In This Catalog

This catalog contains registration materials for current schools, and institutes and seminars. 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 space is limited. Registrations are accepted on a first-come-first-serve basis dependent on receipt of completed form and full payment. Incomplete forms will delay the processing of your registration. Online registration is available for most events at www.ncsafewater.org.

CEU/PDH Credits

In an effort to make it easier to know which events are approved for which 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.

**WASTEWATER** - All Wastewater Technical Sessions are approved for contact hours for Wastewater Operators. For all sessions, if a topic is approved for wastewater operators a recycle symbol (pictured on the left) will appear next to the session title. Wastewater contact hours will only be given for attendance at sessions marked with the wastewater symbol.

**WATER** - All Water Technical Sessions are approved for contact hours for Water Treatment Facility Operators/Distribution Operators/Cross Connection Backflow Operators. For all sessions, if a topic is approved for Drinking Water contact hours a faucet symbol (pictured on the left) will appear next to the session title. Drinking Water contact hours will only be given for attendance at sessions marked with the water symbol.

**PROFESSIONAL ENGINEERS** - All Technical Sessions are approved for Professional Development Hours for registered Professional Engineers. For all sessions, if a topic is approved for PDHs a hard hat symbol (pictured on the left) will appear next to the session title. PDHs for Professional Engineers will only be given for attendance at sessions marked with the Professional Engineers symbol.

**MAINTENANCE TECHNOLOGIST** - All Technical Sessions that are approved for Water or Wastewater are approved for Maintenance Technologist. For all sessions, if a topic is approved for certified Maintenance Technologist, a wrench symbol will appear (pictured on the left) next to the sessions title. Maintenance Technologist contact hours will only be given for attendance at sessions marked with the maintenance technologist symbol.
Please note: We have improved our registration forms. Registration forms are now separated by school and now include the necessary books to be ordered on the same page. Each form can be found directly following the appropriate school.
Registration FAQs

EARLY & ON-SITE REGISTRATION RATES

Institutes & Seminars: The early registration deadline is listed with each event, but registrations are accepted on a first-come-first-serve basis, therefore submitting your form and payment before the early registration deadline does not guarantee you a space. If you want to register for a seminar on the business day before the event, please contact the NC AWWA-WEA office.

SPECIAL REGISTRATION TYPES

Student Registration: The student registration type is intended for high school students and individuals enrolled full-time at a community college or university. A student registration rate is not available for all events. If a student rate is available, it will be included in the price list or on the registration form. Proof of full-time student status is required when registration form is submitted. A student ID is an acceptable form of proof.

Retired Member Registration: The retired member registration type is intended for members of AWWA, WEF, or NC SLAM who are retired and no longer employed in the water/wastewater industry. If a retired member rate is available, it will be included in the price list or on the registration form.

REFUNDS & SWITCHES

Seminars and Institutes: Requests for refunds or switches must be received in writing by the deadline listed for the event.

Webinars: Requests for refunds or switches must be received in writing by the deadline listed for the event. Refunds will not be issued for attendees that experience technical or equipment failures during the webinar.

Online Courses: Requests for refunds or switches must be submitted within five business days of registering for a course, provided that the actual course has not started. Refunds cannot be issued once a course has been started. Refunds will not be issued for learners discovering more than five business days after registering that they do not have the necessary or compatible equipment to participate. Refunds will not be issued for learners that experience technical or equipment failures while taking the course.

Schools & Conferences: Deadlines vary for each school.

All Events: Refund request forms may be obtained by calling the NC AWWA-WEA office at 919-784-9030 or downloaded from our website (www.ncsafewater.org). A $30 administrative fee will be charged for all refunds due to attendee cancellation. All refunds will be made according to the original payment method. Refunds will not be processed until the conclusion of an event. Please allow 2-3 weeks after the event to receive your refund.

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.

SUBSTITUTIONS

Seminars, Institutes, Most Schools, & Conferences: Substitutions may be made at any point, including during check in at the event. Please inform us as soon as possible so that we may have you complete the correct paperwork and handle any cost differences between members and non-members. Please be aware that if you choose to make 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 started. Substitutions cannot be issued once a course has started.

SOCIAL SECURITY NUMBER

NC AWWA-WEA’s event attendance/contact hour tracking program uses the last four digits of your social security number in conjunction with your professional license number(s) as a unique identifier to verify who you are and to communicate to the appropriate agency when reporting your event attendance/contact hour record. We do NOT use your partial social security number for any other purpose. Your partial social security number 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 four digits of your social security number, please indicate “refused” in the social security number blank. While we will still 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 attendee who has received contact hours 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 and drinking water operators and PDHs for professional engineers. Refer to each school’s description for a definition of “successful completion”. 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 the school but are not present at the end to pick up their certificates.

Conferences: After the conference, staff will verify all scanned information and produce a contact hour record for attendees. These records will be sent to each attendee who has received contact hours approximately four weeks after the conference. Records will be emailed for attendees who provide an email address.

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 seminars, schools, conferences, or other training events unless prior written permission has been expressly granted by NC AWWA-WEA.
Upcoming Conferences & Schools

**MAR 2 - 6**
Central Collection & Distribution School  
*Raleigh, NC*

**APR 5 - 7**
19th Annual Spring Symposium  
*Asheville, NC*

**APR 20 - 24**
Eastern Maintenance Technician School & Exam (April 20 - 23)  
*Raleigh, NC*
Eastern Biological Wastewater School (April 20 - 24)  
*Raleigh, NC*
Physical/Chemical Wastewater Operators School (April 21-24)  
*Raleigh, NC*

**MAY 28**
Confluence Conference  
*Asheville, NC*

**JUL 6 - 10**
Western Collection & Distribution School  
*Morganton, NC*
New class offering!

During Central Collection & Distribution School
Monday, March 6th, 2020
McKimmon Center
1101 Gorman St. Raleigh, NC 27606

Basic Confined Space Entry Operations

Tentative Schedule
Monday: Registration - 7:30 a.m.
Class: 8:15 a.m. - 4:30 p.m.

Contact Hours
• Wastewater Operators: This seminar is approved by the WPCSOCC for 6.0 contact hours for continuing education. Must be present for entire class to receive certificate of attendance.
  Course ID: pending
• Water Treatment Facility Operators, Distribution Operators, Cross Connection/Backflow Operators: This seminar is approved for 6.0 contact hours for continuing education by the NCWTFOCB. Must be present for entire class to receive certificate of attendance.
  Course ID: pending

Learning objectives
Participants will be able to plan, develop, and safely employ confined space entry measures in accordance with 29 CFR 1910.146.
1. Define the terms and general requirements of Confined Space Operations in accordance with OSHA
2. Identify the hazards related to the entry of permitted confined spaces
3. Defined the duties and responsibilities of critical personnel involved in confined space operations
4. Understand the proper inspection, care and employment of related confined space equipment

Registration
Please register using the Central Collection & Distribution registration form.
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 (C, B, & A), Wastewater Collection (I, II, III, and IV), Backflow Prevention/Cross-Connection Control, Shoring, and Meter Technician.

