

APPROVED TRAINING PROVIDER AND  
INDIVIDUAL TRAINING COURSE  
APPROVAL POLICIES



Montana Department of Environmental Quality  
Water and Wastewater Operator Certification Program  
P.O. BOX 200901  
HELENA, MT 59620

Reviewed and approved by Montana Operator Certification Program  
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## **EXECUTIVE SUMMARY**

The “Approved Training Provider and Individual Training Course Approval Guidelines,” are a publication of the Montana Department of Environmental Quality, Permitting and Compliance Division, Public Water Supply Section, Water and Wastewater Operator Certification Program (DEQ). This publication supplements the Administrative Rules of Montana 17.40.213 Continuing Education Requirements. It is intended to serve as a source of information and reference for approved training providers, supplementing the Administrative Rules of Montana 17.40.215 Approved Training Providers and training providers interested in having their courses approved and for DEQ staff members who make the approval decisions.

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### FORMS

- Approved Training Provider Application
- Course Sponsored By An Approved Training Provider
- Individual Application For Course Approval
- CEC Report Form
- Registration Form
- Course Justification Form
- Course Evaluation Form
- Capacity Development Course Evaluation Form

## **SECTION 1: INTRODUCTION**

### **1.1 Purpose**

This document is intended to serve as a source of information and reference for the State of Montana Approved Training Providers (ATPs), for the training providers interested in having their courses approved, for operators interested in having individual courses approved, and for the Montana Department of Environmental Quality (DEQ) staff members who make the approval decisions. This document supplements the Administrative Rules of Montana (ARM) 17.40.213 Continuing Education Requirements and the ARM 17.40.215 Approved Training Providers.

### **1.2 Code of Ethics**

The following code of ethics is provided for ATPs and individually approved course providers:

We herewith acknowledge our individual and collective obligations to the public, especially to Montana's water and wastewater operators whom we serve, and our mutual responsibilities for the proper welfare of the water and wastewater profession.

To the public we pledge: vigilant support of public health laws; devotion to high moral and service standards; honesty in all offerings of training, service, and business transactions.

To those we serve we pledge: to provide quality training to protect public health and the environment by assuring training will be relevant to the operation, maintenance, and safety of water and wastewater systems.

To our profession we pledge: to support trainers who professionally convey their subject knowledge to an audience; to keep current on state and federal rules and regulations pertinent to water and wastewater; to properly and accurately complete required training records; and to work with Montana's operator.

## **SECTION 2: APPROVED TRAINING PROVIDER**

An ATP is defined as an organization or entity whose primary focus is to train and provide continuing education opportunities to water and wastewater operators for CECs. This includes training done by companies that have a vested interest in selling or marketing any product or service related to water or wastewater other than training for ½ CECs as long as the majority of the class is documented training. The organization has met the approval process, as described in Section 2.1, of this document, and therefore meets the requirements of the DEQ Water and Wastewater Operator Certification Program (WWOC) and the Montana Water and Wastewater Operators Advisory Council.

## **2.1 Process to Become an Approved Training Provider**

To become an approved ATP, the following steps must be completed:

- a. Must apply for approval to the DEQ by completing and submitting the Application to Become an Approved Training Provider form. A copy of the Application to Become an Approved Training Provider form is located at the back of the guidelines. The provider must demonstrate in writing that their organization fulfills the following:
  - (1) Training is one of the provider's principal programs
  - (2) The provider offers training appropriate for water and wastewater operators; and
  - (3) The organization must send the original application to the DEQ and keep a copy on file.
- b. Receive approval from the DEQ biennially in conjunction with the Continuing Education Credit (CEC) biennium (July 1 of an even numbered year through May 31 of the next even numbered year). The ATP must submit an application and approval forms to the DEQ by April 1 of the even numbered year.

There will be an approximate two to four-week approval period depending on the complexity of the request. Upon approval, the DEQ will send a letter via email stating that your organization has successfully completed the ATP process and is a State of Montana ATP for that appropriate CEC biennium. An organization may offer training courses during the approval period as long as the DEQ approves each course prior to the training. To request that a course be approved, complete a Course Sponsored by An Approved Training Provider form. Send the completed Application for Course Approval, a training announcement/flyer, and a detailed agenda to the DEQ. A copy of the Individual Application for Course Approval form is located at the back of the guidelines and refer to Section 3 for the entire process to have an individual course approved. Upon approval, the DEQ will send a letter stating that your organization has successfully completed the process and then your organization is authorized to offer CECs applicable to the training course approved.

