



Requests for approval require up to 15 business days for review.

Wastewater Operator Certification Program
Application for Approval of Training Contact Hours (TCHs)

To obtain approval, please complete this form and submit with supporting documentation.

Name of Person or Organization Requesting Approval: _____

Phone #: _____ Email: _____

COURSE INFORMATION:

Course Title: _____

Training Organization and Contact Name: _____

Training Organization Phone #: _____ Email: _____

Presenter's Name: _____

Presenter's Phone #: _____ Email: _____

Date(s) of Training: _____

Delivery Method: In-Person Live Virtual Self-Paced Hybrid Correspondence
 Recorded On-Demand Other: _____

Location of Training: _____ Number of TCHs requested: _____

Begin & End Times of Training: _____ Breaks (# and Mins) _____ Lunch (Minutes) _____

Please provide a description of how the proposed wastewater training class, session, or webinar has relevance to the operation and maintenance, safety, or management of a wastewater treatment plant:

Attach additional sheet if necessary

Attach the following supporting documentation:

Agenda, brochures, or materials that describe the training topics covered and the time allotted for each topic of the class. Check-in, breaks, and lunch times must also be noted. (**Note: time taken for check-in, breaks, and lunch is not eligible for credit hours*).

Instructor(s) credentials – this could be a brief paragraph explaining their credentials or they may provide a Bio or Resume. (*Note: you do not need to provide credentials if the instructor has already been DEP-approved*).

SUBMIT THIS FORM WITH THE ABOVE SUPPORTING DOCUMENTATION TO:

NEIWPCC-JETCC
584 Main Street
South Portland, ME 04106
Email: mecertification@neiwpc.org
Office: (207) 253-8020 • Fax: (207) 771-9028