Course Submission Summary

Purpose of this document: Submitted to appropriate Agencies for formal recognition that students who complete entire course will be granted a specific amount of Continuing Education Units/Credits. Attached to this document is a **Sample Attendance Roster**, a **Sample Course Evaluation Form**, and a **Sample Course Certificate of Completion**.

Course Provider Biography

This course is presented by **SafeWater EDU**, an educational platform by HydroCorp, the Safe Water Authority. Since 1983, HydroCorp has specialized in cross-connection control program services and backflow prevention monitoring for public water systems, industrial complexes, and healthcare facilities. HydroCorp is staffed with seasoned professionals wo have decades of experience in the water industry. HydroCorp has been proctoring educational classes across the United States for over twenty years.
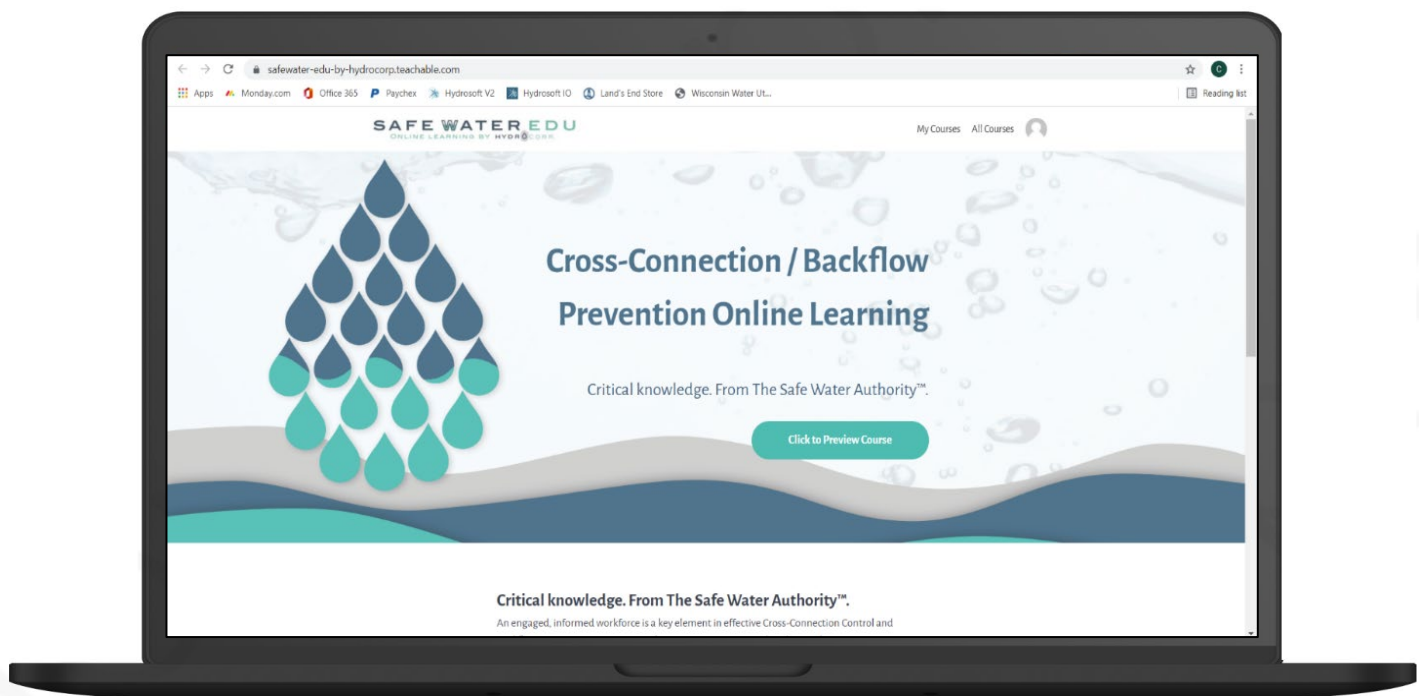
Each SafeWater EDU Course has been developed and assembled by the HydroCorp Team of ASSE Certified industry experts with extensive records of professional achievement in the world of Backflow Prevention and Cross-Connection Control. More info at:
- https://safewater-edu-by-hydrocorp.teachable.com/p/coursedevteam
- https://hydrocorpinc.com/leadership/
- https://hydrocorpinc.com/about/

Course Provider Contact

Cooper Nicholas: (248) 930-3734; cnicholas@hydrocorpinc.com.
SafeWater EDU – HydroCorp, 5700 Crooks Rd. Suite 100, Troy, MI 48098.