## **2.2 Maintaining Approved Training Provider Status**

Once an organization becomes an ATP, the organization may be responsible for deciding on the training the organization will offer and for awarding the proper CECs with the exception of any Capacity Development/Asset Management courses. Capacity Development trainings packets must be pre-approved by DEQ as to the person giving the training and the content of the training. Evaluation forms and attendance sheets will need to be sent to DEQ following onsite training events. See Section 5, Continuing Education Credits, for information on the proper calculation of CECs. An ATP organization representative is required to attend all training provided and this representative is required to verify attendance on the Montana Continuing Education Credit (CEC) Report Form.

If an organization has a change in personnel responsible for its ATP obligations, the organization must notify the DEQ in writing.

Reapplication for ATP status will be reviewed on a biennial basis. Therefore, an ATP who has had its ATP status revoked may reapply by April 1 of the even numbered year for re-approval for the next CEC biennium.

### **2.3 Documentation to be kept on File by an Approved Training Provider**

An ATP shall maintain the following documentation or records and make all information available to the DEQ upon request:

- a. Attendance registration forms must be maintained. The ATP shall keep registration forms on file for a minimum of 2 years. The registration forms must include the following:
  1. ATP's name;
  2. Title of the course;
  3. Date and location of the course;
  4. Name of the person/s monitoring attendance at each course;
  5. Each attendee's name and operator number;
  6. Water or wastewater system where each attendee is employed;
  7. Number of CECs earned by each attendee; and
  8. Whether the course is capacity development facility-based training

The DEQ will provide a standard Registration Form. A copy of the Registration form is located at the back of the guidelines. The ATP may develop a registration form more specific if it includes the information listed above. The ATP will be required to send a copy of the Registration Form to DEQ and must keep the original form on file. DEQ will be getting the CEC course registration and/or course completion forms from ATP". The education tracking of which systems receive Capacity Development facility based training will be tracked in DEQ.

- b. A notice of a course sponsored by an ATP must be sent to the DEQ two weeks before the course begins, along with a copy of the training announcement/flyer. The ATP shall keep a copy of this notice on file for a minimum of two years. The notice must be on the DEQ form titled Course Sponsored by an Approved Training Provider.
- c. The ATP shall prepare a training announcement/flyer for each course announcing the availability of the course. The ATP shall send a copy of the training announcement to the DEQ along with the Course Sponsored by an Approved Training Provider form. The ATP must keep the training announcement of file for at least two years. The training announcement must include the following information:
  - (1) Class(es) of certificate(s) for which the course is approved;
  - (2) Number of CECs available; with a maximum of 50% of the operator's required CEC's for approved capacity development training.
  - (3) A specific agenda: the agenda must show times of breaks, lunches, and training times. For Capacity development facility-based training, the

Capacity Development topics must be proven to have been discussed or training according to DEQ provisions.

- (4) Name(s) of the instructor(s) and their qualifications for teaching the course as provided in the instructor qualifications;
  - (5) Date and location of the course;
  - (6) Fee or membership required; and
  - (7) The training announcement or scheduled on site event, must clearly inform attendees that they will only receive credit if the attendee holds the class of certificate for which the course is approved.
- d. Instructor qualification for teaching a course must be completed on the Course Sponsored by an Approval Training Provider form for each course and each instructor teaching a course. For a course to qualify for credits, all instructors must:
- (1) Have completed at least four years' practical experience in the subject matter to be presented;
  - (2) Have experience as a professional trainer in the subject matter to be presented;
  - (3) Be selected or recommended as an instructor by a nationally known water or wastewater organization;
  - (4) Be professional or technical staff of the DEQ or another State of Montana or federal agency with expertise in the subject to be presented; or
  - (5) Be approved by the DEQ based on instructor's education and experience in the subject to be presented.
- e. The ATP shall distribute to each attendee a Montana Continuing Education Credit (CEC) Report Form.
- (1) The attendees must complete the following information and then return the form to the ATP with:
    - a. Their name;
    - b. Operator number;
    - c. Certification class and type;
    - d. System operated;
    - e. Mailing address, phone and email contact information
    - f. Instructions for applying for credits earned.
  - (2) The ATP must complete the form by adding the following:
    - a. Course title, date, and location;
    - b. Subject of training including whether credits are available for more than one class of certificate;
    - c. Number of CECs earned by each attendee; and
    - d. If the course is facility-based training.
  - (3) The ATP must verify the information by signing the form. The completed signed form must be sent to the DEQ within two weeks after the end of the course.
  - (4) The DEQ will keep the completed Montana CEC Report Forms on file for a minimum of two years. No copy of this form is necessary for the ATP files.



- f. The ATP will provide each attendee with an evaluation form. The DEQ will provide a standard Course Evaluation Form for use. For Capacity Development on site training, the ATP must use the Capacity Development Evaluation form. A copy of the Course Evaluation forms are located at the back of the guidelines. The ATP may develop a course evaluation form more specific, as long as it provides attendees with the opportunity to state the following:
  - 1. How the course might be improved;
  - 2. Whether the course imparts knowledge that is useful to attendees; and
  - 3. Evaluation of instructor(s).
- g. The ATP must keep copies on file of any written instructional materials or exams used in the training course for a minimum of two years. If requested from the DEQ, ATP must provide copies of the instructional materials.

