NEIWPCC in conjunction with the Massachusetts Department of Environmental Protection (MassDEP) and the Massachusetts Water Environment Association (MAWEA) are offering the Spring 2020 Training Schedule with courses in the operation and maintenance of wastewater treatment plants for certification examinations. NEIWPCC offers the **ability to join the MAWEA** (formerly MWPCA) when you register for a class and immediately receive the member’s discount. See last page for details.

**Websites**

Schedules and detailed course information can be viewed or downloaded from the following websites:

- [https://portal.neiwpcc.org/training-calendar.asp](https://portal.neiwpcc.org/training-calendar.asp)
- [www.mawea.org](http://www.mawea.org)

**NEIWPCC**

650 Suffolk Street, Suite 410
Lowell, MA 01854

Telephone: (978) 323-7929
Fax: (978) 323-7919
E-mail: training@neiwpcc.org

Attention: Massachusetts Training

**CONTENTS & LISTING OF COURSES**

- Recommended Preparation for a WWTPO License Examination...Page 3
- Recommended Courses from NEIWPCC and MAWEA...Page 4
- Training Contact Hour Policy...Page 5
- Basic Wastewater Math, 3-Session Course...Page 6
- Basic Operation of Municipal Wastewater Treatment Plants (Grades 1M-4M), 6-Session Course...Page 7
- Advanced Operation of Municipal Wastewater Treatment Plants (Grades 5C-6C), 5-Session Course...Page 8
- Basic Industrial Wastewater Treatment (Grades 1I-2I), 5-Session Course...Page 9
- Advanced Industrial Wastewater Treatment (Grades 3-4I), 3-Session Course...Page 10
- Basic Wastewater Laboratory Procedures, 4-Session Course...Page 11
- Wastewater Pumps & Hydraulics, 2-Day Course...Page 12
- Certification Exam Information...Page 13
- Wastewater Treatment Operator License Status and Online Database...Page 14
- Registration Form...Page 15
- MAWEA Membership Application Form...Page 16-17

Online registration available for MWOT courses (credit cards only) at:

[https://portal.neiwpcc.org/connect.asp](https://portal.neiwpcc.org/connect.asp)
TRAINING CONSORTIUM COORDINATES MASSACHUSETTS WASTEWATER OPERATOR TRAINING PROGRAM

Since 2005 NEIWPCC has coordinated the state’s Wastewater Operator Training Program for MassDEP through a training advisory committee with the assistance of the Massachusetts Water Environment Association (MAWEA), the New England Water Environment Association (NEWEA), the Massachusetts Rural Water Association (MassRWA), and others.

NEIWPCC’s role also includes the coordination of the Massachusetts operator certification program. NEIWPCC’s role consists of processing applications for certificates of those who have passed the certification exam; and the coordination of license renewals every two years. As of July 2007, NEIWPCC also leads the certification program in conjunction with the Massachusetts Board of Certification and will maintain the issuance of operator licenses, appeals, emergency applications and other matters that are statutory requirements.

For more information on the Massachusetts Wastewater Operator Training Program or Certification Exams, contact NEIWPCC at (978) 323-7929, by e-mail at training@neiwpcc.org or visit our website at http://neiwpcc.org/learning-center/massachusetts-wastewater-operator-training-certification/. For Certification issues, contact Michelle Jenkins directly at (978) 349-2516.

GENERAL REGISTRATION INFORMATION

All registrations and book purchases for courses and review sessions must be prepaid and accompanied by the appropriate Registration Form (page 15) and mailed to:

NEIWPCC – MA TRAINING
650 SUFFOLK STREET, SUITE 410
LOWELL, MA 01854

Checks or money orders should be made payable to “NEIWPCC Training”. Purchase orders and credit cards (MasterCard/Visa/Discover) are also accepted. NEIWPCC now offers online registration (credit cards ONLY) at https://portal.neiwpcc.org/connect.asp. Full payment must be received for any NEIWPCC training program in order for the TCH’s to be officially awarded and forwarded to the appropriate state agency. Telephone reservations are not acceptable for course registrations.

NOTE: There will be a $35.00 fee for checks returned due to insufficient funds.

PLEASE REGISTER EARLY

Please register early since space may be limited. Registration is handled on a first come, first served basis.