This course available to students via http://SafeWaterEDU.com/

Course Title: Cross-Connection Control Program Management #SWE-005

Course Instructor: Cooper Nicholas

Approximate time to complete course: 1 Contact Hour

Intended Audience: Water System Operators, Wastewater System Operators, Plumbing Professionals, Department of Public Works Employees, City Officials and Industrial/Medical Facility Maintenance Staff. Students require no topical knowledge to take this course.
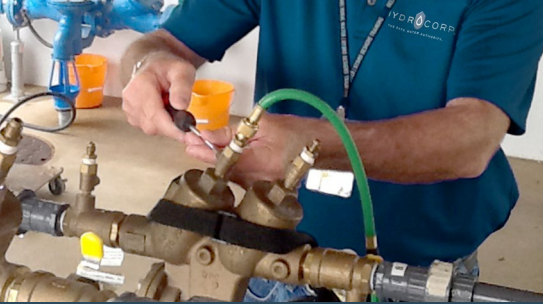
Course Description: *Cross-Connection Control Program Management #SWE-005* is an online continuing education course accessible through https://safewater-edu-by-hydrocorp.teachable.com/ This course is the third and final course in a series of three courses that outlines the development, implementation, and management of a Cross-Connection Control Program. This course investigates the process of annually reviewing CCC Plans and staying up to date on any modifications to relevant plumbing codes. It also investigates different methods of data management, including hard copies, digital spreadsheets, and online software and the importance of validating facility data.

This course explains the different annual and recurring activities that ensure safe drinking water, including onsite surveys and regular backflow prevention assembly testing. Finally, it examines EPA Sanitary Surveys and the potential fallout of failing to meet their water quality standards.

Course Sales Page: https://safewater-edu-by-hydrocorp.teachable.com/p/cccprogram-management

Course Details: This course is presented through Teachable.com, an online learning platform. The duration of the course is approximately **1 hour**. Students will proceed through the course as follows:

- **Course Syllabus (1 min):** Students will read over the course syllabus before proceeding on to anything else. The course is programmed so that each section of the class must be followed in order. Digital coding requires 100% viewing for course completion.

- **Course Workflow Video (1 min):** Students will then watch a short video to familiarize themselves with the layout of the website and with the location of different materials and pages. Digital coding requires 100% viewing for course completion.

- **Course Lesson (25 min):** This is the bulk of the course; a video which consists of a slideshow and a voiceover from our course instructor to lecture on the information on each slide. Digital coding requires 100% viewing for course completion.
    - *Review of #SWE-003 & #SWE-004 (8 min)*
    - *CCC Plan Management – Overview (1 min)*
    - *Data Management (3 min)*
        - Options / Best Practices
        - Validate Facility Data

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- o *Program Education/Awareness (2 min)*
  - Internal
  - Public
- o *Resources (2 min)*
  - Budgeting
  - Actual Costs
- o *CCC Program Activities (2 min)*
  - Periodic Surveys
  - Backflow Preventer Testing Notices
- o *Compliance Management (5 min)*
  - Corrective Action
  - Enforcement
  - Reporting

- **Course Reference Materials & Resources (1 min):** This page provides the student with supplementary materials including a Course Keynotes PDF Handout, the EPA Cross-Connection Control Manual, and other resources. Digital coding requires 100% viewing for course completion.

- **Course Photo Gallery & Assignment (10 min):** The photo gallery provides a number of visual aids for the student that include infographics, illustrations, and photos all with captions written by our course instructor to add further understanding for the student. The gallery is followed by a brief comprehension quiz related to the photos. <u>There is a 70% passing requirement.</u> Digital coding requires 100% viewing for course completion.

- **Lesson Review Video (1 min):** This final video is a brief overview of the big topics covered in the Course Lesson. Digital coding requires 100% viewing for course completion.