### **SECTION 3 INDIVIDUAL TRAINING COURSE APPLICATION GUIDELINES**

These guidelines are provided to assist training organizations and the DEQ staff in documenting the process needed to grant CECs for individual training courses that are approved for water and wastewater operators.

#### **3.1 Subject Matter that may be approved**

All subject matter for which credit will be granted must be relevant to the operation, maintenance, or safety of water treatment systems, water distribution systems, wastewater treatment systems, wastewater collection systems, or industrial wastewater treatment systems.

- a. Eligible topics include, but not limited to, the following subjects:
  - 1. Operation and maintenance of systems and machinery;
  - 2. Electrical systems
  - 3. Hydraulics
  - 4. Chemical treatment
  - 5. Biological testing
  - 6. Disinfection
  - 7. Use of mathematics and chemistry where applicable.
  - 8. Capacity Development and Asset Management
- b. Types of courses that may qualify for credit include the following three types of training opportunities that qualify for CEC:
  - 1. Training courses offered by the Montana DEQ.
  - 2. Courses or conferences specifically approved for credit by the DEQ
  - 3. Training courses or conferences offered by any of the ATPs.

Correspondence courses that are approved by the DEQ may also be used to earn credit. However, the provider must issue proof of completion to the DEQ before credit will be awarded.

Cyber Security and Safety courses qualifies for full credits that is applicable to water or wastewater systems.

See page 11 for a list of topics that, although may not be specific to water or wastewater treatment system operation but are generally applicable and are approved for half credit, including professional growth, and general computer courses. Page 11 also contains topics areas that are approved for full course credit and those topics that are never approved for CECs.

### **3.2 Process to have an Individual Training Course Approved**

The following steps must be completed to request approval of an Individual Training Course:

- a. Request an Individual Application for Course Approval form from the certification office at [OperatorCertification@mt.gov](mailto:OperatorCertification@mt.gov) or by using the copy located at the back of the guidelines. Fully complete the Individual Application for Course Approval form, showing the following information;
  - (1) Course name.
  - (2) Training provider information.
  - (3) Number of Contact hours for the course and for Capacity Development; number of Facility based training hours while on site.
  - (4) Course content in the form of a training announcement. An hour-by-hour agenda must be enclosed with the Individual Application for Course Approval form showing time allotted for registration, breaks, lunches, and other business-related items.
  - (5) Date(s) and location of training.
  - (6) Fee or membership required.
  - (7) Prerequisites for taking the course.
  - (8) Type of certification that the course will be applicable for.
  - (9) Name and signature of person authorized to monitor and verify attendance; and
  - (10) Name and address of person requesting course approval.
- b. Email all Applications to the DEQ at the following address:  
[OperatorCertification@mt.gov](mailto:OperatorCertification@mt.gov)
- c. The DEQ must receive the Individual Application for Course Approval Form for individual courses or the Individual Application for Course Approval Form for Capacity Development at least two weeks prior to the course date. Pre-approval of the course must be granted prior to offering capacity development. Notice of approval from the DEQ must be obtained before CECs will be granted.

### **3.3 Documentation to be kept on File by an Individually Approved Training Course Provider**

The Individually Approved Training Course Provider shall maintain the following

documentation or records and make all information available to the DEQ upon request:

- a. Completed copy of the Approval of Individual Training Course form;
- b. Notice of approval from the DEQ;
- c. Registration forms, to include a list of all operators who attended course and number of CECs earned;
- d. Training Announcement;
- e. Instructor qualifications;
- f. CEC Report form (optional); and
- g. Course Evaluation form.

### **3.4 Approval Process for an Operator to get an Individual Course Approved**

A certified operator can attend any training opportunity available and apply for CECs.

- a. The process for an operator to get a course approved is similar to the steps outlined in Section 3.2. The operator will need to fill out the Approval of Individual Training Courses form (located at the back of the guidelines) or have the training provider complete the form. An hour-by-hour agenda must also be enclosed. The CEC Report Form (located at the back of the guidelines) must be verified by the training provider and sent to the DEQ before the CECs will be granted. A certificate of attendance from the training provider may be used as an alternative to the CEC Report form, if all the information that is on the report is also on the certificate.
- b. Please allow at least 30 days for the Certification Office to evaluate the applicability of the training attended. Please provide detailed documentation of the content of the training and proof of attendance. A letter or signature from the training provider or proof of payment may supply proof of attendance. Please complete a separate Approval of Individual Training Course form for each course that CECs are requested.