PROCESSING YOUR REGISTRATION

All registrations must be received at least seven (7) days prior to the start of a course to ensure proper processing. Registrations received after this time will incur a $15 late fee. Failure to meet this requirement may prevent your registration from being accepted. Each registrant will receive by email/mail a written confirmation and directions to the training location if the registration information has been received in a timely manner.

CANCELLATION/REFUND POLICY

Seven days notice is required IN WRITING (mailed, emailed or faxed) for you to cancel at no cost. Cancellations received after this time will be charged $25 for programs under $100 and $50 for programs over $100. Registrants who do not cancel or who fail to show are responsible for full payment.
RECOMMENDED PREPARATION FOR A WWTP OPERATOR’S LICENSE EXAMINATION -

Recommended Preparation for a WWTP Operator’s License Examination

Select Exam

Are you prepared to take the exam?

No

Take Exam

Yes

Did you PASS the exam?

Yes

Apply for License (Fill out application)

Obtain TCHs for Renewal (Every 2 Years)

No

Formal Classroom Training*

Self-Study Courses*

Or

Note: This flow chart was developed by the Massachusetts Board of Certification of Wastewater Treatment Plant Operators in conjunction with the Massachusetts Training Advisory Committee (TAC).
RECOMMENDED COURSES FROM NEIWPC AND MAWEA

MUNICIPAL LICENSES

Grades 1M-2M:
- Basic Operation of Municipal WWTP (6 Sessions)
- Basic Wastewater Math (3 Sessions)
- Basic Wastewater Laboratory Procedures (4 Sessions)

Grades 3M-4M:
- Basic Operation of Municipal WWTP (6 Sessions)
- Process Control Laboratory
- Applying Wastewater Process Control Math Concepts (1 Session)

Grades 5C-6C:
- Advanced Operation of Municipal WWTP (5 Sessions)
- Applying Wastewater Process Control Math Concepts (1 Session)
- Mass. Wastewater Management Program
- Advanced Pump Course
- Advanced Industrial Wastewater Treatment (3 Sessions)

INDUSTRIAL LICENSES

Grades 1I-2I:
- Basic Industrial WWT (5 Sessions)

Grades 3I-4I:
- Advanced Industrial WWT (3 Sessions)

TYPICAL SELF-STUDY COURSES

- University of California Sacramento Course
- CEUPlan.com
- RoyCEU.com
- Skillworks
- WEF Online

For information on how to become a wastewater treatment plant operator in Massachusetts, please view our short webinar, Becoming a Certified Wastewater Operator in Massachusetts (the slides in this webinar may be viewed separately here).
**NEIWPCC’s Training Contact Hours Policy**

Training Contact Hours (TCHs) will be awarded for courses and seminars held through NEIWPCC on an hour-for-hour basis as indicated by the stated start and finish times of the course or seminar minus 1 hour for lunch (which is assumed for any course or seminar scheduled to run through the normal lunch period).

- Students are responsible for signing in at the beginning of every class, and signing out at the end of every class, in order to receive their certificate/TCHs.
- Students who do not sign in or out will not receive any TCHs.
- Multi-day classes require sign-in and sign-out each day of class.
- Students must attend 50% of the class in order to receive TCHs for the time they were present.
- For pass/fail courses, TCHs will be awarded if a passing score is achieved and the above requirements are met.
- Certificates of attendance, documenting TCHs awarded, will be emailed within 10 business days of the completion of the class.

Certificates, documenting TCHs earned, will be provided via email within 10 business days of the conclusion of the course/seminar. Massachusetts-licensed wastewater operators will also have their NEIWPCC TCHs documented on their license renewal form. Retain your certificate of attendance.

---

**The Massachusetts Training Advisory Committee requires all municipal and industrial courses to be “Pass/Fail”. Students will be required to successfully complete regular quizzes and course work to “Pass” the course and qualify for Training Contact Hours.**

---

**Attention Wastewater Operators:**

All active wastewater operators must provide proof of 20 TCHs during the period January 1, 2020 to December 31, 2021.*

Most TCH credits earned through NEIWPCC, NEWEA, or MAWEA are automatically provided on the wastewater operator’s license renewal form.