CLASSED OFFERED
Shoring
Backflow/Cross Connection
Distribution (C, B, and A)
Collection (I, II, III, and IV)
Meter Technician - ONLY offered at Central Collection & Distribution School.

LODGING
Attendees are responsible for making their own reservations.

Doubletree by Hilton Brownstone-University
1707 Hillsborough Street, Raleigh NC 27605
Single Room Rate: $124.00 + tax
Double Room Rate: $134.00 + tax
Breakfast will be included.
Reservations must be made by 2/1/2020.

Phone: 919-828-0811
www.brownstonehotel.com

LUNCH & BREAKS
Short 10-15 minute breaks will be given throughout the day with refreshments available, and a one-hour lunch break will be given around noon. Lunch will be provided Monday - Thursday.

VENDOR SHOW
When: Wednesday, March 4, 2020
Time: 11:30 a.m. - 1:30 p.m.
Vendors will be set-up from 11:30 a.m. - 1:30 p.m. Door prize drawings will take place after lunch.

Where: NCSU McKimmon Center

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

For information on exhibiting, refer to pages 12-13, or contact the NC AWWA-WEA office at 919-784-9030.

EXAM INFORMATION
Exams will not be given at the end of the school. For questions about exams, dates, locations, participation requirements, certification qualifications, or to obtain an exam application call 919-807-6353 or visit the NC DEQ website.
COURSE DESCRIPTIONS

Backflow/Cross Connection

**Tentative Schedule**
Monday: Registration 7:30 a.m., Class 8:00 a.m. - 4:30 p.m.
Tuesday: 8:00 a.m. - 4:30 p.m.
Wednesday: 8:00 a.m. - 4:30 p.m.
Thursday: 8:00 a.m. - 4:00 p.m.
Friday: 8:00 a.m. - 12:00 p.m.

**Contact Hours**
- Wastewater Operators: This seminar is approved by the WPCSOCC for 25.0 contact hours for continuing education. Must be present for 80% of the class to receive certificate of attendance. **Course ID:CE11160012**
- Water Treatment Facility Operators, Distribution Operators, Cross Connection/Backflow Operators: This seminar is approved for 25.0 contact hours for continuing education by the NCWTFOCB. Must be present for 80% of class to receive certificate of attendance. **Course ID: 091346**

**Please Note**
Class space is limited to 15 attendees. Students need to bring several small screwdrivers, a calculator, and should dress for a wet lab environment.

Shoring

**Tentative Schedule**
Tuesday: Registration 7:30 a.m., Class 8:15 a.m. - 4:30 p.m.

**Contact Hours**
- Wastewater Operators: This seminar is approved by the WPCSOCC for 6.0 contact hours for continuing education. Must be present for entire class to receive certificate of attendance. **Course ID:CE01310102**
- Water Treatment Facility Operators, Distribution Operators, Cross Connection/Backflow Operators: This seminar is approved for 6.0 contact hours for continuing education by the NCWTFOCB. Must be present for entire class to receive certificate of attendance. **Course ID: 091349**

**Collections I, II, III, & IV**

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

**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 IDs.

- **Collections I WPCSOCC ID:**BE03241401
- **Collections II WPCSOCC ID:**BE03241402
- **Collections III WPCSOCC ID:**BE03241404
- **Collections IV WPCSOCC ID:**BE03241403

**Course Materials**
Refer to the book list on the back of the registration form for required materials.

**Meter Technician**

**Tentative Schedule**
Wednesday: Registration 7:30 a.m., Class 8:00 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.**

**Voluntary Meter Technician Exams**
The exam will be given at the end of the school on Friday, March 6, 2020.

**Eligibility Requirements:**
- One year of experience related to water meters
- Successful completion of an approved meter school

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

**Distribution C, B, & A**

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

**Contact Hours**
Approved for 18.0 contact hours for continuing education for water operators by the NCWTFOCB. Must be present for 80% of class to receive certificate of attendance. See below for course IDs.

- **C-Distribution NCWTFOCB Course ID:** 091347
- **B-Distribution NCWTFOCB Course ID:** 091345
  - Shoring is required to sit for the B-Distribution exam when the candidate is eligible to skip the C-Distribution exam. Please contact the NCWTFOCB at 919-707-9040 for more information.
- **A-Distribution NCWTFOCB Course ID:** 091343

**Course Materials**
Refer to the book list on the back of the registration form for required materials.
2020 Registration & Book Order Form

Instructions
To submit a registration by fax or mail complete all requested information on BOTH sides of this form and mail or fax to the address or fax number provided above. Form and payment must be submitted together. Faxed registrations must be paid by credit card. Online registration is available for most schools, institutes, and seminars at www.ncsafewater.org. Credit card payment is required for online registration.

Personal Information
Full Name: ____________________________
Preferred First Name (for name tag): ____________________________
Last 4 Digits of SS #: __________________ Year of Birth: ____________
Number of Years in the Water/Wastewater Industry?
☐ Less than 1  ☐ 1 - 5  ☐ 6 - 10  ☐ 11 - 20  ☐ 21 - 30  ☐ 30+

Employer Information
Employer: _____________________________
County of Residence: _____________________

Contact Information
Mailing Address (☐ Home  ☐ Work):
City: _______________ State: _______ Zip Code: ____________
County of Residence: ____________________________
Phone: _______________ Fax: _______________
Email: _________________________________

Emergency Contact Information
Name: ____________________________
Relationship: ____________________________
Phone: ________________________________

Payment
☐ Cash  ☐ Check/Money Order
☐ Credit Card (☐ MasterCard  ☐ Visa  ☐ 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 $__________ FOR THE SCHOOL TO THE CREDIT CARD NUMBER LISTED ABOVE.

License/Certification Numbers
NC Water Treatment Operator ID # (NCWTFOCB): ________________
NC Wastewater Certification # (NCWPCSOCC): ________________
NC Professional Engineers #: ____________________________
NC AWWA-WEA Voluntary Maintenance Tech. Certification:
Class: _______________ Certification #: ______________________

Membership Numbers
American Water Works Association (AWWA): ______________________
Water Environment Federation (WEF): __________________________
NC State Level Association Membership (SLAM): __________________

Receipt/Confirmation
Confirmations are EMAILED to the registrant. Confirmations will only 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 printed from within your profile at www.ncsafewater.org. If you need the NC AWWA-WEA office to print a duplicate receipt, it may take up to five business days to process.

Privacy Release
Providing membership and/or registration information to an individual or entity other than the registrant or member requires prior consent from the member. To provide prior consent, complete the fields below.
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 admin@ncsafewater.org.

Name of person: ____________________________
Phone: ____________________________ Email: ____________________________
I authorize the sharing of information with the person named above.
I understand that I have the right & responsibility to revoke or change authorization to my profile as necessary.
Print Name: ____________________________
Signature: ____________________________

I authorize the sharing of information with the person named above.
Please CHECK the event for which you are registering and CIRCLE the correct registration fee.