## **SECTION 4 DEQ WWOC COURSE APPROVAL PROCESS**

The DEQ training staff will follow an approval process to determine if each training course meets the rule requirements and guidelines outlined in this document.

## **SECTION 5 CONTINUING EDUCATION CREDITS**

The DEQ/ATP shall determine, subject to Department approval, the number of credits available and to what class(es) of certificate(s) credits apply in accordance with the following requirements:

- a. The CECs are awarded at 0.1 per one hour of contact time to the nearest quarter hour (15-minute intervals). For example, seven hours and 15 minutes of training equals 7.25 hours which equals 0.725 CECs. Training Providers are encouraged to schedule classes in one-hour increments with a total of 0.7 CECs for a full day of training and

0.4 CECs for a half-day of training.

- b. A credit consists of ten (10) contact hours and one-half credits consist of five (5) contact hours. A contact hour is defined as a sixty-minute participation in an approved classroom program.

The Training Providers shall include the number of CECs in the training announcement. It will be the responsibility of the Training Providers to inform attendees they will not receive CECs if the course is not approved.

Continuing education credits are allowed for breaks during training sessions, and a maximum amount of 0.05 credits will be granted to vendor show participants. No CECs will be awarded for registration, lunch, organization/provider business, announcements, evaluations, sales pitches, social activities, meetings, dinners, receptions, facility-based training on organizational procedures, internal policies, or for hours an operator was absent. Each three-hour instruction period must have a fifteen-minute midpoint break, which may not be included in actual classroom instruction. Breaks must be evident in the Training Provider's training agenda/announcement.

All fully certified operators must earn CECs during each two-year period commencing on May 31 of each even-numbered year. See Table 1 for a summary of the number of CECs required for each certification class.

**TABLE 1: CECs Required for Each Certification Class**

<b>Class of Certified Operator</b>	<b>Type of Operator</b>	<b>Fully Certified CECs Required</b>	<b>In-Training CECs Required</b>
1	Water distribution, water treatment plant, and wastewater certifications	2.0 (20 hours)	1.0 (10 hours)
2, 3, 4	Water distribution, water treatment plant, and wastewater certifications	1.0 (10 hours)	.5 (5 hours)
5	Water distribution and water treatment plant certifications	0.4	None

The Training Providers must provide each seminar attendee with a CEC Report Form to be filled out by the seminar attendee who returns the CEC Report Form to the Provider. The Provider must then sign and turn in all completed CEC Report Forms to the DEQ no later than two weeks after the training in order to keep DEQ's operator CEC information current. The Training Provider must identify dual CEC courses offered within a multiple topic training session or conference. See Section 6.1 for the definition of dual CECs.

The subject matter of the educational offering must be relevant to the particular class(es) of certificates to which the credit is being applied. An operator will receive credit only for courses approved for the type of certificate held by that operator.

Facility based training is eligible for credits only if the Capacity Development pre-approval process has been met for Capacity Development.

A certified operator who provides CEC training will receive double CECs for the amount of time instructed. For example, one hour of teaching by a certified operator would equal 0.2 CECs. The Provider must inform the DEQ that the trainer is a certified operator to obtain these additional CECs. All courses taught by a certified operator must be pre-approved by DEQ.

A safety course qualifies for full credits A list of non-specific courses worth one-half the total CECs of the course will be provided to the Training Providers and maintained by the DEQ (Section 5.2). Full credit will be awarded for topic sessions listed in section 5.2. It is suggested that all other safety topics be included in either general safety training, or as part of the training sessions on other topics where safety is integral to proper operation and maintenance so partial credit is not an issue.

### **5.1 Dual CEC Course Criteria**

A dual CEC is defined as a course, which applies to both water and wastewater, and is educationally beneficial to the operator. Fully certified operators holding both water and wastewater certificates may earn credits toward the continuing education requirements of both certifications (i.e., dual credits) by attending a course, which has been approved for both classes of certificates. An operator would receive the full number of CECs for both the water certificate and the wastewater certificate. For example, if an operator holds a Class 1A (water) and a Class 1C (wastewater) certifications and attends an approved Dual CEC course worth 0.7 CECs the operator would be credited with 0.7 CECs towards the Class 1A (water) and 0.7 CECs towards the Class 1C (wastewater) CEC requirements.