- **Final Quiz (20 min):** The student will then be able to take the twenty-question final quiz. They may advance back to the previous pages if they want to review or rewatch anything before taking the final quiz. <u>There is a 70% passing requirement.</u> Digital coding requires 100% viewing for course completion.

- **How to Receive Your CEC (1 min):** This page directs the students to submit their hours to the appropriate Agency and at the end of this course the student is provided with a Course Proof of Completion Certificate that will include their name, the name of the course, the number of education hours, the name of the instructor, the date the class was taken, and a unique serial number. Digital coding requires 100% viewing for course completion.

Learning Objectives

Students will be able to:
- Understand a variety of data management methods
- Explain the necessity for ongoing activities, including surveys and testing
- Manage compliance with state or local CCC Regulations

Cooper Nicholas
SafeWater EDU Instructor

Phone: (249) 930-3734 | Email: cnicholas@hydrocorpinc.com

Cooper Nicholas is a veteran cross-connection control surveyor, with over 3,200 hours of in field experience and over 15,000 residential and commercial cross-connection control inspections completed for HydroCorp in his time with the company. He has trained multiple employees in both residential and commercial cross-connection inspections and has continued to grow his knowledge of all things backflow and cross-connection.

HydroCorp Onsite Training Services

HydroCorp™ offers purpose-suited custom training programs to companies and associations of all sizes throughout North America, both through in-person instruction and via secure web-based remote learning sessions. We also host instructional seminars at leading industry trade shows and events, working in cooperation with organizations such as the Rural Water Association, the American Water Works Association, the American Public Works Association, and other leading industry groups.

Our instructors are fully certified in all applicable subject areas and are acknowledged experts in their field. Our certifications are gained through industry recognized organizations such as American Society of Sanitary Engineers, USC Foundation for Cross-Connection Control and Hydraulic Research, UF TREEO Center, American Backflow Prevention Association and American Water Works Association.

Organizations that have taken advantage of HydroCorp™ training services include:

Alliance of Indiana Rural Water Assoc.

American Backflow Prevention Assoc.

American Public Works Assoc.

American Water Works Assoc.

DE Office of Drinking Water

DE Rural Water Assoc.

Fiat Chrysler Automobiles

FL Dept. of Environmental Protection

Florida Rural Water Assoc.

Ford Motor Co.

General Motors

Leesburg, VA Cross Connection Control School

Maintenance Shows of America, VA

Maryland Dept. of Environment

MD Center for Environmental Training

ME Rural Water Assoc.

MI Dept. of Community Health

MI Rural Water Assoc.

MI Society for Healthcare Engineers

Mid-Atlantic Cross Connection Control Conference (MAC4)
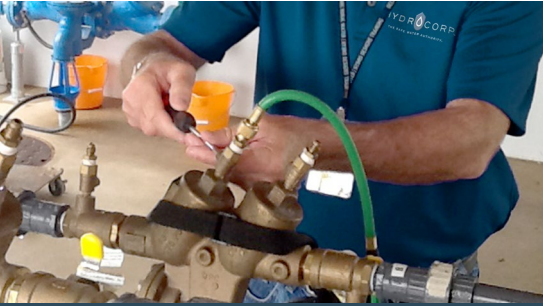
MN Dept. of Health

MN Rural Water Assoc.

OH Rural Water Association

UF TREEO Center

WI Dept. of Natural Resources

WI Rural Water Assoc.

Wisconsin Department of Natural Resources
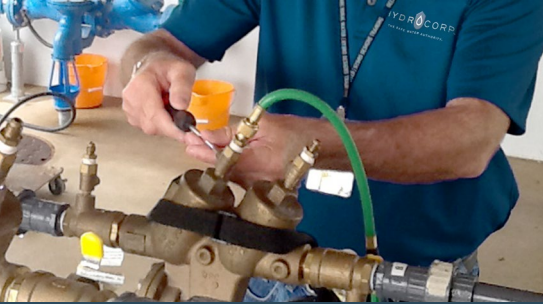
SafeWater EDU Policies and Procedures

Updated 10.18.2022

Section 1: Mission Statement

A. SafeWater EDU by HydroCorp is dedicated to bringing high-quality, one hour, anytime online courses created by a team of ASSE Certified experts focused on backflow prevention and cross-connection control to water operators and other municipal employees who want or need to learn about these topics.