<table>
<thead>
<tr>
<th>Banquet Included</th>
<th>Class Days</th>
<th>Early Registration (NOW - 2/7/2020)</th>
<th>Late Registration (2/8 - 2/14/2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Member</td>
<td>Emp. of Utility Member</td>
</tr>
<tr>
<td>Backflow/Cross Connection</td>
<td>Yes</td>
<td>Mon-Fri</td>
<td>$280</td>
</tr>
<tr>
<td>Shoring</td>
<td>No</td>
<td>Tuesday</td>
<td>$120</td>
</tr>
<tr>
<td>Collections: I, II, III, IV</td>
<td>Yes</td>
<td>Weds-Fri</td>
<td>$220</td>
</tr>
<tr>
<td>Distribution: A, B, C</td>
<td>Yes</td>
<td>Weds-Fri</td>
<td>$220</td>
</tr>
<tr>
<td>Basic Confined Space Entry Operation</td>
<td>No</td>
<td>Monday</td>
<td>$105</td>
</tr>
<tr>
<td>Meter Tech (Class and Exam)*</td>
<td>Yes</td>
<td>Weds-Fri</td>
<td>$250</td>
</tr>
<tr>
<td>Meter Tech Exam Only*</td>
<td>No</td>
<td>Fri</td>
<td>$60</td>
</tr>
</tbody>
</table>

* Submit this form with Voluntary Meter Tech Application on page 10.

**Related Class**

<table>
<thead>
<tr>
<th>Book Title</th>
<th>Early Registration (NOW - 2/7/2020)</th>
<th>Late Registration (2/8 - 2/14/2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wastewater Collection Operation &amp; Maintenance - Vol. 1 (Sacramento Manual)</td>
<td>$110</td>
<td>$120</td>
</tr>
<tr>
<td>Wastewater Collection Operation &amp; Maintenance - Vol. 2 (Sacramento Manual)</td>
<td>$60</td>
<td>$75</td>
</tr>
<tr>
<td>NC Collections System Operator's Needs to Know</td>
<td>Download for FREE from the Bookstore page of <a href="http://www.ncsafewater.org">www.ncsafewater.org</a>.</td>
<td></td>
</tr>
<tr>
<td>WSO Water Distribution - Grades 1 &amp; 2 (1st edition)</td>
<td>$95</td>
<td>$110</td>
</tr>
<tr>
<td>WSO Water Distribution - Grades 3 &amp; 4 (1st edition)</td>
<td>$95</td>
<td>$110</td>
</tr>
<tr>
<td>Water Meter - Selection, Installation, Testing, &amp; Maintenance -AWWA M6 Manual</td>
<td>$135</td>
<td>$140</td>
</tr>
<tr>
<td>Backflow Prevention: Theory and Practice (Included with class registration)</td>
<td>Kendall Hunt - <a href="http://www.kendallhunt.com">www.kendallhunt.com</a> (800) 228-0810</td>
<td></td>
</tr>
</tbody>
</table>

**Pickup Information**

Please complete the information below. Once pickup times and locations for each event have been finalized, the contact person will be notified of the specific details. The person picking up items should bring a copy of the receipt with them for verification of purchase.

Person picking up books: __________________________

Event at which items will be picked up: __________________________
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)

Sex:  ☐ Male  ☐ Female  ☐ Prefer not to answer

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

Year of birth: __________________

Personal Information

Last 4 Digits of SS#:__________________ Employer:  ______________________________________________________________________________________________________

Work Address: ____________________________________________________________City: ____________________________State: _______________ Zip: _________________

Phone: ______________________________________________ Email: ______________________________________________________________________________________________

Work Experience Related to Water Meters

CURRENT EMPLOYER

<table>
<thead>
<tr>
<th>Actively Employed From (mm/yyyy) / To (mm/yyyy)</th>
<th>Employer Include City, State, &amp; Zip Code Supervisor, &amp; Phone Number</th>
<th>Position and Duties MUST be specific as related to meters</th>
<th>Hours Per Week of Related Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Install Meters</td>
<td></td>
<td>☐ Install Meters</td>
<td></td>
</tr>
<tr>
<td>☐ Read Meters</td>
<td></td>
<td>☐ Read Meters</td>
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<tr>
<td>☐ Repair Meters</td>
<td></td>
<td>☐ Repair Meters</td>
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<tr>
<td>☐ Test Meters</td>
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<td>☐ Test Meters</td>
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<tr>
<td>☐ Change Meters</td>
<td></td>
<td>☐ Change Meters</td>
<td></td>
</tr>
<tr>
<td>☐ Maintain Meters</td>
<td></td>
<td>☐ Maintain Meters</td>
<td></td>
</tr>
</tbody>
</table>

Describe other duties

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### 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 I 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: ___________________

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### Application Review - DO NOT WRITE IN THIS SECTION

**STAFF USE** - Received: ___________________ Sent for Approval: ___________________

- □ Attending/Attended School
- □ Job Duties
- □ Experience

**NC AWWA-WEA BOARD OF EDUCATION & EXAMINERS USE**

Review Date: ___________________________ Print Reviewer Name: ___________________________

Approval Signature: ___________________ Denial Signature: __________________

Reason for Denial: ___________________________
2020 Collection & Distribution School Vendor Show

When:
Wednesday, March 4, 2020

Time:
11:30 a.m. - 1:30 p.m.

Door prize drawings will take place after lunch

Where:
Mckimmon Center
1101 Gorman St. Raleigh, NC 27606

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

**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:**

At each of these schools we host a vendor show on Wednesday to give attendees an opportunity to meet with their fellow students, instructors, and vendors. We invite you to display products targeted towards Collection System Operators, Distribution System Operators, Meter Technicians, and Backflow/Cross-Connection Operators. Space can be reserved for a fee of $150 (non-refundable) per Collection & Distribution School.

Applications are currently being accepted for exhibiting at the Collection & Distribution School in Raleigh, NC. The 2020 Collection and Distribution School Exhibit Rules and Regulations printed on this page should address any questions that you may have. Please complete the application and return it with your fee. Your space cannot be guaranteed until your fee and application have been received.

For questions about this application and payment, contact Erin Bowers at 919-784-9030.

**GENERAL EXHIBIT RULES & REGULATIONS**

The North Carolina Section of the American Water Works Association and the North Carolina Water Environment Association (NC AWWA-WEA) will assign space to exhibitors based on the judgment of the Collection & Distribution School Committee.

Exhibit space is being provided with the understanding that NC AWWA-WEA and/or any hosting location are not liable for any occurrences due to negligence of the exhibitor. Exhibitors agree to maintain such insurance that will fully protect NC AWWA-WEA from any and all claims of any nature, including claims under the Workers’ Compensation Act and for damages for personal injury, including death, which may arise in connection with the operation of the exhibitor’s display and which is caused by negligence of the exhibitor.

Exhibitors will abide by all other provisions of said rules and regulations, fire regulations, and all other regulations of government agencies and/or any hosting location.

Exhibitors will make their own arrangements for delivery and receipt of any shipments related to their exhibit.

Exhibitors will make their own arrangements for any special audio-visual equipment they should require.

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:

- Covered 6-foot table and two 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 the 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 10:30 a.m. - 11:30 a.m. and broken down between 1:30 p.m. - 2:30 p.m.