- a. Courses which do not fall under any other the following categories would need to be offered for either water CECs or wastewater CECs only, or the course must be pre-approved by the DEQ for Dual CECs. Topic areas that may be approved for Dual CECs include, but not limited to, the following:
  1. Collection and Distribution Systems: Courses emphasizing corrosion control, cross connection control and backflow, leak detection, piping, valves, hydrants, line tracing, and other facet of collection and distribution which applies to both water and wastewater;
  2. Computer Skills: Courses emphasizing programs used in both the water and wastewater fields, such as spreadsheets, databases, word processing, operating systems, Internet connections, and telemetry control systems;
  3. Disinfection: Courses emphasizing chlorination operation, maintenance, safety, and disinfection alternatives as they apply to both water and wastewater.
  4. Electricity: Courses emphasizing the uses of electricity in both the water and wastewater fields, such as maintenance and repair of motors and controls, and the electrical requirements of both water and wastewater systems;
  5. Environmental: Courses emphasizing environmental issues directly related to both water and wastewater systems;

6. Financing: Courses emphasizing both water and wastewater system infrastructure, capital improvements, and budgets;
7. Groundwater: Courses emphasizing ground water protection, source water protection, and groundwater pollution as they related to both water and wastewater;
8. Laboratory Analysis: Courses emphasizing laboratory analysis common in both water and wastewater;
9. Management: Courses emphasizing management practices common in both water and wastewater industry including leadership skills, supervisory skills, performance management, Capacity Development/Asset Management.
10. Professional Development: Courses emphasizing educational enrichment as it relates to both water and wastewater, such as communication skills and team building. Refer to page 11 for professional development courses approved for half credit;
11. Pumps and Motors: Courses emphasizing pumps and motors common to both the water and wastewater industry in the areas of packing hydraulics, maintenance, repair, and design.
12. Regulations: Courses related to regulations associated with both drinking water and wastewater;

## 5.2 Topic Areas

### General topic areas approved for full course credit:

- |  |   |
|--|---|
| 1. Activated Sludge                                    | 20. Lagoons   |
| 2. Analysis and Data Presentation                      | 21. Odor Control  |
| 3. Biological Testing                                  | 22. Phosphorus and Nitrogen Removal                               |
| 4. Chemical Treatment                                  | 23. Plant and Machinery   |
| 5. Chemistry   | 24. Preventing Waterborne Disease                                 |
| 6. Coagulation and Flocculation                        | 25. Pumps and Motors  |
| 7. Compliance Issues                                   | 26. Records and Report Writing                                    |
| 8. Computer Applications for Operation and Maintenance | 27. Reservoir Management  |
| 9. Corrosion Control                                   | 28. Rules and Regulations (State and Federal)                     |
| 10. Cross Connection                                   | 29. Safety Specific to Water/Wastewater Operation and Maintenance |
| 11. Demineralization                                   | 30. Sampling  |
| 12. Disinfection of Water                              | 31. Sedimentation and Floatation                                  |
| 13. Effluent Disposal                                  | 32. Sludge Digestion and Solids Handling                          |
| 14. Electrical Systems                                 | 33. Taste and Odor Control  |
| 15. Filtration   | 34. Valve and Hydrant Maintenance                                 |
| 16. Flow Measurement                                   | 35. Wastewater Reclamation  |
| 17. Fluoridation                                       | 36. Watershed Management  |
| 18. Laboratory Procedures                              | 37. Well Construction/Maintenance                                 |
| 19. Hydraulics   | 38. Wellhead Protection   |

**Safety topic areas for water and wastewater operation and maintenance approved for full course credit:**

1. Bloodborne Pathogens
2. Chlorine Handling
3. Confined Space Entry
4. Developing and Maintaining a Safety Program
5. Emergency Planning/Response
6. Fire Safety
7. First Aid and Cardio-pulmonary Resuscitation (CPR) – for initial certification class only
8. General Plant Safety
9. Laboratory Safety
10. Lockout/Tagout
11. Respiratory Program
12. Trenching and Competent Person
13. Worker Right-to-Know or Hazard Communications (HAZCOM)
14. Cyber Security

**Topics that, although may not be specific to water or wastewater treatment system operation, are generally applicable and are approved for half credit:**

1. Coaching Experienced Driver
2. Defensive Driving
3. Professional Growth – including, but not limited to, computer courses (not specific to water and wastewater), team development training, and supervisory/management courses.

**Post-secondary education topic areas approved for all CECs required for one two-year CEC period upon notification of completion of appropriate course:**

1. Chemistry
2. Engineering Courses (environmental and civil)
3. Environmental Protection
4. Hydraulics
5. Biology (to include microbiology and ecology)
6. Hydrology
7. Laboratory/Analytical Techniques
8. Mathematics (i.e., algebra, geometry, trigonometry, calculus, and business math)
9. Physics
10. Soils
11. Water and wastewater processes, treatment and technology

**Topic areas not approved for CECs:**

1. Basic Operator Certification Review Courses Taught for Certification Exams (exam prep sessions)

## **SECTION 6 NOTIFICATION OF TRAINING TO OPERATORS**

To insure all applicable certified operators are informed of training being offered by a Training Provider, it is suggested to do the following:

- a. Plan training schedule one-year in advance in order to have courses listed in the Annual Montana Training Calendar for Water, Wastewater, and other Environmental Professionals. The course schedule and course abstracts must be submitted to Montana Rural Water Systems (MRWS) by October 1 each year. Contact information for submittal and questions is as follows:

Montana Rural Water Systems  
525 Central Ave M6  
Great Falls, MT 59401

- b. Request a mailing list of certified operators from the DEQ. An electronic or written request for this mailing must be sent to the DEQ no later than one month prior to providing a training course. The written request must include a statement of intent to only use the mailing list for training purposes. See Section 3.2(b), for the DEQ mailing address.