Section 2: Ensuring Instructor Qualifications

A. SafeWater EDU employs ASSE Certified and highly experienced individuals to bring these courses to the public.
B. Each SafeWater EDU Course has been developed and assembled by the HydroCorp Team of ASSE Certified industry experts with extensive records of professional achievement in the world of Backflow Prevention and Cross-Connection Control. The current SafeWater EDU Course Development Team is comprised of
    i. Cooper Nicholas (video/audio production, course instruction, platform management)
    ii. Gary McLaren (course content)
    iii. Larry LaBute (course content and final reviews)
    iv. Paul Patterson (final reviews)
    v. David Cardinal (final reviews)
    vi. Glenn Adamus (final reviews)
C. Each SafeWater EDU Course is presented via video and voiceover by Cooper Nicholas.
    i. Mr. Nicholas is an experienced Cross-Connection Control Surveyor and Cross-Connection Control Surveyor Trainer. Mr. Nicholas has completed over 15,000 residential and commercial Cross-Connection Control Surveys and has logged over 3,200 hours of survey and surveyor training activities.
    ii. While Mr. Nicholas is the de facto instructor for each course, the content and educational materials presented in the course have been crafted and
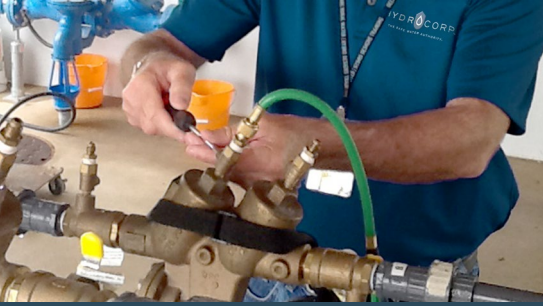
reviewed with the input, knowledge, and support of the entire SafeWater EDU Course Development Team.

Section 3: Ensuring Student Identity, Attendance, and Participation

A. Students are required to utilize their email address to sign up for access to the Courses through our online platform, teachable.com. Their teachable account will be linked to their email address and a private password that will be known only to them.

    i. In the event of a Student losing a password or if their chosen password becomes compromised, they may change their password or request that we change their password for them.

B. Student attendance is also monitored by functions within teachable.com. We can see the last time a student has logged in and their progress along each component of each course.

C. Student participation is ensured by three functions: three videos that have enforced watching, one activity, and one final quiz.

    i. The enforced video watching function prohibits students from skipping ahead on any of the videos featured in the Course. It also prohibits Students from advancing through the Course without watching any video in its entirety.

    ii. The Photo Gallery Assignment is a multiple choice, multiple question quiz on the images presented in the Photo Gallery. The student cannot advance without completing this assignment with a **70% correct score.**

    iii. The Final Quiz is composed of 20 multiple choice questions. Students are required to complete the Final Quiz with a **70% correct score** to finish the Course and receive their Certificate of Completion.

Section 4: Course Completion Requirements

A. As covered in Section 2.C, Students are required to view a Course Workflow Video, a Course Lesson Video, a Course Lesson Review Video, complete the Photo Gallery Assignment with a **70% correct score**, and complete the Final Quiz with a 70% correct score in order to finish the Course and receive their Certificate of Completion.

Section 5: Maintenance of Course Records

A. SafeWaterEDU.com retains all course records for all students online in perpetuity. Names of Students, emails, Student scores, and dates they completed the course are among the available records.

B. Our records are fully searchable. Verifying the attendance, participation, or course completion of any given Student can be done in a matter of seconds.

