



Wastewater Operator Certification Program
Approving Online Sessions for Wastewater Training Contact Hours (TCH)

- A. To receive Department approval for online (internet-based) wastewater treatment continuing education Training Contact Hours (TCH), the subject matter must be relevant to the:
1. Operation and maintenance (O&M) of a wastewater treatment facility, collection system, or laboratory, or
 2. Management or supervision of a wastewater treatment facility, collection system, or laboratory, or
 3. Safety of plant personnel operating a wastewater treatment facility, collection system, or laboratory.
- B. To apply for Department approval for online training:
1. Either the training provider or attendee must apply to the Department using the *Application for Approval of Training Contact Hours (TCHs)* form located at www.maine.gov/dep/water/wwoperator.
 2. Allow up to 15 business days for Department approval.
 3. Approvals are valid for five (5) years and can be renewed.
 4. All classes are assigned a unique approval number which should be included on certificates, rosters, attendee, and reports submitted to the Department.
 5. The Department may request to review the session prior to approval.
- C. All virtual training, including live broadcasts, prerecorded, on-demand training, webinars, and conference sessions:
1. Must be at least 1 hour in length, or aggregate of sessions that together are at least 1 hour.
 2. Have a mechanism to verify the attendee completed the whole course. This could include a time stamp or a test or quiz for learning, either periodically during the course or at the end of the session.
 3. Participants must be able to contact the instructor or presenter to ask questions and receive an answer through discussion, chat, telephone, email, or messaging.
 4. When multiple participants are attending together using the same computer, the supervisor or manager must verify all participants attended the session to receive TCHs.
 5. The same course can only be used by an operator once every 6 years (3 renewal periods). Exceptions are safety courses and basic operator training for Grade 1 & 2 operators.

Questions on obtaining TCHs can be directed to Judy Bruenjes at judy.k.bruenjes@maine.gov or NEIWPC by emailing mecertification@NEIWPC.org