## **SECTION 7 TRAINING STRUCTURE**

Training must follow a structured format and be held in a structured environment. On-site and hands-on training may be offered in a structured manner relating to the Training Provider's set course agenda or with a Capacity Development training packet that has been reviewed and approved by DEQ.

## **SECTION 8 AMERICANS WITH DISABILITIES ACT OF 1990 REQUIREMENTS**

According to the State's Americans with Disabilities Act (ADA) coordinator, any accommodations that need to be made for any disabled person are the responsibility of the training provider at any training session. For example, it is the training provider's responsibility to arrange for an interpreter for a hearing-impaired person. This is for anyone attending a training session, whether the person is an operator or training to become certified. For more information on ADA requirements, please contact the State ADA coordinator at (406) 444-3794.



# APPLICATION TO BECOME AN APPROVED TRAINING PROVIDER

Mail original to DEQ – Keep copy for your files

**Instructions:** Complete this form and return it to the **Department of Environmental Quality Water/Wastewater Operator Certification Office at PO Box 200901, Helena MT 59620-0901**. Your applications will be reviewed and a determination will be made. A provider must reapply and be approved every two years, concurrent with the CEC biennium. TO HELP IN THE EVALUATION PROCESS, PLEASE ATTACH PREVIOUSLY APPROVED CLASSES WITHIN THE LAST CEC PERIOD.

TRAINING PROVIDER: \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

**PRINCIPAL GOAL OF ORGANIZATION (TRAINING SECTION):**

**TYPES OF TRAINING PROVIDED:**

**COURSE WILL BE APPLICABLE TO:**

- |  |   |
|--|---|
| <input type="checkbox"/> ALL CERTIFIED OPERATORS         | <input type="checkbox"/> WELL WATER SUPPLY OPERATORS          |
| <input type="checkbox"/> WATER DISTRIBUTION OPERATORS    | <input type="checkbox"/> WASTEWATER TREATMENT PLANT OPERATORS |
| <input type="checkbox"/> WATER TREATMENT PLANT OPERATORS | <input type="checkbox"/> WASTEWATER LAGOON OPERATORS          |

**PERSONS AUTHORIZED TO MONITOR AND VERIFY ATTENDANCE OR COURSE COMPLETION:**

NAME: \_\_\_\_\_ NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**IT IS AGREED** that the above information is accurate. **IT IS AGREED** that the laws, rules, guidelines, and course criteria, as well as the Montana Approved Training Providers Code of Ethics required by the Montana Operator Certification Program will be followed. **THE TRAINING ORGANIZATION IS AWARE** that all records will be made available to a member of the DEQ upon request; and this approval is for a two-year period which must be re-applied for every two years coinciding with the current CEC biennium. If any of the above requirements are not met, the approved training provider status shall be revoked.

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## COURSE SPONSORED BY AN APPROVED TRAINING PROVIDER

Mail or email to DEQ – Keep copy for files

Instructions: This application must be completed BEFORE continuing education credits (CECs) for Montana water/wastewater operators will be granted. Mail the completed form to Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901 or email to [OperatorCertification@mt.gov](mailto:OperatorCertification@mt.gov) . Notice of approval of this application must be obtained before CECs will be allowed. Those wishing CECs for this course must complete and mail to the address above a Continuing Education Credit Report Form.

**NAME OF TRAINING COURSE:** \_\_\_\_\_

**TRAINING PROVIDER:**

ORGANIZATION \_\_\_\_\_ ATP #: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

Email: \_\_\_\_\_

**COURSE INFORMATION: An hour-by-hour agenda must be enclosed with this application. Show time allotted for registration, breaks and business.**

NAME OF TRAINING COURSE: \_\_\_\_\_

NUMBER OF CONTACT HOURS FOR COURSE: \_\_\_\_\_

FACILITY-BASED  
TRAINING FOR  
CAPACITY  
DEVELOPMENT?

