

CEU COURSE DESCRIPTION

On-Site Septic Facility Operations (OSSF)

An on-site sewage facility (OSSF) is a system for the treatment and disposal of wastewater less than 5000 gallons per day (gpd) that is generated and disposed on that site. Various means of treatment and disposal are available.

This CEU course is essential knowledge for primarily for septic pumpers, onsite installers, and service providers, and wastewater treatment operators.

The target audience for this course is the person interested in working on or with onsite sewage treatment or septic tanks or in a wastewater treatment or collections facility and/or wishing to maintain CEUs for certification license or to learn how to perform their job safely and effectively, and/or to meet education needs for promotion. This is not a comprehensive onsite, wastewater treatment or collections manual.

This CEU training course reviews various onsite septic collection methods and related capacity, management, operation, and maintenance subjects. This course is general in nature and not state specific, but contains different onsite wastewater collection/ treatment methods, rules, policies, soil determination methods and pumping information. This information is essential to properly operate any onsite sewer or septic facility system.

There are no prerequisites, and no other materials are needed for this course.

General Course Objective

To provide ten hours of continuing education training in effective and efficient onsite wastewater treatment, pumping, collection and general onsite operating procedures.

Course Statement of Need

Each new or altered single family dwelling, multi-family dwelling, business, commercial, or industrial structure must be connected to an approved On-Site Sewage Facilities (OSSF) or be connected to an authorized wastewater disposal system. All onsite installers and related personnel need to be able to properly install and maintain On-Site Sewage Facilities (OSSF) to ensure that pollution does not contaminate groundwater, lakes, rivers and that public health is not at risk from waterborne pathogens.

Course Focus

This course will focus on components and purpose of an onsite sewage system, basic onsite treatment processes, system design standards and practices, onsite operation and maintenance (O&M) and onsite wastewater treatment systems and components.

Prerequisite

Basic math knowledge on at a high school level is recommended for successful completion of this course. Basic water chemistry techniques/procedures/reactions and properly demonstrate proper and safe operation of various laboratory equipment utilized for general water and wastewater examination and water quality concerns.

April 12, 2018

Melissa Durbin
TLC
P. O. Box 3060
Chino Valley, AZ 86323



OESAC CEU Committee
P.O. Box 577
Canby, OR 97013-0577

(503)698-6486 phone
info@oesac.org
www.oesac.org

RE: CEU APPROVAL

Melissa Durbin:

On behalf of the Oregon Environmental Services Advisory Council (OESAC), approval is granted for the course(s) as listed below:

Course Title: OSSF TRAINING COURSE

Assigned OESAC ID 3660

Maximum Approved CEUs by Type

Drinking Water: 0
Waste Water: 0
Onsite Install: 1
Onsite O M: 1
General / Total: 1

As part of receiving OESAC approval, all course sponsors are required to provide participants who attend their course with a certificate or letter of completion that includes all of the below seven (7) items:

- 1) The exact OESAC approved course title
- 2) The assigned OESAC ID number
- 3) The exact number of CEUs earned by each participant for each type of CEU:
(Drinking Water, Wastewater, and/or Onsite - for example:
.4 DWP, .5 WW, .3 Onsite Install/Onsite O M)
- 4) The participant's printed name
- 5) Sponsor's logo (organization, or trainer)
- 6) Course completion date
- 7) Printed name and signature of the course sponsor/trainer (signature can be electronic)

A sample CEU certificate is included on the last page of this approval letter.

General Learning Objectives

1. The student will understand and describe the components and purpose of an onsite sewage system.
2. The student will understand and describe basic onsite treatment processes.
3. The student will understand and describe system design standards and practices.
4. The student will understand and describe the construction techniques – phases of an onsite treatment system.
5. The student will understand and describe onsite operation and maintenance (O&M).
6. The student will understand and describe onsite wastewater treatment systems and components.
7. The student will understand and describe sampling soils in relationship to onsite disposal.
8. The student will understand and describe onsite residuals (Septage).
9. The student will understand and describe capacity development relating to onsite permitting.