**Please Note:** For this renewal cycle (2020-2021), no more than 50% of the TCHs required for renewal can be safety-related.

*Passing the WWTP Exam earns 10 TCHs. If you pass your first exam and get your license in 2020, you only need to earn an additional 10 TCHs to renew in 2021. If you pass your first exam and get your license in 2021, you do not need to earn additional TCHs to renew in 2021.*
BASIC WASTEWATER MATH, 3-SESSION COURSE

Bring your calculator to each class!

This 3-session basic wastewater math course has been designed to help students develop basic math skills and to provide a review of basic math concepts and computations.

This course will help prepare students for the basic math skills that are used for the certification exams in Municipal Wastewater Treatment and Industrial Wastewater Treatment. This course is designed for Grades 1-4.

Unit analysis and the importance of working with conversion factors will be explained in detail. Percentages, proportions and concentrations will be covered. An introduction to problem solving and basic wastewater treatment formulas will be presented.

NOTE: The ability to perform wastewater calculations is key to passing a certification exam and performing process control calculations for proper plant operation. This course is strongly recommended for those who struggle with math or have not used math in a long time.

<table>
<thead>
<tr>
<th>DATES OFFERED</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesdays, March 3, 10 and 17, 2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOCATION</td>
<td>TIME</td>
<td>COURSE #</td>
</tr>
<tr>
<td>Richard Alden Training Facility, Millbury, MA</td>
<td>8:30 a.m. to 2:30 p.m.</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>MAWEA Member / Non-member</td>
<td></td>
</tr>
<tr>
<td>Course Only</td>
<td>$ 220.00 / $ 245.00</td>
<td>MA0664</td>
</tr>
<tr>
<td>Late fee (if not received by 2/25/2020)</td>
<td>$15.00</td>
<td></td>
</tr>
</tbody>
</table>

Instructor: Tom Bienkiewicz, NEIWPCC
TCHs: 15

Coming this Spring - Watch for 2 Upcoming Specialty Trainings in Massachusetts

Title 5 Tech Seminar and Cybersecurity Forum

Participate in a one-day training on the most recent R&D developments in advanced onsite wastewater technology at the Massachusetts Title 5 Tech Seminar on May 27th in Taunton, Mass. Both Massachusetts certified Title 5 professionals and/or wastewater operators will receive training contact hours for the seminar.

A one-day Municipal Cybersecurity Forum is being organized for June 2020 and is anticipated to be located in central or western Massachusetts. Learn about cybersecurity threats, defense, and response. The schedule for all NEIWPCC training will be available on NEIWPCC's web site (https://portal.neiwpcc.org/training-calendar.asp) soon!
This 6-session course has been designed to introduce students to the basic information relative to the operation of municipal wastewater treatment plants. The basic math used in wastewater treatment will be covered during the course. This training will assist students in preparation for the Massachusetts Municipal Wastewater Grades 1M - 4M certification exams.

The BASIC WASTEWATER MATH, 3-SESSION COURSE (see page 6) is strongly recommended for students that need a review of basic math operations.

The following material will be presented in this course:

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 4:</td>
<td>Disinfection. Advanced Treatment. Math Review.</td>
</tr>
</tbody>
</table>

The Massachusetts Training Advisory Committee requires all municipal courses to be “Pass/Fail”. Students will be required to successfully complete regular quizzes and course work to “Pass” the course and qualify for Training Contact Hours.

The following textbooks will be used in this course:


and


Please bring your calculator to each class!

**DATES OFFERED**

Tuesdays, April 7, 14, 21, 28, May 12 and 19, 2020

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TIME</th>
<th>COURSE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Alden Training Facility,</td>
<td>8:30 a.m. to 3:30 p.m.</td>
<td>MA0665</td>
</tr>
<tr>
<td>Millbury, MA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>MAWEA Member / Non-member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Only</td>
<td>$ 370.00 / $ 400.00</td>
</tr>
<tr>
<td>Course and Book*</td>
<td>$ 490.00 / $ 520.00</td>
</tr>
<tr>
<td>Late fee (if not received by 3/31/2020)</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Instructor: Tom Bienkiewicz, NEIWPCC  
TCHs: 36 (upon successful completion of quizzes)

* Ordered books will be sent in advance of the course (at no additional cost).
ADVANCED OPERATION OF MUNICIPAL WASTEWATER TREATMENT PLANTS (GRADES 5C – 6C), 5-SESSION COURSE

Bring your calculator to each class!