YES  NO

DUAL CEC COURSE? YES  NO

LOCATION OF COURSE: \_\_\_\_\_ DATE OF COURSE: \_\_\_\_\_

FEES OR MEMBERSHIP REQUIRED TO ATTEND: \_\_\_\_\_

PRE-REQUISITES FOR TAKING THIS COURSE: \_\_\_\_\_

### COURSE WILL BE APPLICABLE TO:

(Check all appropriate; inform operators at registration which types of certifications)

ALL CERTIFIED OPERATORS

WELL WATER SUPPLY OPERATORS

WATER DISTRIBUTION OPERATORS

WASTEWATER TREATMENT PLANT  
OPERATORS

WATER TREATMENT PLANT OPERATORS

WASTEWATER LAGOON OPERATORS

**COURSE INSTRUCTOR(S):** \_\_\_\_\_

**EDUCATION AND EXPERIENCE BACKGROUND ON INSTRUCTORS:** (Include job title, degrees and work experience that is applicable to teaching this course)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VERIFYING OFFICIAL:**

NAME (please print): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

# INDIVIDUAL APPLICATION FOR COURSE APPROVAL

Mail or email to DEQ – Keep copy for files

**Instructions:** This application must be completed **BEFORE** continuing education credits (CECs) for Montana water/wastewater operators will be granted. Mail the completed form to **Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901 or email to OperatorCertification@mt.gov.** Notice of approval of this application must be obtained before CECs will be allowed. Those wanting CECs for this course must complete and send a Continuing Education Credit Report Form.

**NAME OF TRAINING COURSE:** \_\_\_\_\_

**TRAINING PROVIDER:**

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**NUMBER OF CONTACT HOURS FOR COURSE:** \_\_\_\_\_

**COURSE CONTENT:** An hour-by-hour agenda must be enclosed with this application. Show time allotted for registration, breaks and business.

**COURSE WILL BE PRESENTED:**

DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**FEES OR MEMBERSHIP REQUIRED TO ATTEND:** \_\_\_\_\_

**PRE-REQUISITIES FOR TAKING THIS COURSE:** \_\_\_\_\_

**COURSE WILL BE APPLICABLE TO:**

(Check all appropriate; inform operators at registration which types of certification)

ALL CERTIFIED OPERATORS

WELL WATER SUPPLY OPERATORS

WATER DISTRIBUTION OPERATORS

WELL WATER SUPPLY OPERATORS

WASTEWATER TREATMENT PLANT

WASTEWATER LAGOON OPERATORS

**IS THIS A DUAL CEC COURSE?**

YES NO

Facility Based -Capacity  
Development

**COURSE INSTRUCTOR(S):** \_\_\_\_\_

**EDUCATION AND EXPERIENCE BACKGROUND ON INSTRUCTORS:** (Include job title, degrees and work experience that is applicable to teaching this course) \_\_\_\_\_

**PERSONS AUTHORIZED TO MONITOR AND VERIFY ATTENDANCE OR COURSE COMPLETION:**

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PHONE: \_\_\_\_\_

**PERSON REQUESTING COURSE APPROVAL:**

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Op # \_\_\_\_\_

**CEC REPORT FORM**

FOR MONTANA CONTINUING EDUCATION CREDIT

**Instructions:** For operators to receive CECs for attending this course, this form must be completed and returned to the certification office. Operators should complete white portions of form; course provider should complete the shaded portions. Mail the completed form, no later than two weeks after the course is given, to the **MT DEQ/WWOC, PO Box 200901, Helena, MT 59620** or email to [OperatorCertification@mt.gov](mailto:OperatorCertification@mt.gov).

**CEC INFORMATION:**

CECS EARNED: WATER \_\_\_\_\_ WASTEWATER \_\_\_\_\_ TRAINER \_\_\_\_\_

**OPERATOR INFORMATION:** (operator completes - please print)

CERTIFICATION CLASS AND TYPE: \_\_\_\_\_

NAME: \_\_\_\_\_

SYSTEM OPERATED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ DAYTIME PHONE #: \_\_\_\_\_

IS THIS A NEW ADDRESS? YES \_\_\_\_\_ NO \_\_\_\_\_

OPERATOR SIGNATURE: \_\_\_\_\_

**COURSE INFORMATION:**

TITLE OF COURSE: \_\_\_\_\_

LOCATION OF COURSE: \_\_\_\_\_ DATE OF COURSE: \_\_\_\_\_

TYPE OF CERTIFICATION COURSE WAS APPROVED FOR: WATER  WASTEWATER

NUMBER OF CREDITS APPROVED FOR COURSE: \_\_\_\_\_

CAPACITY DEVELOPMENT TRAINING? YES  NO  DUAL CEC COURSE? YES  NO

**TRAINING PROVIDER INFORMATION:**

TRAINING PROVIDER: \_\_\_\_\_

SIGNATURE OF VERIFYING OFFICIAL: \_\_\_\_\_

**COMMENTS ON TRAINING COURSE:** (for optional use by operator)

**COURSE JUSTIFICATION FORM**  
(To be utilized with the Individual Course Approval Form)

**SYSTEM NAME:**

**CLASSIFICATION OF SYSTEM:**

**NAME AND TITLE OF PERSON COMPLETING THIS FORM (should be system supervisor):**

**ADDRESS:**

**JUSTIFICATION THAT THIS COURSE IS APPROPRIATE FOR CLASSIFICATION OF SYSTEM OPERATED:**

**SIGNATURE OF SYSTEM SUPERVISOR:**



# COURSE EVALUATION FORM

**Instructions:** To evaluate this training course, please complete this evaluation form and submit to the training provider. Training Provider will submit this completed form to the **Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901** or **OperatorCertification@mt.gov**.