**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.
2020 Central Collection & Distribution School, Vendor Registration Form
NC AWWA-WEA
2841 Plaza Place, Suite 130, Raleigh, NC 27612
Phone: 919-784-9030   Fax: 919-784-9032   www.ncsafewater.org

Instructions
To submit a registration, complete all requested information on the vendor form and mail to the above address or fax to the 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 2020 Central Collection & Distribution School Vendor Show on Wednesday, March 4, 2020
• Covered 6-foot table and two 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:
________________________
________________________
________________________
________________________

Receipt/Confirmation
Confirmations are EMAILED to the registrant. Confirmations will only 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 printed from within your profile at www.ncsafewater.org. If you need the NC AWWA-WEA office to print a duplicate receipt, it may take up to five business days to process.

Privacy Release
Providing membership and/or registration information to an individual or entity other than the registrant or member requires prior consent from the member.
To provide prior consent, either log into your profile on www.ncsafewater.org and update the fields referencing Profile Access, or complete the fields below, and we will place the information in your profile.
Once you approve the 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 admin@ncsafewater.org.
Name of person: __________________________ Email: __________________________
Phone: __________________________
I authorize the sharing of information contained in my profile with the person named above. I understand that I reserve the right & responsibility to revoke or change authorization to my profile as necessary.
Print Name: __________________________
Signature: __________________________

Payment
• Cash    • Check/Money Order
• Credit Card  (• MasterCard    • Visa    • American Express)
Credit Card #: __________________________
Exp. Date: _______ 3-4 digit code: _______
Cardholder Name: __________________________
Billing Address (Where 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.

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 2020 Central Collection & Distribution School Vendor Show on Wednesday, March 4, 2020 in Raleigh, 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 2020 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: __________________________
Attendees are responsible for making their own reservations. Room blocks have been made at the hotel listed below. Please call the hotel to confirm pricing and what is included with the rate.

**RALEIGH AREA**

**Doubletree by Hilton Brownstone-University**
1707 Hillsborough Street, Raleigh NC 27605
Single Room Rate: $124.00 + tax
Double Room Rate: $134.00 + tax
Breakfast will be included.

Phone: 919-828-0811
www.brownstonehotel.com

Reservation deadline: March 22, 2020

**Eastern Biological Wastewater Treatment Plant Operators School**

April 20 - 24, 2020
NCSU McKimmon Center - Raleigh, NC
1101 Gorman St., Raleigh, NC, 27606

**Registration Opens:** January 1, 2020
**Early Registration Deadline:** March 20, 2020
**Advanced Book Purchase Deadline:** April 10, 2020
**Final Registration Deadline:** April 10, 2020
**Refund Deadline:** April 10, 2020
**Switch Deadline:** April 10, 2020

**Physical/Chemical Wastewater Treatment Plant Operators School**

April 21 - 24, 2020
NCSU McKimmon Center - Raleigh, NC
1101 Gorman St., Raleigh, NC, 27606

**Registration Opens:** January 2020
**Early Registration Deadline:** March 20, 2020
**Advanced Book Purchase Deadline:** April 10, 2020
**Final Registration Deadline:** April 10, 2020
**Refund Deadline:** April 10, 2020
**Switch Deadline:** April 10, 2020

**Western Biological Wastewater Treatment Plant Operators School**

More info to come and registration to open March 2020.

Requests to switch schools must be received in writing. Registrants may only switch between the Eastern and Western Biological Wastewater Treatment Plant Operators Schools. A $15 administrative fee will be charged for each switch.
SUCCESSFUL COMPLETION
Successful completion constitutes attendance at a minimum of 80% of the school’s total class hours.

BIOLOGICAL 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.

Biological Wastewater - Grade I
WPCSOCC Course ID: BE07110501

Tentative Schedule
Monday: Registration 7:15 a.m., Class 8:00 a.m. - 4:30 p.m.
Tuesday: 8:00 a.m. - 5:15 p.m.
Wednesday: 8:00 a.m. - 5:15 p.m.
Thursday: 8:00 a.m. - 5:15 p.m.
Friday: 8:00 a.m. - 11:15 a.m. (Lunch not included.)

Biological Wastewater - Grade II
WPCSOCC Course ID: BE07110502

Tentative Schedule
Monday: Registration 7:15 a.m., Class 8:00 a.m. - 5:30 p.m.
Tuesday: 8:00 a.m. - 5:15 p.m.
Wednesday: 8:00 a.m. - 5:15 p.m.
Thursday: 8:00 a.m. - 5:15 p.m.
Friday: 8:00 a.m. - 3:00 p.m. (Lunch included.)

Biological Wastewater - Grade III
WPCSOCC Course ID: BE07120501

Tentative Schedule
Monday: Registration 7:15 a.m., Class 8:00 a.m. - 4:30 p.m.
Tuesday: 8:00 a.m. - 5:15 p.m.
Wednesday: 8:00 a.m. - 5:15 p.m.
Thursday: 8:00 a.m. - 5:15 p.m.
Friday: 8:00 a.m. - 12:15 p.m. (Lunch not included)

Biological Wastewater - Grade IV
WPCSOCC Course ID: BE07120502

Tentative Schedule
Monday: Registration 7:15 a.m., Class 8:00 a.m. - 5:30 p.m.
Tuesday: 8:00 a.m. - 5:15 p.m.
Wednesday: 8:00 a.m. - 5:15 p.m.
Thursday: 8:00 a.m. - 5:15 p.m.
Friday: 8:00 a.m. - 4:00 p.m. (Lunch included.)

PHYSICAL / CHEMICAL WASTEWATER COURSE DESCRIPTIONS

Physical/Chemical - Grade I
WPCSOCC Course ID: BE06210401

Tentative Schedule
Tuesday: Registration 7:30 a.m., Class 8:00 a.m. - 4:30 p.m.
Wednesday: 8:00 a.m. - 5:30 p.m.
Thursday: 8:00 a.m. - 12:00 p.m. (Lunch not included.)

Physical/Chemical - Grade II
WPCSOCC Course ID: BE01190501 (Grade II ONLY),

Tentative Schedule
Thursday: 1:00 p.m. - 4:30 p.m. (Lunch not included.)
Friday: 8:00 a.m. - 3:30 p.m.

EXAM INFORMATION
Exams will not be given at the end of the school. For questions about exams, dates, locations, participation requirements, certification qualifications or to obtain an exam application call 919-807-6353 or visit the NC DEQ website.
2020 Registration & Book Order Form

Instructions
To submit a registration by fax or mail complete all requested information on BOTH sides of this form and mail or fax to the address or fax number provided above. Form and payment must be submitted together. Faxed registrations must be paid by credit card. Online registration is available for most schools, institutes, and seminars at www.ncsafewater.org. Credit card payment is required for online registration.