Section 6: Content Copyright

A. All photo, video, animation, and digital graphic content is owned and copywritten by HydroCorp.

Attendance Roster

Date(s): July 01, 2022 – July 31, 2022

Course: Backflow Basics of Potable Water Systems #SWE-001

Instructor: Cooper Nicholas

Hours: One (1)

State Course ID #: _____

SafeWater EDU Student ID	Name	Email	Date
7552373	Sam Samples	samsamples@email.com	7/30/2022
7550681	Terry Test	terrytest@email.com	7/25/2022
7551347	John Smith	johnsmith@email.com	7/22/2022
7413504	John Doe	johndoe@email.com	7/18/2022
7550681	Tracy Test	tracytest@email.com	7/18/2022
7550686	Sara Samples	sarasamples@email.com	7/18/2022
7550681	Jane Doe	janedoe@email.com	7/18/2022
7550682	Ed Example	edexample@email.com	7/18/2022
7410294	Stephen Samples	stephensamples@email.com	7/18/2022

Signature of Instructor: _____Cooper G Nicholas_____

SAFE WATER EDU
ONLINE LEARNING BY HYDROCORP.

Evaluation Form

Thank you for taking the time to complete our survey. We value your feedback from your participation in our recent event.

1. Why did you attend this presentation? Select all that apply.
    a. Interest in presentation topic
    b. Essential for your job
    c. Networking Opportunity
    d. Educational Requirement
    e. Other, Please Explain
2. How relevant was this presentation topic?
    a. Very relevant
    b. Somewhat relevant
    c. Neutral
    d. Somewhat irrelevant
    e. Very irrelevant
3. How satisfied were you with this presentation?
    a. Very satisfied
    b. Somewhat Satisfied
    c. Neutral
    d. Somewhat dissatisfied
    e. Very dissatisfied
4. Do you agree with this statement? "The information learned in this presentation was valuable."
    a. Strongly agree
    b. Somewhat agree
    c. Neutral
    d. Somewhat disagree
    e. Strongly disagree
5. Please rate your satisfaction with the following attributes of this presentation.
    a. Quality of Speaker
        i. Very Dissatisfied
        ii. Somewhat Dissatisfied
        iii. Neutral
        iv. Somewhat Satisfied
        v. Very Satisfied
    b. Length of Presentation
        i. Very Dissatisfied
        ii. Somewhat Dissatisfied
        iii. Neutral
        iv. Somewhat Satisfied
        v. Very Satisfied

      c.   Presentation Content
           i.   Very Dissatisfied
          ii.   Somewhat Dissatisfied
        iii.   Neutral
        iv.   Somewhat Satisfied
          v.   Very Satisfied

c. **Presentation Content**
   i. Very Dissatisfied
   ii. Somewhat Dissatisfied
   iii. Neutral
   iv. Somewhat Satisfied
   v. Very Satisfied

d. **Materials/Hand-Outs**
   i. Very Dissatisfied
   ii. Somewhat Dissatisfied
   iii. Neutral
   iv. Somewhat Satisfied
   v. Very Satisfied

6. Please rate your satisfaction with the speakers/presenters on the following attributes.

   a. **Knowledge of Subject**
      i. Very Dissatisfied
      ii. Somewhat Dissatisfied
      iii. Neutral
      iv. Somewhat Satisfied
      v. Very Satisfied

   b. **Presentation Skills**
      i. Very Dissatisfied
      ii. Somewhat Dissatisfied
      iii. Neutral
      iv. Somewhat Satisfied
      v. Very Satisfied

   c. **Ability to Engage Audience**
      i. Very Dissatisfied
      ii. Somewhat Dissatisfied
      iii. Neutral
      iv. Somewhat Satisfied
      v. Very Satisfied

7. How likely is it that you would recommend our presentation to a friend or colleague?

   a. Very likely
   b. Somewhat likely
   c. Neutral
   d. Somewhat unlikely
   e. Very unlikely

8. Do you have any suggestions for improving this presentation or making this program more effective in the future?

SAFE WATER EDU
ONLINE LEARNING BY HYDROCORP

SafeWater EDU by HydroCorp

COURSE PROOF OF COMPLETION

Awarded To

Cooper Nicholas

ONLINE LESSON AND FINAL QUIZ - AVERAGE COMPLETION TIME: 1 HOUR

Backflow Basics of Potable Water Systems #SWE-001

Date of Course: 2021-10-06

**Instructor: Cooper
Nicholas Certificate
Serial Number:**

cert_st2rxkrp

Gary McLaren

Gary McLaren
Education Director, SafeWater EDU