This 5-session course is designed to assist students preparing to take the Massachusetts Municipal Wastewater Grade 5 or 6 Combined certification exams. It deals with advanced process control, nutrient removal and other advanced topics.

The APPLYING WASTEWATER PROCESS CONTROL MATH CONCEPTS course on May 5, 2020 in Lowell, MA is strongly recommended for students that need a review of basic math operations.

Students taking this course must have completed the “Basic Operation of Municipal Wastewater Treatment Plants, Grades 1M-4M” course or have a current GRADE 4M municipal wastewater treatment operator certificate.

The Massachusetts Training Advisory Committee requires all municipal courses to be “Pass/Fail”. Students will be required to successfully complete regular quizzes and course work to “Pass” the course and qualify for Training Contact Hours.

The following textbook will be used in this course:
Text: Sacramento, Advanced Wastewater Treatment, 5th Edition

<table>
<thead>
<tr>
<th>DATES OFFERED</th>
<th>Wednesdays, May 20, 27, June 3, 10 and 17, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Richard Alden Training Facility, Millbury, MA</td>
</tr>
<tr>
<td>TIME</td>
<td>8:30 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>COURSE #</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TIME</th>
<th>COURSE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Alden Training Facility,</td>
<td>8:30 a.m.</td>
<td></td>
</tr>
<tr>
<td>Millbury, MA</td>
<td>to 3:30 p.m.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Course Only</td>
</tr>
<tr>
<td>Course and Book*</td>
</tr>
<tr>
<td>Late fee (if not received by 5/13/2020)</td>
</tr>
</tbody>
</table>

Instructor: Tom Bienkiewicz, NEIWPCC
TCHs: 30 (upon successful completion of quizzes)

* Ordered book will be sent in advance of the course (at no additional cost).
This 5-session course is designed for those individuals who need a **basic understanding of industrial wastewater treatment** suitable for the Grades 1 & 2 Industrial Certification Exams. It is a prerequisite for the Advanced Industrial Wastewater Treatment Course. Both the Basic and the Advanced Courses are recommended for students taking the Industrial Grades 3 & 4 exams.

The **Basic Wastewater Math, 3-SESSION COURSE** (see page 6) is **strongly recommended** for students that need a review of basic math operations.

**Topics covered will include:**

<table>
<thead>
<tr>
<th>Basic chemistry/Basic wastewater chemistry</th>
<th>Wastewater characteristics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metal finish processing</td>
<td>Regulation and monitoring</td>
</tr>
<tr>
<td>Chemical feed systems/chemical handling</td>
<td>Equalization</td>
</tr>
<tr>
<td>pH adjustments/neutralization</td>
<td>Metal hydroxide precipitation</td>
</tr>
<tr>
<td>Coagulation/flocculation/clarification</td>
<td>Red-ox chemistry</td>
</tr>
<tr>
<td>Chromium treatment</td>
<td>Cyanide treatment</td>
</tr>
<tr>
<td>Complexes and chelants</td>
<td>Other metal precipitation</td>
</tr>
<tr>
<td>Sludge dewatering</td>
<td>Granular media filtration</td>
</tr>
</tbody>
</table>

The Massachusetts Training Advisory Committee requires all industrial courses to be “Pass/Fail”. Students will be required to successfully complete regular quizzes and course work to “Pass” the course and qualify for Training Contact Hours.

The following textbook will be used in this course:


<table>
<thead>
<tr>
<th>DATES OFFERED</th>
<th>LOCATION</th>
<th>TIME</th>
<th>COURSE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesdays, April 8, 15, 22, 29 and May 13, 2020</td>
<td>Richard Alden Training Facility, Millbury, MA</td>
<td>8:30 a.m. to 3:30 p.m.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>COST</th>
<th>Description</th>
<th>MAWEA Member / Non-member</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Course Only</td>
<td>$ 340.00/$ 370.00</td>
</tr>
<tr>
<td></td>
<td>Course and Book*</td>
<td>$ 400.00/$ 430.00</td>
</tr>
<tr>
<td></td>
<td>Late fee (if not received by 4/1/2020)</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

**Instructor:** Tom Bienkiewicz, NEIWPCC

**TCHs:** 30 (upon successful completion of quizzes)

* Ordered book will be sent in advance of the course (at no additional cost).
ADVANCED INDUSTRIAL WASTEWATER TREATMENT  
(GRADES 3I – 4I), 3-SESSION COURSE

Bring your calculator to class!