Personal Information
Full Name: _____________________________________________________________
Preferred First Name (for name tag): ______________________________________
Last 4 Digits of SS #: ___________ Year of Birth: ____________
Number of Years in the Water/Wastewater Industry?
  q Less than 1  q 1 - 5  q 6 - 10
  q 11 - 20  q 21 - 30  q 30+

Employer Information
Employer: ______________________________________________________________
County of Residence: ________________________________________________

Contact Information
Mailing Address (q Home q Work):
  City: ___________________________ State: _______ Zip Code: ____________
  County of Residence: ______________________________________________
  Phone: _______________________ Fax: __________________________
  Email: ______________________

Emergency Contact Information
Name: ________________________________________________________________
Relationship: __________________________________________________________
Phone: _______________________

License/Certification Numbers
NC Water Treatment Operator ID # (NCWTFOCB): ________________________
NC Wastewater Certification # (NCWPCSOCC): ____________________________
NC Professional Engineers #: ____________________________________________
NC AWWA-WEA Voluntary Maintenance Tech. Certification:
  Class: ___________________ Certification #: ___________________________

Membership Numbers
American Water Works Association (AWWA): ______________________________
Water Environment Federation (WEF): _________________________________
NC State Level Association Membership (SLAM):

Receipt/Confirmation
Confirmations are EMAILED to the registrant. Confirmations will only 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 printed from within your profile at www.ncsafewater.org. If you need the NC AWWA-WEA office to print a duplicate receipt, it may take up to five business days to process.

Privacy Release
Providing membership and/or registration information to an individual or entity other than the registrant or member requires prior consent from the member. To provide prior consent, complete the fields below.

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 admin@ncsafewater.org.

Name of person: ______________________________________________________
Phone: _______________________ Email: _________________________________
I authorize the sharing of information with the person named above.
I understand that I have the right & responsibility to revoke or change authorization to my profile as necessary.
Print Name: __________________________________________________________
Signature: ____________________________________________________________

Payment
q Cash  q Check/Money Order
q Credit Card (q MasterCard  q Visa  q 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 $________ FOR THE SCHOOL TO THE CREDIT CARD NUMBER LISTED ABOVE.

I AUTHORIZE NC AWWA-WEA TO CHARGE $________ FOR BOOKS TO THE CREDIT CARD NUMBER LISTED ABOVE.
Eastern Wastewater Operator Schools
April 20 - 24, 2020 Raleigh, NC

Please CHECK the event and the Class for which you are registering and CIRCLE the correct registration fee.

<table>
<thead>
<tr>
<th>Event</th>
<th>Early Registration (NOW - 3/20/2020)</th>
<th>Late Registration (3/21 - 4/10/2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Member</td>
<td>Employee of Utility</td>
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<tr>
<td>Eastern Biological School April 20 - 24, 2020</td>
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<tr>
<td>___ Grade I</td>
<td>$325</td>
<td>$365</td>
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<tr>
<td>___ Grade II</td>
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<td>___ Grade III</td>
<td>$325</td>
<td>$365</td>
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<tr>
<td>___ Grade IV</td>
<td>$335</td>
<td>$375</td>
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</tbody>
</table>

___ Physical / Chemical School April 21 - 24, 2020

___ Grade I ONLY                         $290   | $330               | $370       | $335   | $375               | $415       |

___ Grade II ONLY                        $165   | $205               | $245       | $210   | $250               | $290       |

___ Grades I & II                        $325   | $365               | $405       | $370   | $410               | $450       |

Related Class                      Book Title                                                                 |
Physical/Chemical                  Industrial Waste Treatment, Vol. 1 (Sacramento Manual) $60 | $75        |
|                                 Industrial Waste Treatment, Vol. 2 (Sacramento Manual) $60 | $75        |
|                                 Pretreatment Facility Inspection (Sacramento Manual) $60 | $75        |
|                                 Treatment of Metal Wastestreams (Sacramento Manual) $60 | $75        |
|                                 Physical/Chemical Wastewater Operator's Needs to Know Download for FREE from the Bookstore page of www.ncsafewater.org. |

Biological Wastewater I             Small Wastewater System Operation and Maintenance - Vol. 1 (Sacramento Manual) $60 | $75    |
|                                 Small Wastewater System Operation and Maintenance - Vol. 2 (Sacramento Manual) $60 | $75    |

Biological Wastewater I & II        NC Biological Wastewater Treatment System Operators Training Course Standards - Grades I & II (Also known as Grade I & Needs to Know) Download for FREE from the Bookstore page of www.ncsafewater.org. |

Biological Wastewater II, III, & IV Operation of Wastewater Treatment Plants - Vol. 1 (Sacramento Manual) NEW $60 | $75 |
|                                 Operation of Wastewater Treatment Plants - Vol. 2 (Sacramento Manual) $60 | $75 |
|                                 Advanced Waste Treatment (Sacramento Manual) $60 | $75 |

Biological Wastewater III & IV      NC Biological Wastewater Treatment System Operators Training Course Standards - Grades III & IV (Also known as Grade III & Needs to Know) Download for FREE from the Bookstore page of www.ncsafewater.org. |


Pickup Information
Please complete the information below. Once pickup times and locations for each event have been finalized, the contact person will be notified of the specific details. The person picking up items should bring a copy of the receipt with them for verification of purchase.

Person picking up books: ________________________________________________

Event at which items will be picked up: __________________________________
Wastewater Laboratory Analyst Certification

Wastewater Lab Analyst Exam
March 12th, 2020
Kitchen Operations Center- Lake Townsend Conference Room
2602 S. Elm-Eugene St.
Greensboro, NC 27604

DEFINITIONS

• Acceptable Wastewater Laboratory Experience - The total time spent conducting/supervising wastewater sampling and/or wastewater analyses in a laboratory, which performs wastewater analyses (including municipal, commercial, educational or other governmental laboratories). One “work year” of acceptable wastewater laboratory experience shall equal 1800 hours of wastewater laboratory experience.
• Recognized two-year college or technical school - Shall mean an accredited two-year institution awarding degrees on the associate level.
• Recognized college or university - Shall mean an accredited four-year institution awarding degrees on the bachelors level.

RECIPROCITY

• Only those individuals who are recorded on the Association of Boards of Certification (ABC) Reciprocity Registry are eligible for consideration for certification by reciprocity.
• A copy of the ABC reciprocity registry certification must accompany any request for certification by reciprocity.

Class I Wastewater Laboratory Analyst
Eligibility Requirements
• Six years of acceptable wastewater laboratory experience; or,
• Completion of 8th grade of school and five years of acceptable wastewater laboratory experience; or
• Graduate of high school, or equivalent GED, and one year of acceptable wastewater laboratory experience; or
• Graduate of a recognized two-year college or technical school with a major in natural or physical sciences, engineering or related field and one year of acceptable wastewater laboratory experience.
• Graduate of a recognized four-year college or university with a major in natural or physical sciences, engineering, or related field and one year of acceptable wastewater laboratory experience.

Class II Wastewater Laboratory Analyst
Eligibility Requirements
An active Class I NC Wastewater Laboratory Analyst Certificate and one of the following:
• Eight years of acceptable wastewater laboratory experience; or
• Completion of 8th grade of school and seven years of acceptable wastewater laboratory experience; or
• Graduate of high school, or equivalent GED, and three years of acceptable wastewater laboratory experience; or
• Graduate of a recognized two-year college or technical school with a major in natural or physical sciences, engineering or related field and one and a half years of acceptable wastewater laboratory experience, or
• Graduate of a recognized four-year college or university with a major in natural or physical sciences, engineering or related field and one and a half years of acceptable wastewater laboratory experience.

