile.

Once you approve sharing of your information with the person named below, that person will have access to all information in your record. You may revoke or change this consent at any time by emailing ebowers@ncsafewater.org.

Name of person: __________________________________________

Phone: __________________________ Fax: __________________ Email: __________________

Signature: __________________________________________

Payment Method

Invoices and credit card receipts (if applicable) are sent to the person placing the order. It is that person’s responsibility to forward the credit card receipt to the cardholder if necessary.

Select Payment Method

☐ Cash

☐ Check/Money Order

☐ Credit Card  (MasterCard/Visa  American Express)

Credit Card #: __________________________

Exp. Date: ____________ (4-digit code)

Cardholder Name: __________________________________________

Billing Address: At what address do you receive your credit card statement

City: ____________ State: ____________ Zip Code: ____________

Cardholder Phone: __________________________

Cardholder Signature: __________________________________________

I AUTHORIZE NC AWWA-WEA TO CHARGE $ ________________________ TO THE CREDIT CARD NUMBER LISTED ABOVE.

Page 31 | 2018 Education Pipeline, Volume 3, Fall
### 2018 Advanced Book Purchase Form/Course Materials Guide

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<td>NC Water Meter Needs to Know Manual</td>
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<td>Backflow/Cross Connection</td>
<td>Backflow Prevention: Theory and Practice</td>
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<td>Kerst wł Hunt - <a href="http://www.kerstowlhunt.com">www.kerstowlhunt.com</a> (810) 238-0810</td>
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**ORDER TOTAL:** $__________________