This three-session course has been designed for individuals taking the Industrial Grades 3I & 4I certification exams.

Topics covered include:

<table>
<thead>
<tr>
<th></th>
<th>Membrane filtration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neutralization &amp; metals removal</td>
<td>Reverse Osmosis &amp; associated O&amp;M</td>
</tr>
<tr>
<td>Ion exchange</td>
<td>Reverse Osmosis &amp; associated O&amp;M</td>
</tr>
<tr>
<td>Math calculations for industrial wastewater treatment</td>
<td></td>
</tr>
</tbody>
</table>

Individuals must take the Basic Industrial Wastewater Treatment course or hold an industrial wastewater certificate as a prerequisite.

The Massachusetts Training Advisory Committee requires all industrial courses to be “Pass/Fail”. Students will be required to successfully complete regular quizzes and course work to “Pass” the course and qualify for Training Contact Hours.

<table>
<thead>
<tr>
<th>DATES OFFERED</th>
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</thead>
<tbody>
<tr>
<td>Thursdays, May 21, 28 and June 4, 2020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TIME</th>
<th>COURSE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Alden Training Facility, Millbury, MA</td>
<td>8:30 a.m. to 3:30 p.m.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Description</td>
</tr>
<tr>
<td>Course Only</td>
</tr>
<tr>
<td>Late fee (if not received by 5/14/2020)</td>
</tr>
</tbody>
</table>

Instructor: Don Kennedy, NEIWPCC  
TCHs: 18 (upon successful completion of quizzes)
This 4-session course is designed to provide an in-depth examination and hands-on demonstration of laboratory tests that are required for NPDES compliance. Approved methods, proper procedures and techniques used in wastewater laboratory analyses will be discussed. Sampling, laboratory practices, and quality assurance will be addressed with specific regard to BOD, DO, pH, solids and coliform analyses.

Learning Objectives:

- List sample holding times & containers
- List approved methods
- Calculate analytical results
- Define quality assurance

**Note:** Registration is limited to 25 students per session; make sure to register early!

<table>
<thead>
<tr>
<th>DATES OFFERED</th>
<th>Thursdays, March 19, 26, April 23 and 30, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION</td>
<td>Richard Alden Training Facility, Millbury, MA</td>
</tr>
<tr>
<td>TIME</td>
<td>8:30 a.m. to 3:30 p.m.</td>
</tr>
<tr>
<td>COURSE #</td>
<td></td>
</tr>
<tr>
<td>COST</td>
<td>Description</td>
</tr>
<tr>
<td></td>
<td>MAWEA Member / Non-member</td>
</tr>
<tr>
<td></td>
<td>Course Only $325.00 / $350.00 MA0669</td>
</tr>
<tr>
<td></td>
<td>Late fee (if not received by 3/12/2020) $15.00</td>
</tr>
</tbody>
</table>

**Instructor:** Nora Lough, Clean Water Training & Solutions, LLC  
**TCHs:** 24

**Please Note:** NEIWPCC reserves the right to postpone, reschedule, or cancel courses as attendance dictates.
Bring your calculator to each class!

This 2-day course covers the operation, maintenance and hydraulic principals of centrifugal pumps.