Class III Wastewater Laboratory Analyst
Eligibility Requirements
An active Class I NC Wastewater Laboratory Analyst Certificate and one of the following:
• Graduate of high school, or equivalent GED, and six years of acceptable wastewater laboratory experience; or
• Graduate of a recognized two-year college or technical school with a major in natural or physical sciences, engineering or related field and four years of acceptable wastewater laboratory experience, or
• Graduate of a recognized college or university with a major in natural or physical sciences, engineering or related field and two years of acceptable wastewater laboratory experience.

Class IV Wastewater Laboratory Analyst
Eligibility Requirements
An active Class I N.C. Wastewater Laboratory Analyst Certificate and one of the following:
• Graduate of high school, or equivalent GED, and ten years of acceptable wastewater laboratory experience; or
• Graduate of a recognized two-year college or technical school with a major in natural or physical sciences, engineering or related field and six years of acceptable wastewater laboratory experience.
• Graduate of a recognized four-year college or university with a major in natural or physical sciences, engineering or related field and four years of acceptable wastewater laboratory experience.
INSTRUCTIONS
1. Read instructions carefully before filling out application.
2. Application should be typed or printed legibly in ink.
3. Application should be carefully and completely filled out. Each statement must be true and correct. All statements are subject to investigation. Incomplete or incorrect statements on application may be cause for rejection of application.
4. Documentation of education (xerox copy of HS/GED or college diploma or college transcript) and all previous experience (laboratory supervisor and phone number) must be submitted as part of this application or the application will be returned as incomplete.
5. Application must be received by the application deadline corresponding to the exam for which you are applying. Applications received after the application due date may be returned to the applicant.
6. FEES: The fee for this certification examination is $85.00 for members and $135.00 for non-member's payable by check or credit card. FEES ARE NOT REFUNDABLE unless the applicant is ineligible for the examination.
7. Application must be signed/certified by the applicant and the applicant's current supervisor.

APPLICATION FOR WASTEWATER LABORATORY ANALYST CERTIFICATION

Application Fee:  
☐ $135 – Nonmembers  ☐ $85 – Members (must provide membership # below)

AWWA # ____________ WEF # ________________ NCSLAM # ____________

Circle Class Applied for:  I    II    III    IV

Have you previously taken the Wastewater Laboratory Exam?  ☐ Yes - Date __________  ☐ No

Personal Information

Name (First, MI, Last):  ___________________________________________________________________________________________________

Employer ___________________________ Applicant’s Title ___________________________

Address (Include City, State, & Zip) ________________________________________________

Phone# __________________ Fax# __________________ Email Address ___________________________

Demographic Information (Federal law requires us to ask these questions)

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 ethnicity:  ☐ White  ☐ Black/African-American  ☐ American Indian or Alaska Native
☐ Asian or Pacific Islander  ☐ Hispanic  ☐ Some other race  ☐ Prefer not to answer

License/Certification  List all industry-related certifications.

<table>
<thead>
<tr>
<th>Agency (i.e. State)</th>
<th>Type (include class or grade)</th>
<th>Number</th>
<th>Year</th>
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**Required Education**

High School Graduate (Please include your diploma for Class 1): ☐ No ☐ Yes ☐ High School Equivalent/GED

Graduation Year: ____________ High School Name: _________________________________________ City & State: ______________________________________

**Additional Related Education** Attach additional sheets as necessary.

<table>
<thead>
<tr>
<th>Actively Enrolled</th>
<th>College or Institution</th>
<th>Degree Earned</th>
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<tr>
<td>From (mm/yyyy) /To (mm/yyyy)</td>
<td>Include City, State, &amp; Zip Code</td>
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**Actual Wastewater Laboratory Experience**

List below employment positions held in laboratories that perform wastewater analyses. Please be specific when describing position (chemist, laboratory technician, laboratory assistant, etc.) and duties (list wastewater analyses performed: pH, BOD, cyanide, bioassay tests, etc.) and number of hours per week of wastewater laboratory analyses related tasks. **You may attach additional sheets if necessary.**

<table>
<thead>
<tr>
<th>Actively Employed</th>
<th>Employer</th>
<th>Position and Duties</th>
<th>Hours Per Week of Related Work</th>
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</thead>
<tbody>
<tr>
<td>From (mm/yyyy) / To (mm/yyyy)</td>
<td>Include City, State, &amp; Zip Code</td>
<td>MUST be specific as related to maintenance</td>
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<td></td>
<td>Supervisor, &amp; Phone Number</td>
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</table>
Applicant’s Statement of Certification
I certify that the information given is true and correct to the best of my knowledge. I understand that submitting false information may lead to revocation of my certificate. I have read the eligibility requirements in Section C of this application, and I believe that I am eligible for the indicated level of certification.

Applicant’s Signature ___________________________________________ Date ________________________________
Home Address (Include City, State & Zip) ____________________________________________________________

Recommendation by Applicant’s Supervisor
I have reviewed this application and hereby verify that all statements are true and correct to the best of my knowledge. I therefore, recommend this applicant be considered for certification in the NC AWWA-WEA Laboratory Analyst Voluntary Certification Program. I understand that I am responsible for verifying the experience of the applicant.

Name of Supervisor: ____________________________________________________________________________
Title: ______________________________________________________________________________________
Phone: ______________________________________________________________________________________
Address (Include City, St, & Zip): __________________________________________________________________________________________________
Supervisor’s Signature __________________________________ Date ________________________________

Receipt/Confirmation
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Name of person: ________________________________________________________________________________
Phone: __________________________________________ Email: ______________________________________
I authorize the sharing of information with the person named above. I understand that I have the right & responsibility to revoke or change authorization to my profile as necessary.
Print Name: __________________________________________________________________________________
Signature: __________________________________________________________________________________

Payment
Fee:  □ $135 – Nonmembers □ $85 – Members (provide membership #) AWWA # ___________ WEF # ___________ NCSLAM # ___________
□ Cash □ Check/Money Order □ Credit Card □ MasterCard/Visa □ American Express
Credit Card #: __________________________________________ Exp. Date: ___________________ 3-4 digit code: ___________
Cardholder Name: __________________________________________________________________________
Billing Address: ____________________________________________________________
___________________________________________________________________________________________________________________________________________
City: ___________ State: ___________ Zip Code: ___________
Cardholder Phone: __________________________________________________________________________
Cardholder Signature: __________________________________________________________________________

I AUTHORIZE NC AWWA-WEA TO CHARGE $ ___________ FOR THE EXAM TO THE CREDIT CARD NUMBER LISTED ABOVE.
Become an Education Partner with our NEW 2020 Partnership Program!

- Get featured in the Education Pipeline sent to over 1,600 industry professionals each quarter
- Showcase your logo at over 15 educational events annually with over 2,000 industry professionals in attendance
- Promote your logo in emails sent to over 11,000 industry professionals each month

Several different partnership options available!

Visit www.ncsafewater.org/sponsorships for more details and to secure yours TODAY!
Maintenance Technologist School & Exams

COURSE DESCRIPTIONS

Maintenance Technologist - Class I
Class I is approved for 23.0 contact hours.

