

# HOME STUDY COURSES

## WATER AND WASTEWATER TRAINING PROGRAM

- Basic Wastewater Operations (WWW450)
- Basic Water Operations (WWW400)
- Groundwater Production (WWW401)
- Wastewater Collection (WWW452)
- Wastewater Treatment (WWW451)

### GETTING STARTED

- You **MUST** complete your home study course in **SIX (6) MONTHS**
- The first lesson is due **ONE MONTH** from the time it is issued
- There are **NO** refunds for canceled home study courses
- There are **NO** transfers to another course or student
- Be sure you **READ** the [Project Sheet Requirements](#) on the back
- Fee per course for **TEXAS** residents is \$190
- Fee per course for **OUT-OF-STATE** residents is \$210
- Fill out and submit Registration Form inside

# TEEX WATER AND WASTEWATER HOME STUDY COURSES

## WWW400 Basic Water Operations

*Required for Grade D and C Water Licenses*

This course is designed for new employees working with water systems and involved in the production or distribution of potable water.

### Topics:

- Origin and characteristics of water
- How to handle public relations
- Safety rules and regulations regarding water systems

## WWW401 Groundwater Production

*Required for Grade C and B Groundwater Licenses and Grade A Water License*

This course is designed for anyone involved in the operation of groundwater systems.

### Topics:

- Origins and sources of groundwater
- Physical and chemical characteristics of groundwater
- How to effectively handle records, maps and reports
- Well location considerations
- Well construction
- Storage and distribution
- Well problems and maintenance

## WWW450 Basic Wastewater Operations

*Required for D and C Operator Wastewater Licenses and Class II & Class III Collection Licenses*

This course is designed for new employees of a wastewater system or anyone involved in the collection, treatment or laboratory analysis of wastewater.

### Topics:

- The goals of wastewater treatment
- Water cycle
- Characteristics of wastewater
- Activated sludge process
- Water reuse
- Alternative and advanced treatment
- The law and sources of pretreatment of domestic wastes
- The biological treatment of wastewater
- Sedimentation and fixed-film processes
- Collection systems
- Lift (pumping) stations
- Preliminary treatment
- Flow measurements
- Records and reports
- Ponds, disinfection and safety procedures

## WWW451 Wastewater Treatment

*Required for C, B and A Wastewater Licenses*

This course is designed for anyone who is responsible for quality control or the treatment of wastewater at their plant.

### Topics:

- Wastewater treatment
- State requirements for wastewater treatment
- Composition and characteristics of sewage
- Chlorination of wastewater
- Laboratory controls
- Pretreatment
- Primary filters
- Rotating biological contractors
- Ponds
- Activated sludge processes
- Advanced treatment processes

## WWW452 Wastewater Collection

*Required for Class I, II, III, B, and A Wastewater Licenses*

This course is designed for anyone who is responsible for the operation and maintenance of a wastewater collection system.

### Topics:

- State requirements
- Collection system design
- Construction
- Lift stations
- Maintenance and operation
- Industrial waste monitoring
- Collection system management

## TCEQ Course Approvals

All the home study courses are approved by the Texas Commission on Environmental Quality (TCEQ).

- Credit toward water licensing: Basic Water and Groundwater Production
- Credit toward wastewater licensing: Basic Wastewater, Wastewater Treatment and Wastewater Collection
- Please Note: In accordance with 30 TAC 30.28(p)(3)(c), distance learning courses repeated within the same renewal period will not receive training credit if the training uses the same performance-based assessment

## Benefits of the Home Study Program

- Complete TCEQ licensing requirements in the comfort of your own home!
- Home study courses benefit people who live in rural areas where classes are not held regularly!



# REGISTRATION FORM - TEEX WWW HOME STUDY COURSES INFRASTRUCTURE, TRAINING AND SAFETY INSTITUTE

Refer to [www.teex.org/cor](http://www.teex.org/cor) for up-to-date information.  
Prices Subject to Change

Ad Code: X09BA1

**Fill Out Registration Form** - (NOTE: If you are registering as an individual, ignore "Company" and "Title" below. Fill in your own Address and Contact information. If you are registering as part of any organization, then fill in "Company," "Title," and the Organization's Address and Contact information.)

Participant's Name \_\_\_\_\_ SSN\* (or TEEX Student ID\*\*) \_\_\_\_\_ TCEQ License # \_\_\_\_\_

- |  |   |
|--|---|
| <input type="checkbox"/> WWW400 Basic Water Works Operations | <input type="checkbox"/> WWW451 Wastewater Treatment  |
| <input type="checkbox"/> WWW401 Groundwater Production       | <input type="checkbox"/> WWW452 Wastewater Collection |
| <input type="checkbox"/> WWW450 Basic Wastewater Operations  |   |

**Price per Course: \$190 (Texas Residents), \$210 (Out-of-State Residents)**

Current Certification: Water \_\_\_\_\_ Wastewater \_\_\_\_\_

Company \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Shipping Address \_\_\_\_\_

(Shipping by UPS ground)

\*Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state or local government agency requests an individual to disclose his or her social security account number (SSN), that individual also must be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited and what uses will be made of it. (Call 800-824-7303 for full privacy statement.)

\*\* New students will receive a student ID number from TEEX.