**Topics covered include:**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Topic</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pump types</td>
<td>Pump packing &amp; adjustments</td>
<td>Motor principles of operation</td>
</tr>
<tr>
<td>Theory of operation</td>
<td>Mechanical seal failures</td>
<td>Horsepower &amp; electrical power calculations</td>
</tr>
<tr>
<td>Reading &amp; using pump curves</td>
<td>Operational troubleshooting</td>
<td>Pump O&amp;M and Hydraulics</td>
</tr>
<tr>
<td>Parts of pumps</td>
<td>Bearings &amp; coupling maintenance</td>
<td></td>
</tr>
</tbody>
</table>

The following textbook will be used in this course:

Text: *Pumps and Pumping*, Skeet Arasmith, ACR Publications

*(purchase of this book is strongly recommended)*

---

**DATES OFFERED**

Thursdays, June 11 and 18, 2020

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>TIME</th>
<th>COURSE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Richard Alden Training Facility,</td>
<td>8:30 a.m. to 3:30 p.m.</td>
<td>MA0670</td>
</tr>
<tr>
<td>Millbury, MA</td>
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</table>

<table>
<thead>
<tr>
<th>COST</th>
<th>Description</th>
<th>MAWEA Member</th>
<th>Non-member</th>
<th>COURSE #</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Course Only</td>
<td>$175.00</td>
<td>$190.00</td>
<td>MA0670</td>
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<tr>
<td></td>
<td>Course and Book*</td>
<td>$245.00</td>
<td>$260.00</td>
<td>MA0670-B</td>
</tr>
<tr>
<td></td>
<td>Late fee (if not received by 6/4/2020)</td>
<td>$15.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Instructor:** Don Kennedy, NEIWPCC

**TCHs:** 12

*Ordered book will be sent in advance of the course (at no additional cost).**

**This course has been approved by the Commonwealth of Massachusetts for Drinking Water Certification Renewal.**
CERTIFICATION EXAM INFORMATION

NEIWPCC is also responsible for the Massachusetts wastewater operator certification examinations. As of July 2009, NEIWPCC, with ABC and the Massachusetts Board of Certification, began offering an on-line version of the certification exams through AMP. Certification examinations for Massachusetts operators are now offered on-line at AMP testing locations. Presently there are 5 locations in Massachusetts as well as testing centers in RI, CT, and NY. A demonstration of the online testing can be found on our website at: http://neiwpcc.org/learning-center/massachusetts-wastewater-operator-training-certification/massachusetts-wastewater-operator-exam-info/.

HOW TO SCHEDULE AN EXAM

You no longer need to contact NEIWPCC in order to take an exam. Exams will only be administered at AMP testing centers and are by appointment only. A current list of AMP Assessment centers, including addresses and driving directions may be viewed at www.goamp.com.

HOW TO OBTAIN A WASTEWATER LICENSE

Once you have obtained a PASSING grade for the online exam, you must download the online exam license application form available at https://neiwpcc.org/learning-center/massachusetts-wastewater-operator-training-certification/massachusetts-wastewater-operator-forms/ and submit it to NEIWPCC with your PASSING exam results and license fee. NEIWPCC will then issue your new wastewater license. There is no need to contact NEIWPCC for non-passing exam results. You may schedule and re-take another on-line exam at your earliest convenience.

RENEWAL

Operators active during the years 2020 through 2021 must obtain 20 training contact hours (TCHs) at some point during this 2-year period. Please Note: No more than 50% of the TCHs required for renewal can be safety-related. Operators must keep copies of course documentation for their next renewal. A full audit will be conducted with your license renewal payment to ensure that operators have fulfilled the TCH requirement. Documentation requires a certificate or letterhead stating name of course, course date, name of attendee, number of TCHs, FILE NUMBER from the Board of Certification of Wastewater Treatment Plant Operators, and certifying signatures. All courses and seminars must have direct application to the wastewater field.

Courses, which are not pre-approved, are subject to evaluation and approval by the Board. Approval is based on review of course outline, instructional materials, name, address, and background of instructor, and an example of the program completion form or certificate. The provider must keep permanent records that document TCHs, approval of training, and attendance rosters.

Individuals who are unsure of the Board’s acceptance of a vendor’s TCH offering should request an evaluation form to be completed by the vendor. Evaluation forms can be downloaded from http://neiwpcc.org/learning-center/massachusetts-wastewater-operator-training-certification/massachusetts-wastewater-operator-forms/ under Request for TCH’s. For questions about course acceptance, contact John Murphy, Board of Certification at (617) 292-5867.