NCWTFOCB COURSE ID: 091420
WPCSOCC COURSE ID: BE06290901

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 I 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.

Tentative Schedule

Monday: Registration 7:30 a.m., Class 8:00 a.m. - 5:00 p.m.
Tuesday: 8:00 a.m. - 5:00 p.m.
Wednesday: 8:00 a.m. - 4:45 p.m.
Thursday: Class 8:00 a.m. - 12:00 p.m., Lunch 12:00 p.m. - 1:00 p.m., Test Taking Skills & Exam 1:00 p.m. - 4:30 p.m.

Eastern Maintenance Technologist Schools & Exams - Class I, II, III, & IV

April 20 - 23, 2020
NCSU McKimmon Center - Raleigh, NC
1101 Gorman St., Raleigh, NC, 27606
Registration Opens: January 1, 2020
Early Registration Deadline: March 20, 2020
Advanced Book Purchase Deadline: April 10, 2020
Final Registration Deadline: April 10, 2020
Switch Deadline: April 10, 2020
Refund Deadline: April 10, 2020

Western Maintenance Technologist Schools & Exams - Class I, II, & III

More information to be released in March 2020.

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, reinforcement, 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 2020. Each school will consist of 3.5-days of instruction culminating 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.

LUNCH & BREAKS

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

COMPLETION & CERTIFICATE INFO

Participants must successfully complete a minimum of 80% of the approved contact hours (not including the exam). Those who complete 80% of the total contact hours will receive a certificate of attendance.

Certificates of attendance will be distributed before the exam and qualify as documentation to receive continuing education units (CEUs).

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.
Maintenance Technologist - Class II

Class II is approved for 23.0 contact hours.

NCWTFOCB COURSE ID: 091420
WPCSOCC COURSE ID: BE03311101

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 for this and subsequent certification levels.

Eligibility Requirements

- Hold an active Class I Maintenance Technologist certificate,
- 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, and installing and reinstalling.)
- Substitution of related education for experience shall be permitted but shall not exceed 50% of the stated maintenance experience requirement.

Tentative Schedule

Monday: Registration 7:30 a.m. - 8:00 a.m.
Class: 8:00 a.m. - 5:00 p.m.
Tuesday: 8:00 a.m. - 4:30 p.m.
Wednesday: 8:00 a.m. - 4:45 p.m.
Thursday: Class 8:00 a.m. - 12:00 p.m., Lunch 12:00 p.m. - 1:00 p.m.
Test Taking Skills Exam 1:00 p.m. - 4:30 p.m.

Maintenance Technologist - Class III

Class III is approved for 23.0 contact hours.

NCWTFOCB COURSE ID: 091420
WPCSOCC COURSE ID: BE03311102

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 core competencies of an advanced skilled and journey working level maintenance technologist.

Eligibility Requirements

- Hold an active Class II Maintenance Technologist certificate, and
- Successful completion of a NC AWWA-WEA Class III Maintenance Technologist course, 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 50% of the stated maintenance experience requirement.

Tentative Schedule

Monday: Registration 7:30 a.m., Class 8:00 a.m. - 4:25 p.m.
Tuesday: 8:00 a.m. - 4:55 p.m.
Wednesday: 8:00 a.m. - 4:20 p.m.
Thursday: Class 8:00 a.m. - 11:20 a.m., Lunch 11:20 a.m. - 12:20 p.m.,
Test Taking Skills 12:20 p.m. - 12:50 p.m., Exam 1:00 p.m. - 4:00 p.m.

MAINTENANCE TECHNOLOGIST EXAM

In 2020, NC AWWA-WEA will offer exams for Classes I, II, and III at the April school in Raleigh. For more information on Maintenance Technologist Certification Exams and exam retakes refer to https://www.ncsafewater.org/page/MaintTechSchool or contact the NC AWWA-WEA office at 919-784-9030.

Exams for Maintenance Technologist Class I, II & III are held on the last day of the Maintenance Technologist School. A score of 70% or greater is required to pass the exam. If you require any specific testing accommodations due to the Americans with Disabilities Act (ADA), please notify us at least six weeks in advance to ensure arrangements are completed in a timely manner.

Exam Retakes: Participants are eligible to retake the exam a maximum of three times before having to retake the class. It is not necessary to qualify to attend the class again, only register to take the exam. A completed registration form along with payment would need to be received by the registration deadline.

For Class I, II, & III: The Needs to Know Manual can be used as a study reference and is located on the MAINTENANCE TECHNOLOGIST CERTIFICATION & EXAM page via our website. It may be downloaded at no additional cost.
Maintenance Technologist - Class IV

The Class IV school is approved for 23.0 contact hours.

NCWFOCBC COURSE ID: 091420
WPCSOCC COURSE ID: BE03311103

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.

Class IV will only be offered at the Eastern School taking place in April in Raleigh, NC.

Eligibility Requirements

• Hold an active Class III Maintenance Technologist certificate,
• Successful completion of an NC AWWA-WEA Class IV Maintenance Technologist course, and
• A minimum of seven years of acceptable maintenance experience, including a minimum of one year supervising others and one and a half 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 50% of the stated maintenance experience requirement for Class IV.

Tentative Schedule

Monday: Registration 7:30 a.m. - 8:00 a.m.
Class: 8:00 a.m. - 4:25 p.m.

Tuesday: 8:00 a.m. - 4:55 p.m.

Wednesday: 8:00 a.m. - 4:20 p.m.

Thursday: Class 8:00 a.m. - 11:20 a.m., Lunch 11:20 a.m. - 12:20 p.m.

Certification Exam

The testing window for Class IV is August 3-17, 2020. 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.

MAINTENANCE TECHNOLOGIST RENEWALS

NC AWWA-WEA requires new and current certificate holders to complete a minimum of six credit hours of continuing education every calendar year. Only courses/trainings approved by the NC Department of Environmental Quality for drinking or wastewater are considered. Documentation of the required course completion and applicable fees MUST be submitted along with the renewal application. Renewal applications can be found on our website at www.ncsafewater.org/MainTechExam or by calling 919-784-9030.
Instructions
To submit a registration by fax or mail complete all requested information on BOTH sides of this form and mail or fax to the address or fax number provided above. Form and payment must be submitted together. Faxed registrations must be paid by credit card. Online registration is available for most schools, institutes, and seminars at www.ncsafewater.org. Credit card payment is required for online registration.