**COURSE INFORMATION:** \_\_\_\_\_  
NAME OF TRAINING COURSE: \_\_\_\_\_  
LOCATION OF COURSE: \_\_\_\_\_ DATE OF COURSE: \_\_\_\_\_  
INSTRUCTOR (S): \_\_\_\_\_

**OPERATOR INFORMATION:** (optional)  
NAME: \_\_\_\_\_ OPERATOR NUMBER: \_\_\_\_\_  
SYSTEM OPERATED: \_\_\_\_\_ CERTIFICATION TYPE: \_\_\_\_\_  
YEARS OF EXPERIENCE: \_\_\_\_\_ MILES TRAVELED TO ATTEND THIS COURSE: \_\_\_\_\_  
POSITION DESCRIPTION: (check one)  
 OPERATOR       MANAGER       BOARD MEMBER       ADMINISTRATOR  
 STATE OR FEDERAL REPRESENTATIVE       INDUSTRY REPRESENTATIVE       PUBLIC       OTHER

**COURSE EVALUATION QUESTIONS:**  
1. Notification Did you have ample notification of the course? YES \_\_\_\_\_ NO \_\_\_\_\_  
Was the course properly advertised? YES \_\_\_\_\_ NO \_\_\_\_\_  
Generally speaking, was this training relevant to your professional needs? YES \_\_\_\_\_ NO \_\_\_\_\_  
Why or why not?

Please answer questions 3 through 9 using the following number scale:  
**Rating Scale**  
10 9 8 7 6 5 4 3 2 1  
**Excellent Above Average Below Poor**

3. Quality of instructor (s): Instructor Name: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_  
Instructor Name: \_\_\_\_\_

Comments:  
  
4. Organization of course, how well were the agenda topics covered:  
Comments

**COURSE EVALUATION QUESTIONS:** (continued)  
5. Opportunity to participate in discussions, issues, etc:

Comments:

6. Your overall satisfaction with the course:

Comments:

7. The value of the course to you:

Comments:

8. Rate the following instructional aids, if used:

Slides and/or Overhead:          Handout Material:          TV/VCR or Video Projector:          Other (specify):

Comments:

9. Rate the following facility information:

Location of Course: \_\_\_\_\_ Seating – ability to see/hear: \_\_\_\_\_

Comments:

Which sections of the course did you like **BEST** and why?

Which sections of the course did you like **LEAST** and why?

**SUGGESTIONS:** (Improvements to this course, topics to add to this course, development of another course, etc.)



## CAPACITY DEVELOPMENT COURSE EVALUATION FORM

**Instructions:** To evaluate this alternative training course, please complete this evaluation form and submit to the Department of Environmental Quality Water/Wastewater Operator Certification Office at P.O. Box 200901, Helena, MT 59620-0901 or [OperatorCertification@mt.gov](mailto:OperatorCertification@mt.gov).

**COURSE INFORMATION:**

NAME OF TRAINING COURSE: \_\_\_\_\_

TYPE OF ALTERNATIVE TRAINING (check one):      D CORRESPONDENCE                      D VIDEO-BASED TRAINING  
 D ON-LINE INTERNET TRAINING      D (CD-ROM) TRAINING      D ON-SITE FACILITY BASED TRAINING      D SATELLITE TELECONFERENCES

DATE (S) OF COURSE: \_\_\_\_\_

INSTRUCTOR (S), if applicable: \_\_\_\_\_

**OPERATOR INFORMATION:** (optional)

NAME: \_\_\_\_\_ OPERATOR NUMBER: \_\_\_\_\_

YEARS OF EXPERIENCE: \_\_\_\_\_ CERTIFICATION TYPE: \_\_\_\_\_

SYSTEM OPERATED: \_\_\_\_\_

POSITION DESCRIPTION: \_\_\_\_\_

**COURSE EVALUATION QUESTIONS:**

	High				Low
	5	4	3	2	1
Please rate how well this course met your needs					
Please rate the content of this course					
Please rate the presentation of the material					
Please rate how you feel about recommending this course to co-workers, friends, or managers.					

Comments: \_\_\_\_\_

Organization of course, how well were the topics covered or presented:

Comments \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUGGESTIONS:** (Improvements to this course, topics to add to this course, development of another course, etc.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_