## Submit Form

**Mail:**  
TEEX-ITSI  
301 Tarrow Street  
College Station, Texas 77840-7896

**Fax:**  
979-458-1426  
  
**Phone:**  
800-SAFE-811 (800-723-3811) or  
979-458-2001

**Shipping Address:**  
**(DO NOT** use U.S. Postal Service to overnight to this address)

TEEX-ITSI  
TAMU Riverside Campus  
3100 State Highway 47, Bldg. 7900  
Bryan, TX 77807

**NOTE: You MUST complete your course in SIX (6) MONTHS.**

**There are NO refunds for a canceled home study course. There are NO transfers to another course or student.**

**Payment Information** - Advance registration is required. Payment must accompany registration. Make check, cashier's check, or money order payable to *Texas Engineering Extension Service (TEEX)*.

Total Amount Due \$ \_\_\_\_\_

Arrange payment by one of the following methods:

- Check enclosed - (Please add the course number, course name and course date on your check)
- Purchase Order - Copy of official signed company PO must be attached. TEEX will send you an invoice.
- Credit Card

- MasterCard     VISA     American Express     Discover

Name on Card: \_\_\_\_\_ Last 4 Digits of Card Number \_\_\_\_\_

Signature \_\_\_\_\_



ADMINISTRATION  
CUT AND SHRED

FOR CUSTOMER SECURITY: REQUIRED INFORMATION BELOW WILL BE DESTROYED ONCE PAYMENT IS PROCESSED

ADMINISTRATION  
CUT AND SHRED



Acct # \_\_\_\_\_ Expires \_\_\_\_\_

CCV# (7-digit number on the back of the card under the signature) \_\_\_\_\_

**With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.**

TEEX is EEO compliant. For more information, call 800-824-7303.

## PROJECT SHEET REQUIREMENTS

In addition to the regular coursework, there are a number of "Project Sheets" that need to be filled out and returned to TEEEX for course completion. Each "Project Sheet" requires the signature of a supervisor or a licensed operator. To accomplish the requirements of the "Project Sheets," you will need to make arrangements ahead of time to get access to the following:

### for Basic Wastewater Operations

- Access to a wastewater treatment plant and facility information
- Access to the plant's discharge permit information
- Perform a settleable solids test
- Information on your collection system or a collection system nearby
- Access to a collection system map
- Access to information on a lift station as well as a pump and motor
- Access to safety meeting information

### for Groundwater Production

- Access to a ground water facility and facility information
- Information from the latest Consumer Confidence Report (CCR)
- Be able to perform a chlorine residual analysis
- Access to bacteriological sample results
- Specific information on a water well
- Specific information on a pump and motor
- Access to information on a system's storage facilities, water meters, fire hydrants and valves
- Access to information for a system's monthly operating report for Wastewater Collection
- Access to a wastewater collection system
- Access to information on your collection system or a collection system nearby
- Information on collection system work procedures
- Access to information on a lift station
- Perform a flow test in the collection system
- Access to Industrial Pretreatment Program information\*\*
- Access to organizational chart information

\*\* TEEEX may be able to help with gathering this information

### for Basic Water Operations

- Access to a water system
- Information about your water system or a nearby system
- Be able to perform a chlorine residual analysis

### for Wastewater Collection

- Access to a wastewater collection system
- Access to information on your collection system or a collection system nearby
- Information on collection system work procedures
- Access to information on a lift station
- Perform a flow test in the collection system
- Access to Industrial Pretreatment Program information\*\*
- Access to organizational chart information

### for Wastewater Treatment

- Access to a wastewater treatment plant and facility information
- Access to a plant's discharge permit information
- Information on plant laboratory data
- Information on plant equipment and treatment units
- Access to a microscope
- Access to process control information from an activated sludge facility\*\*
- Access to information on a trickling filter facility, RBC facility, and a pond facility\*\*
- Access to plant sludge information
- Be able to perform a chlorine residual analysis
- Access to plant record information
- Access to a Material Safety Data Sheet (MSDS)

Upon satisfactory completion of a home study course, you receive appropriate training credit. The course MUST BE COMPLETED IN SIX MONTHS with the first lesson due one month from the time of issuance. Each course consists of a series of lessons composed of technical reading material, review sheets, figure sheets, project sheets and exams. Exams and completed project sheets must be returned to the Water and Wastewater Training Program for evaluation. A satisfactory score of at least 70 percent is needed to complete a home study course. If an exam is not satisfactory, a new one with a request to resubmit is forwarded to you. Complete instructions are provided in the course packet.

Exam answer sheets and project sheets are now available electronically. Request them by calling 979-458-1820. This service allows you to submit your forms via email for faster results.

Training specialists in this program hold licenses in water and/or wastewater. Many have special licenses and skills, including: Licensed Backflow Prevention Assembly Tester and Certified Vocational Industrial Teacher. All TEEEX instructors are professionally trained and meet the requirements as a qualified classroom instructor as required by the Texas Commission on Environmental Quality (TCEQ).

The fee for each course is \$190 for Texas residents and \$210 for out-of-state residents. Make checks payable to TEEEX and enclose the registration form.

**NOTE: Once you receive credit for a home study course, it is YOUR responsibility to contact TCEQ to arrange to take your licensing examination.**

#### FOR COURSE REGISTRATION:

### TEEX-ITSI

Customer Care Center  
301 Tarrow Street  
College Station, Texas 77840-7896  
Phone: 800-SAFE-811 (800-723-3811)  
Fax: 979-458-1426  
Email: [itsi@teemail.tamu.edu](mailto:itsi@teemail.tamu.edu)

#### FOR LICENSING EXAM:

**Texas Commission  
on Environmental Quality (TCEQ)**  
Water and Wastewater 512-239-6133