The Spring 2020 NEIWPCC Course Schedule is Coming Soon/

The Spring schedule of courses from NEIWPCC’s Environmental Training Center will be out soon. The Environmental Training Center will include courses ranging from Collection Systems O&M, Applying Wastewater Process Control Math Concepts, and Wastewater Odor Production & Control classes all over New England. This catalog should appear in early February 2020. It can be downloaded from https://portal.neiwpcc.org/training-calendar.asp.
WASTEWATER TREATMENT OPERATOR LICENSE STATUS

When and If Status (W&I) - an operator that has passed an exam, is not working in the field, and does not have experience as defined in 257 CMR 2.12(2). Operators with W&I status are not required to obtain the training contact hours (TCHs) but must pay the renewal fee. When W&I operators gain employment at a wastewater treatment facility and submit a status change form, the Board of Certification of Wastewater Treatment Plant Operators will change their status to Operator In Training (OT). From that point, operators must obtain TCHs.

INACTIVE Operators - (those who are not working in the field) with Operator In Training or Full status are not required to obtain the training contact hours but must pay the renewal fee. If an INACTIVE operator wants to become ACTIVE, the operator must obtain 10 TCHs and submit a change of status form to the Board of Wastewater Treatment Plant Operators. The operator then must obtain TCHs for the next renewal year.

To Change Your Status From ACTIVE to INACTIVE - you must file a completed change of status form with the Board of Certification of Wastewater Treatment Plant Operators. Operators must show they have no wastewater treatment field duties in that calendar year.

To Change Your Status From An Operator In Training (OT) - status to a Full status, you must file a completed change of status form with the Board of Certification of Wastewater Treatment Plant Operators. The operator must show specific job responsibilities performed in the wastewater treatment field that provided the experience.

The Board of Certification of Wastewater Treatment Plant Operators - will revoke the certification of an operator who fails to pay the renewal fee or fails to obtain the correct amount of training contact hours. Reinstatement following revocation shall be by written examination.

For more information on Change of Status forms, Training Contact Hours, or training opportunities, visit NEIWPCC web site at http://neiwpcc.org/ or the Massachusetts Water Environment Association (MAWEA) web site at www.mawea.org or contact the NEIWPCC Staff.

GO ON-LINE!

NEIWPCC maintains an on-line, searchable database for licensed Massachusetts wastewater treatment plant operators. The database includes the operator’s name, home town, state, grade, status, certification number, and expiration date.

The web site address is:
https://portal.neiwpcc.org/wwo-search.asp
**MWOT Course Registration Form**

Course Title ________________________________________________________________

Course Number ________________________________________ (use one form per course)

Name (Please print clearly) ____________________________________________________

Wastewater License # ______________________________State _____________________

Company/Facility____________________________________________________________

Address ___________________________________________________________________

City __________________________________ State __________ Zip _________________

Telephone   _____________________________   Fax     ____________________________

*Emergency Contact Phone Number (cell or home) ___________________________________
*(in case of class cancellation/instructor illness, etc.)*

Email: _____________________________________________________________________

Are you a MAWEA Member? (✔ please check)     Yes ☐    No ☐

MAWEA Member # ____________________ (# is required for discount and will be verified)

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**Indicate Method of Payment**

Amount Enclosed $ ___________

Check # ___________________ P.O.#_________________ Cash $ ___________

Credit Card: (✔ please check) ✔ MasterCard ☐ VISA ☐ DISCOVER ☐ American Express ☐

Credit Card #: ___________________________ Expiration Date: __________

3-Digit CVV/CVC Code: ___________________________ (required for all credit cards)

Cardholder Name: __________________________________________________________

Signature (required): ______________________________________________________

Date: _____________________________________________________________________

**Mail form and payment to:**

NEIWPCC – Training, 650 Suffolk Street, Suite 410, Lowell, MA  01854 OR  fax with a purchase order to (978) 323-7919.

Registrations cannot be completed over the phone. Hard copies must be mailed or faxed.

Please call (978) 323-7929 or email (training@neiwpcc.org) with questions or requests for assistance.

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**PLEASE NOTE:** Enrollment is on a first-come, first-served basis, so please return your application as soon as possible. We appreciate your taking time to notify us if you cannot attend a course for which you have registered. This makes a big difference to someone else who requires the training. **THANK YOU!**

- **Checks/Money Orders:** Should be made payable to “NEIWPCC – Training”. Note New Policy: **$35.00 fee for checks returned** due to insufficient funds.