Specific Learning Objectives and Timed Outcomes

1. The student will understand and describe the components and purpose of an onsite sewage system. 110 Minutes

- ✓ Characteristics of Domestic Wastewater
- ✓ Components of a Decentralized Wastewater System
- ✓ Key Considerations
- ✓ Onsite Sewage Facilities (OSSF)
- ✓ Onsite Treatment Processes
- ✓ Onsite Wastewater Treatment Systems
- ✓ Public Health and Water Resource Impacts
- ✓ Types of Sewer Systems
- ✓ Who regulates Onsite Wastewater Treatment Systems
- ✓ Hydrogen Sulfide Gas

2. The student will understand and describe basic onsite treatment processes. 100 Minutes

- ✓ Advanced pretreatment components
- ✓ Aerobic Treatment Units
- ✓ Cluster System Applications
- ✓ Conventional Systems
- ✓ Elevated (Mound or At-Grade) Systems
- ✓ Fixed-Activated Sludge Treatment
- ✓ Improving OSSF Treatment through Performance Requirements
- ✓ Media filters
- ✓ Media Filters
- ✓ Methods
- ✓ Mound Systems
- ✓ Pretreatment Components
- ✓ Primary Treatment
- ✓ Secondary Treatment
- ✓ Septic System Failures
- ✓ Submerged-Flow Wetland or Vegetative Submerged-Bed (VSB)
- ✓ Tertiary (Advanced) Treatment

3. The student will understand and describe system design standards and practices. 30

Minutes

- ✓ Certification of System Designers
- ✓ Management Considerations
- ✓ Performance-Based Standards
- ✓ Permitting and Approval Process
- ✓ Regular Maintenance
- ✓ System Design Considerations
- ✓ Testing Alternative Systems
- ✓ Testing and Certification

4. The student will understand and describe the construction techniques –phases of an onsite treatment system. 20 Minutes

- ✓ Construction Phases
- ✓ Construction Practice and Examples
- ✓ Construction/Installation Programs Basic Approach
- ✓ Intermediate Approach
- ✓ Advanced Approach
- ✓ Inspections
- ✓ Field Construction Practices
- ✓ Final Inspection
- ✓ Installer Training and Certification
- ✓ Management Considerations
- ✓ Post Construction
- ✓ Preparation Phase
- ✓ Project Execution
- ✓ Site Preparation and Excavation Practices

5. The student will understand and describe onsite operation and maintenance (O&M). 150 Minutes

- ✓ Conventional System Modification
- ✓ Conventional Systems
- ✓ Education and Outreach
- ✓ Enhanced Treatment Systems
- ✓ Enhanced Wastewater Treatment
- ✓ Individual Wastewater Systems
- ✓ Inspections and Maintenance Requirements
- ✓ Maintenance Inspections
- ✓ Maintenance of Systems
- ✓ Management Considerations
- ✓ Management Considerations
- ✓ Material Replacement
- ✓ Operating Permits
- ✓ Permit
- ✓ Pressure and Drip Soil Dispersal Systems
- ✓ Public and Private Management Entities
- ✓ Renewable Operating Permits for Enhanced System
- ✓ Reporting and Monitoring State and Local Examples
- ✓ System Operation and Maintenance Requirements
- ✓ Training and Certification

6. The student will understand and describe onsite wastewater treatment systems and components. 140 Minutes

- ✓ Advanced Onsite Wastewater Treatment Systems and components include:
- ✓ Aerobic Treatment Units (ATUs)
- ✓ Assure System Performance
- ✓ Biomat
- ✓ Constructed Wetlands
- ✓ Dosed Gravity Systems
- ✓ Drip Irrigation Systems
- ✓ Ensure Compliance with Regulations
- ✓ Field Investigation Parameters
- ✓ Gravity Effluent Distribution Devices
- ✓ Gravity lateral systems include:
- ✓ Gravity Laterals
- ✓ Impacts of Effluent on Groundwater
- ✓ Lagoons (wastewater stabilization ponds)
- ✓ Low-pressure Distribution Systems
- ✓ Modified Shallow Placed Gravity Lateral Trenches
- ✓ Other Media Bio-filters
- ✓ Protect Public Health and Water Resources
- ✓ Sand filters
- ✓ Sand Mounds
- ✓ Septic Tanks
- ✓ Septic/Sewage Tank Removal
- ✓ Sewage Treatment Utilizing Soil
- ✓ Shallow Placed Gravity Laterals
- ✓ Site Evaluations
- ✓ Soil Profile
- ✓ Soil Treatment Processes
- ✓ Suitable Soil
- ✓ Suitably-textured Soil

7. The student will understand and describe sampling soils in relationship to onsite disposal. 25 Minutes

- ✓ Fixed Film and Suspended Growth Advanced Treatment Systems
- ✓ Percolation Tests
- ✓ Site Evaluation Reports
- ✓ Site Evaluator Qualifications
- ✓ Site Limitations and Special Considerations
- ✓ Soil Absorption Systems

8. The student will understand and describe onsite residuals (Septage). 25 Minutes

- ✓ Disposal Options
- ✓ Federal Septage Rules
- ✓ General Method to Determine Septage Generation
- ✓ Independent Septage Treatment Facility (ISTF)
- ✓ Land Application
- ✓ Management Considerations
- ✓ Pretreatment
- ✓ Publicly owned treatment works (POTWs)
- ✓ Septage Management State and Local Examples