Personal Information
Full Name: ____________________________________________________________
Preferred First Name (for name tag): ______________________________________
Last 4 Digits of SS #: ___________  Year of Birth: ___________
Number of Years in the Water/Wastewater Industry?
☐ Less than 1  ☐ 1 - 5  ☐ 6 - 10
☐ 11 - 20  ☐ 21 - 30  ☐ 30+

Employer Information
Employer: ______________________________________________________________
County of Residence: ___________________________________________________

Contact Information
Mailing Address (☐ Home  ☐ Work):
City: __________________________  State: _______  Zip Code: ___________
Phone: _______________________  Fax: _______________
Email: ________________________________________________________________

Emergency Contact Information
Name: ________________________________________________________________
Relationship: __________________________________________________________
Phone: _______________________

License/Certification Numbers
NC Water Treatment Operator ID # (NCWFOCB): _______________________
NC Wastewater Certification # (NCWPSCOC): ___________________________
NC Professional Engineers #: _______________________________________
NC AWWA-WEA Voluntary Maintenance Tech. Certification:
Class: _____________________ Certification #: _______________________

Membership Numbers
American Water Works Association (AWWA): _____________________________
Water Environment Federation (WEF): _________________________________
NC State Level Association Membership (SLAM): _________________________

Receipt/Confirmation
Confirmations are EMAILED to the registrant. Confirmations will only 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 printed from within your profile at www.ncsafewater.org. If you need the NC AWWA-WEA office to print a duplicate receipt, it may take up to five business days to process.

Privacy Release
Providing membership and/or registration information to an individual or entity other than the registrant or member requires prior consent from the member. To provide prior consent, complete the fields below.
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 admin@ncsafewater.org.
Name of person: _______________________________________________________
Phone: ___________________________   Email: ___________________________
I authorize the sharing of information with the person named above.
I understand that I have the right & responsibility to revoke or change authorization to my profile as necessary.
Print Name: _________________________________________________________
Signature: ___________________________________________________________

Payment
☐ Cash   ☐ Check/Money Order
☐ Credit Card (☐ MasterCard  ☐ Visa  ☐ 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 $_____________
FOR THE SCHOOL TO THE CREDIT CARD NUMBER LISTED ABOVE.

I AUTHORIZE NC AWWA-WEA TO CHARGE $_____________
FOR BOOKS TO THE CREDIT CARD NUMBER LISTED ABOVE.
## Maintenance Technologist Class I*
- Price: $390

## Maintenance Technologist Class II*
- Price: $390

## Maintenance Technologist Class III*
- Price: $390

## Maintenance Technologist Class IV*
- Price: $400

## Maintenance Technologist Class I* Exam Retake
- Price: $90

## Maintenance Technologist Class II* Exam Retake
- Price: $90

## Maintenance Technologist Class III* Exam Retake
- Price: $90

## Maintenance Technologist Class IV* Exam Retake
- Price: $110

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**Pickup Information**

Please complete the information below. Once pickup times and locations for each event have been finalized, the contact person will be notified of the specific details. The person picking up items should bring a copy of the receipt with them for verification of purchase.

- **Person picking up books:**
- **Event at which items will be picked up:**

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*Exam application on page 28 must also be completed and submitted with registration form.*
2020 Maintenance Technologist Exam Application

Name (First, Ml, Last):
____________________________________________________________________________________________________

Have you previously taken the Maintenance Technologist Exam?  □ Yes - Date_________  □ No
Do you need assistance with testing? (Must provide documentation from a doctor.)  □ Yes - Date_________  □ No

Demographic Information  (Federal law requires us to ask for this information.)
Sex:  □ Male  □ Female  □ Prefer not to answer
Are you of Hispanic, Latino or Spanish origin?  □ Yes  □ No  □ Prefer not to answer

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

Required Education
High School Graduate (Please include your diploma for Class 1):  □ No  □ Yes  □ High School Equivalent/GED
Graduation Year: ___________  High School Name: ______________________________________
City & State: _______________________________________________________________________

Additional Related Education  Attach additional sheets as necessary.
DIPLOMA NEEDED  You must attach copy of diploma and/or college transcript.

<table>
<thead>
<tr>
<th>Actively Enrolled</th>
<th>College or Institution</th>
<th>Related Course Work</th>
<th>Degree Earned or Years Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (mm/yyyy) / To (mm/yyyy)</td>
<td>Include City, State, &amp; Zip Code</td>
<td>MUST be specific as related to maintenance</td>
<td></td>
</tr>
</tbody>
</table>

Experience  1800 hours equals 1 year of experience. Attach additional sheets as necessary

<table>
<thead>
<tr>
<th>Actively Employed</th>
<th>Employer</th>
<th>Position and Duties</th>
<th>Hours Per Week of Related Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>From (mm/yyyy) / To (mm/yyyy)</td>
<td>Include City, State, &amp; Zip Code</td>
<td>Supervisor, &amp; Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

License/Certification  List all industry-related certifications. IF YOU CURRENTLY HOLD A PLANT MAINTENANCE CERTIFICATION, ATTACH A COPY OF YOUR CERTIFICATE

<table>
<thead>
<tr>
<th>Agency (i.e. State)</th>
<th>Type (include class or grade)</th>
<th>Number</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

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 I 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 Number: ____________________________
Supervisor’s Signature: ____________________________
Date: ________________

DIPLOMA NEEDED  You must attach copy of diploma and/or college transcript.
NC State Level Association (NC SLAM) 2020 Application & Renewal Form

NC AWWA-WEA
2841 Plaza Place, Suite 130, Raleigh, NC 27612
Phone: 919-784-9030  Fax: 919-784-9032  Website: www.ncsafewater.org

American Water Works Association (AWWA) Denver, CO  800.926.7337  www.awwa.org
Contact this national organization for more information regarding cost and how to join.

Water Environment Federation (WEF)  Alexandria, VA  800.666.0206  www.wef.org
Contact this national organization for more information regarding cost and how to join.

NC AWWA-WEA
Complete the form below to join NC AWWA-WEA as a state-level (NC SLAM) member. NC SLAM members receive no benefits from AWWA or WEF.

Instructions
To submit a NC SLAM application by fax or mail complete all requested information on this form and mail or fax to the NC AWWA-WEA address or fax number provided above. Form and payment must be submitted together. Faxed applications must be paid by credit card. Applications and renewals may also be submitted online at www.ncsafewater.org. Online applications must be paid by credit card.

Please check ONE of the following options.
☐ New Membership ($80 for 1 year)
☐ Renew Membership ($80 for 1 year) NC SLAM #: _________
  • All new memberships and renewals are for 1 year (12 months).
  • SLAM memberships may not be shared or transferred.
  • Renewal reminders will be emailed to the member’s email address 1 month before the membership expires.

Personal Information
Full Name: ____________________________
Preferred First Name: __________________
Last 4 Digits of SS #: _________ Year of Birth: _________

How Many Years Have You Worked in the Water/Wastewater Industry?
☐ Less than 1  ☐ 1 - 5  ☐ 6 - 10
☐ 11 - 20  ☐ 21 - 30  ☐ 30+

Employer Information
Employer: ____________________________
County of Residence: __________________

Contact Information
Mailing Address (☐ Home  ☐ Work):

City: _____________ State: _______ Zip Code: __________
Phone: _____________ Fax: _____________
Email: __________________

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

Receipt/Confirmation
Confirmations are EMAILED to members. Confirmations will only be mailed to the member when an email address is not provided.

Payment
☐ Cash  ☐ Check/Money Order  ☐ Credit Card (☐ MasterCard/Visa  ☐ American Express)
Credit Card #: __________________
Exp. Date: _____________ 3-4 digit code: _____________
Cardholder Name: __________________

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

City: _____________ State: _______ Zip Code: __________
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.

There are three ways to join. Review the options and select the one that best fits you.
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 30!

**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.