- **Registration Deadline:** You must register at least seven days in advance of the first day of the course. Registrations after this time will incur a $15 late fee.

- **Cancellations/No Shows:** Seven days notice is required IN WRITING (mailed or faxed) for you to cancel at no cost. Cancellations received after this time will be charged $25 for programs under $125 and $50 for programs over $125. Registrants who do not cancel and who fail to show are responsible for full payment.

- **Credits:** Students are responsible for signing in/out at every class in order to receive their certificate/TCHs. Students who do not sign in/out will not receive any TCHs. Multi-day classes require sign-in/out each day of class. Students must attend 50% of the class in order to receive TCH for the time they were present. For pass/fail classes, TCHs will be awarded if a passing score is achieved & the above requirements are met.

- **Use one form per course.**

- **NEIWPCC reserves the right to postpone, reschedule or cancel any course as attendance dictates.**

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Online registration available for MWOT courses (credit cards only) at: [https://portal.neiwpcc.org/connect.asp/](https://portal.neiwpcc.org/connect.asp/)
MASSACHUSETTS WATER ENVIRONMENT ASSOCIATION

2019 - 2020 APPLICATION FOR MEMBERSHIP
Membership Period: July 1st. – June 30th
Membership Fee: $50.00

1) Personal Information:

☐ Please check here if you are renewing. MAWEA ID # ________________________________

First Name: ____________________ M.I: _____________ Last: __________________________________
Street: __________________________________________________________________________________
City/Town: ______________________ State: _________________ Zip: _____________________________
Telephone # ___________________________ E-mail: ___________________________________________

Newsletter: _____ USPS _______ Email

2) Employment Information:

Title: ____________________ Certification Grade: ________ State: ________ State Certification #_________
Company/Facility Name: __________________________________________________________________
Street: ____________________________________________ __________________________________________
City: _________________________ State: ________________ Zip: ________________________________
Telephone #___________________________ E-mail: ____________________________________________

Newsletter: US Mail __________ Email __________

3) Please answer the following questions for our Membership Committee:

1) If offered, would you consider a facility membership where a group of operators could join for a single fee?
   Yes_______ No_______

2) If offered, would you volunteer to chair a committee if you got free dues for the year? Yes_____ No____

Suggestions for Training or Activities: _________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

Please send your completed Application for Membership and payment of $50.00 (made payable to MAWEA) to:

Massachusetts Water Environment Association
P.O. Box 561,
Monson MA 01057
Fax to : 774-670-9956

Questions: Please contact MAWEA – Mickey Nowak at 774-276-9722
Email to : mawea1965@yahoo.com
**Who are we?**

The Massachusetts Water Environment Association (MAWEA) is a non-profit organization established in 1965 to provide education, training, advocate for, and promote the exchange of information among water quality professionals. We represent and serve the municipal and industrial wastewater community in Massachusetts.

**What do we do?**

- Manage the Rick Alden Training Center in Millbury MA. We develop and present our own training as well as coordinate with NEIWPCC and Region 1 OSHA Education Center to offer a wide variety of training opportunities.
- Reduced Training Registration Fees on MAWEA and NEIWPCC Training.
- Quarterly Meeting throughout the State with topical speakers, Earn 3TCHs per meeting.
- An Annual Trade Show featuring many equipment and service vendors, Earn 2.5 TCHs.
- Receive 2 TCH's at recertification for MAWEA Membership.
- Coordination with the New England Water Environment Association (NEWEA) and other New England State Associations.
- Publish a Quarterly Newsletter keeping you current on the latest industry news.
- Regulatory, Training, and Political Advocacy at the State and Federal level.
- Support our Massachusetts Operation Challenge Team.
- Support free registration for 20 MAWEA Members at the NEWEA Annual Conference.
- Serve on the MA Board of Certification of Wastewater Operators and coordinate with the MA DEP Representative.

**What can you do?**

Please become a member of the MAWEA and join with hundreds of other water professionals in Massachusetts in supporting the MAWEA mission of representing and serving the municipal and industrial wastewater community in Massachusetts. If you have any questions, please contact us at [mawa1965@yahoo.com](mailto:mawa1965@yahoo.com) or call 774-276-9722.

Visit us online at mawea.org