- ✓ Subsurface Application
- ✓ The Federal 503 Rule

9. The student will understand and describe capacity development relating to onsite permitting. 10 Minutes

- ✓ Inspections and Compliance
- ✓ Operation and Maintenance
- ✓ Public Education
- ✓ State and Local Examples
- ✓ Training, Certification, and Licensing

Accreditation Formula for Figuring CEU Credit

The results of beta-testing were used in conjunction with a formula to determine average student time for accreditation purposes for intended audiences. This formula may not work for unintended audiences.

1 page of text = 2 minutes of student time.
 1 practice problem = 1 minute of student time.
 1 quiz/exam question = 1 minute of student time.
 200 post examination questions = 3.30 hours
 90 post quiz questions = 1.50 hours
 150 pages = 300 divided by 60 = 5.00 hours

We are asking for 10 hours of training credit.

Final Examination for Credit

Opportunity to pass the final comprehensive examination is limited to three attempts per course enrollment.

Specific Course Goals and Timed Outcomes (Beta Testing) Short Summary

33 students were successfully tested and the average time necessary to complete each task was recorded stated in the above objectives and timed outcome section. In the above timed outcome section area, the tasks were measured using times spent on each specific objective goal and final assignment grading of 70% and higher. 49 students were originally given a task assignment survey in which to track their times on the above learning objectives (course content) and utilized a Scantron answer sheet to complete their final assignment. All students were given 30 days to complete this assignment and survey. Only 33 were successful and passed the final assignment with the highest passing score of 99 and the lowest score of 70 percent with 16 students failing by not completing the assignment or scoring less than 70 percent. All students utilized a Scantron style answer key to complete their assignment.

Beta Testing Group Statistics

49 students at the Powledge Unit were selected for this assignment. None of the test group received credit for their assignment. 8 students did not complete the reading assignment for one reason or another, 8 other failed the assignment. The average time to complete the assignment was 11.2 hours was based upon the outcome of 37 successful students. Average high score was 95, with the average passing score of 82 percent. Average completion time for both successful and unsuccessful students was 10.4 hours. Rusty Randall Proctor, June 2012 Powledge Unit

Beta Course Training/Assessment Short Summary

1. The difficulty of your course.

Very Easy 0 1 2 3 4 5 Very Difficult

2. Please rate the difficulty of the testing process.

Very Easy 0 1 2 3 4 5 Very Difficult

3. Please rate the subject matter on the exam to your actual field or work.

Very Similar 0 1 2 3 4 5 Very Different

Task Analysis and Training Needs Assessment Process Information Gathering

Task Analysis and Training Needs Assessments have been conducted to determine or set Needs-To-Know for the basis of TLC's continuing education courses. The following is a listing of some of those who have conducted extensive valid studies from which TLC has based the continuing education program upon: the Environmental Protection Agency (EPA), the Arizona Department of Environmental Quality (ADEQ), the Texas Commission of Environmental Quality (TCEQ), Pennsylvania Dept of Environmental Protection (PDEP) and the Association of Boards of Certification (ABC).

TLC has primary used Training Provider Manual for the Pennsylvania Water and Wastewater System Operator Training Program for course goal setting and learning objectives for all three training formats; conventional classroom, distance paper based and web based training.

The titles or names of subjects (Learning Objectives) may be changed for readability purposes. Some of the terms used in this document may be part of a copyrighted adult learning assessment process and in these cases, we utilize generic terminology. The needs assessment/survey maintains our training and education materials criteria. Assessments and changes are performed based on changes in technology, evaluations of the students, regulatory changes and editorial corrections. Most of this information is considered **intellectual property** and may not be owned by TLC but by third –parties. All of TLC's information is proprietary.

ADDIE

TLC utilizes a five-phase instructional design model consisting of Analysis, Design, Development, Implementation, and Evaluation for our continuing education courses. Each course design step has an outcome that feeds into the next step in the sequence. The five phases of ADDIE are as follows:

ANALYSIS

During the Training Needs Assessment Process Information Gathering Analysis phase, the course designer(s)(see Subject Matter Experts and Contributing Editors) identifies the learning need, the goals and objectives, the student's needs, existing knowledge, Course Statement of Need, and any other relevant characteristics (State or Federal Need-to-Know) and to ensure that students are learning what is relevant for their job.

DESIGN

This is the systematic process of specifying learning objectives from the Training Needs with a focus on Bloom's Taxonomy. A detailed storyboard following the Needs Assessment/Survey and/or Course Statement of Need will determine the course content.

