

Distance Learning Correspondence Courses

Water and Wastewater Training Program

GETTING STARTED

- You **MUST** complete your correspondence course in **SIX (6) MONTHS**.
- The first lesson is due **ONE MONTH** from the time it is issued.
- Fill out and submit Registration Form inside, or go online to: www.teex.org/cor
- There are **NO** transfers to another course or student.
- There are **NO** refunds for canceled correspondence courses.
- Be sure you **READ** the Project Sheet Requirements and Exam Proctoring Requirements on the back.

CORRESPONDENCE COURSES

WWW400 - BASIC WATER WORKS OPERATIONS

Required for Grade D and C Water Licenses

20 hours. Audience: New employees working with water systems and involved in the production or distribution of potable water.

Topics:

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

WWW401 - GROUNDWATER PRODUCTION

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

20 hours.* Audience: Anyone involved in the operation of groundwater systems.

Topics:

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

WWW450 - BASIC WASTEWATER OPERATIONS

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

20 hours. Audience: New employees of a wastewater system or anyone involved in the collection, treatment or laboratory analysis of wastewater.

Topics:

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

WWW451 - WASTEWATER TREATMENT

Required for C, B, and A Wastewater Licenses

20 hours. Audience: Anyone responsible for quality control or the treatment of wastewater at a plant.

Topics:

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

WWW452 - WASTEWATER COLLECTION

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

20 hours. Audience: Anyone responsible for the operation and maintenance of a wastewater collection system.

Topics:

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

WWW470 - OPERACIÓN BÁSICA DEL AGUA POTABLE

Curso requerido para las licencias grados D y C en agua potable

20 horas.* Tipo de Audiencia: Empleados de nuevo ingreso en los sistemas de agua, que trabajen en las áreas de producción o distribución de agua potable.

Temas a Tratar:

- Origen y características del agua
- Operación eficiente y condiciones de seguridad en los sistemas de agua
- Manejo de relaciones con el público

BENEFITS OF THE PROGRAM

- Complete TCEQ licensing requirements at your location and at your pace.
- Correspondence courses benefit people who live in rural areas where classes are not held regularly.

WWW CORRESPONDENCE COURSE REGISTRATION FORM

Phone: 800-SAFE-811 (800-723-3811) Fax: 979-458-1426 Website: teex.org/cor

Address: TEEX-ITSI, P.O. Box 40006, College Station, TX 77842-4006

DO NOT EMAIL THIS FORM

For your security and ours, TEEX cannot accept personal information such as social security numbers or credit card information via email.

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.)

- WWW400 - Basic Water Works Operations
- WWW401 - Groundwater Production
- WWW450 - Basic Wastewater Operations

- WWW451 - Wastewater Treatment
- WWW452 - Wastewater Collection
- WWW470 - Operación Básica del Agua Potable

Participant's Name _____

TEEX Student ID** _____ TCEQ License # _____

Current Certification: Water _____ Wastewater _____

Company _____ Title _____

Address _____ City/State/ZIP _____

Phone _____ Fax _____

Email _____

Shipping Address _____

(Shipping by UPS Ground)

NOTE: Are you a water/wastewater worker licensed by the Texas Commission on Environmental Quality (TCEQ)?

If so, enter your TCEQ License # _____

NOTE: Are you licensed by the Texas Commission on Law Enforcement (TCOLE)?

If so, enter your PID # _____

*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-SAFE-811 (800-723-3811) for full privacy statement.)

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

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

There are NO transfers to another course or student. There are NO refunds for a canceled correspondence course.

Payment Information - Advance registration is required. Payment must accompany registration.

Total Amount Due \$ _____

Arrange payment by one of the following methods:

1. Check***/Money Order/Cashier's Check enclosed payable to **TEEX** - (Please add the course number, course name, and course date.)
2. Purchase Order - Copy of official signed company PO must be attached. TEEX will send you an invoice.
3. Credit Card

- MasterCard
- VISA
- American Express
- Discover
- PIN-less Debit Card

Name on Card: _____ Last 4 Digits of Card Number _____

Signature _____

ADMINISTRATION

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

ADMINISTRATION

CUT AND SHRED

CUT AND SHRED

Credit Card # _____ Expiration Date _____ (mm/yy)

***By sending your check, please be aware that you are authorizing the Texas A&M Engineering Extension Service (TEEX) to make a one-time electronic debit from your account at the financial institution on your check. This electronic debit will be for the amount of the check; no additional amount will be added to the amount and **ALL** transactions will remain secure. Please contact TEEX's Financial Services Department at 979-458-6906 to learn about other payment options if you prefer **NOT** to have your check used in this way. We value your business and appreciate your selecting TEEX for your training needs.

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

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 complete the requirements of the "Project Sheets," you will need to arrange/accomplish the following ahead of time:

For Basic Water Works Operations

(En Operación Básica del Agua Potable)

- Access to a water system
(Acceso al sistema de agua potable)
- Acquire information about your water system or a nearby system
(Adquirir información sobre el sistema de agua potable o de un sistema cercano)
- Perform a chlorine residual analysis
(Llevar a cabo pruebas para analizar el cloro residual)

For Groundwater Production

- Access to a ground water facility and facility information
- Acquire information from latest Consumer Confidence Report (CCR)
- Perform a chlorine residual analysis
- Access to bacteriological sample results
- Acquire specific information on a water well
- Acquire 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
- Acquire 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 Wastewater Operations

- Access to a wastewater treatment plant and facility information
- Access to the plant's discharge permit information
- Perform a settleable solids test
- Acquire information on your collection system or a nearby system
- 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 Wastewater Collection

- Access to a wastewater collection system
- Acquire information on your collection system or a nearby system
- Acquire 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
- Acquire information on plant laboratory data
- Acquire 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
- Perform a chlorine residual analysis
- Access to plant record information
- Access to a Material Safety Data Sheet (MSDS)

ADDITIONAL INFORMATION

Upon satisfactory completion of a correspondence course, you will receive the appropriate training credit. The course must be completed in six (6) months, with the first lesson due ONE (1) 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 correspondence 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 via email. Request them by calling 800-SAFE-811 (800-723-3811). This service allows you to submit your forms via email for faster results.

Training specialists in this program hold licenses in water and 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).

Make checks payable to TEEEX and enclose the registration form, or contact TEEEX Customer Care Center (800-723-3811) directly and pay with your credit card. The Texas Commission on Environmental Quality approves 20 hours for each course toward a Texas license or renewal licensing.

IMPORTANT: Your exams must be proctored. When selecting a proctor, please keep remember that a proctor cannot be a spouse, family member, partner, fiancé, anyone residing in the same household, or currently enrolled in any distance learning course offered by TEEEX W&WW. Your immediate supervisor should be your first choice for a proctor but other examples include: licensed supervisor at work, your company training manager, a college proctor, or a certified clergy person. Please be advised that if each of your exams are not proctored from the onset, you will not be eligible for the indicated TCEQ license credit hours.

NOTE: Students outside Texas should check with their state agencies if seeking CEUs for licensing or certification approvals.

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