DEVELOPMENT

The actual creation (production) of the training content will begin based upon the Design phase using Bloom's Taxonomy. At this time, a decision is made to proceed or table the course.

IMPLEMENTATION

During implementation, the Alpha testing plan is put into action and a procedure for course and/or assessment revision is implemented. These course materials and assessments are delivered or distributed to the student group. After delivery, the effectiveness of the training materials is evaluated in Beta testing phase. All of our courses have extensive Alpha and Beta testing to ensure job relevancy, correct information and course learning objectives are met.

EVALUATION

This phase consists of (1) formative and (2) summative evaluation from Alpha and Beta testing. Formative evaluation is present in each stage of the ADDIE process. Summative evaluation consists of tests designed for criterion-related referenced items and providing opportunities for feedback from the students and proctor. **Ongoing Course Evaluation:** Administrative and instructional staff will collect all student concerns (verbal, written and surveys) and distribute these to TLC Administrative personnel for evaluation and course corrections. Course and/or Assessment revisions are made as necessary.

Precept-Based (Micro-Learning) Training Course

TLC's training courses are based upon a form of induction training, made of topical and technical precepts that are discovered in the Needs Assessment/Survey and/or Training Needs Assessment Process Information Gathering. The training topics or learning objectives are made up of "micro-content" or "precepts" – or small chunks of information that can be easily digested. These bite-size pieces of technical information are considered to be one of the most effective ways of teaching students new or important information (regulatory or technical) because it helps the mind retain knowledge easier.

Micro-learning or precept-based training doesn't rely on the student to process a large amount of information before breaking it down. Our method includes short modules with clearly defined learning goals for each section. This method allows a student to hone in on a particular skill, then given the opportunity to exhibit their knowledge in the final assessment (assignment).

Course Training/Assessment Needs Methodology

Technical Learning College identified training/assessment needs by placing identifying them in two categories; internal and external.

Internal Methods include:

- ✓ Observation
- ✓ Interviews
- ✓ Instruments: Perception instruments and Knowledge based assessments
- ✓ Student records and reports
- ✓ Group problem analysis (Classroom or Seminars)
- ✓ Performance or Survey appraisals

External Methods include:

- ✓ Outside consultants (Completion)
- ✓ Government Certification Reviews (Training Needs)

- ✓ Records and reports from other agencies

The needs assessment/survey maintains our training and education materials criteria. Assessments and course material changes are performed based on changes in technology, evaluations of the participants and regulatory changes. Materials are assessed yearly or as needed to insure course integrity.

**Course Author
Melissa Durbin**

This course was co-authored by Melissa Durbin; she has over 25 years of water and wastewater treatment teaching experience as a college instructor. Melissa has written the several nationally accepted water and wastewater treatment manuals since 2001. Melissa has taught approximately 10,000 students about water/wastewater treatment, disinfection and related classes. She will be available to answer questions relating this course.

Extensive Academic Research

Technical Learning College's (TLC's) continuing education course material development was based upon several factors; field experience working in the water quality field, extensive academic research (teaching in the community college system), advice from subject matter experts (State officials and industry leaders), data analysis, task analysis and training needs assessment process information gathered from other states.

Both Melissa and Jeff Durbin are the two primary Instructors, Subject Matter Experts and Technical Writers have trained and/or certified more than ten thousand students. These two Instructors teach on a daily basis in a classroom setting throughout Arizona and on-line to students nationwide. See below for more information.

Advice from Subject Matter Experts

Both Melissa and Jeff Durbin are professional trainers and have been educated in current trends in professional education and continuing education needs.

**Primary Course Designers Melissa and Jeff Durbin
Melissa Durbin**

This course was co-designed by Melissa Durbin; she has over 25 years of teaching water and wastewater treatment experience as a college instructor. Melissa has written the several nationally accepted water and wastewater treatment manuals. Melissa has taught approximately 10,000 students about water and wastewater treatment and related classes. She will be available to answer questions relating this course.

Jeff Durbin

This course was co-designed by Jeff Durbin, over 10 years of water and wastewater treatment experience as a backflow inspector for the City of Phoenix and 20 years of water and wastewater treatment experience. Jeff has taught approximately 10,000 students about water and wastewater/collections, and pollution control (water quality) related classes. Jeff will also be able to answer any question pertaining to this course.

Course Compiler

Peter Easterner, Detail-oriented technical writer/technical editor/desktop publisher/copy editor. 20 years' experience editing and writing feasibility and trade-off studies, test procedures, specifications, user manuals, company policies, HR forms, and ISO-9000 documents. Exceptional grammatical/written communication skills. "Go-to" person for Microsoft Word, Outlook, and general computer questions. Internet Webmaster Certificate (including HTML)

Contributing Editors

James L. Six Received a Bachelor of Science Degree in Civil Engineering from the University of Akron in June of 1976, Registered Professional Engineer in the State of Ohio, Number 45031 (Retired), Class IV Water Supply Operator issued by Ohio EPA, Number WS4-1012914-08, Class II Wastewater Collection System Operator issued by Ohio EPA, Number WC2-1012914-94

Joseph Camerata has a BS in Management with honors (magna cum laude). He retired as a Chemist in 2006 having worked in the field of chemical, environmental, and industrial hygiene sampling and analysis for 40 years. He has been a professional presenter at an EPA analytical conference at the Biosphere in Arizona and a presenter at an AWWA conference in Mesa, Arizona. He also taught safety classes at the Honeywell and City of Phoenix, and is a motivational/inspirational speaker nationally and internationally.

James Bevan, Water Quality Inspector S.M.E. Twenty years of experience in the environmental field dealing with all aspects of water regulations on the federal, state, and local levels. Experience in the water/wastewater industry includes operation of a wastewater facility, industrial pretreatment program compliance sampling, cross-connection control program management, storm water management, industrial and commercial facility inspections, writing inspection reports for industry, and technical reports per EPA permit requirements. Teacher and Proctor in Charge for Backflow Certification Testing at the ASETT Center in Tucson for the past 15 years and possess an Arizona Community College, Special Teaching Certificate in Environmental Studies. Extensive knowledge and experience in college course and assignment/assessment writing.

Dr. Pete Greer S.M.E., Retired biology instructor, chemistry and biological review.

Jack White, Environmental, Health, Safety expert, City of Phoenix. Art Credits

Ongoing Course Evaluation

Administrative and instructional staff will collect all student concerns (verbal, written and surveys) and distribute these to Jeff Durbin and Bubba Jenkins for evaluation and course corrections.

Task Analysis and Training Needs Assessment Process Information Gathering

Task Analysis and Training Needs Assessments have been conducted to determine or set Needs-To-Know for the basis of this continuing education course. TLC has primary used Training Provider Manual for the Pennsylvania Water and Wastewater System Operator Training Program for course goal setting and learning objectives for all three training formats; conventional classroom, distance paper based and web based training.

Course Procedures for Registration and Support

All of Technical Learning College's distance learning courses have complete registration and support services offered. Delivery of services will include e-mail, web site, telephone, fax and mail support. TLC will attempt immediate and prompt service. When a student registers for a correspondence course, he/she is assigned a start date and an end date. It is the student's responsibility to note dates for assignments and keep up with the course work. If a student falls behind, he/she must contact TLC and request an end date extension in order to complete the course. It is the prerogative of TLC to decide whether to grant the request. All students will be tracked by a unique computer generated number assigned to the student.

Disclaimer and Security Notice

The student shall understand that it their responsibility to ensure that this CEU course is either approved or accepted in my State for CEU credit. The student shall understand and follow State laws and rules concerning distance learning courses and understand these rules change on a frequent basis and will not hold Technical Learning College responsible for any changes. The student shall understand that this type of study program deals with dangerous conditions and will not hold Technical Learning College, Technical Learning Consultants, Inc. (TLC) liable for any errors or omissions or advice contained in this CEU education training course or for any violation or injury caused by this CEU education training course material. The student shall contact TLC if they need help or assistance and double-check to ensure my registration page and assignment has been received and graded.

Student's Identity, Attendance, and Participation Verification

A proctoring report and/or computer-tracking program validates proper identity, attendance and participation. The student shall submit a driver's license for signature verification and track their time worked on the assignment. The student shall also sign an affidavit verifying they have not cheated and worked alone on the assignment. We follow up with telephone confirmation and/or quiz review assessment. All student attendance is tracked on TLC's student attendance database.

Teaching Techniques and Assessment Tools

Our training courses are based upon a form of induction training, made of topical and technical precepts. The training topics are made up of "micro-content" or "precepts"– or small chunks of information that can be easily digested. These bite-size pieces of technical information are considered to be one of the most effective ways of teaching people new information because it helps the mind retain knowledge easier. Micro-learning or precept-based training doesn't rely on the student to process a large amount of information before breaking it down. Our method includes short modules with clearly defined learning goals for each section with a post quiz and a final assessment (quiz). This method of pre-quiz allows a student to hone in on a particular skill, then given the opportunity to exhibit their knowledge in the final assessment.

Educational Learning Objective Topics

The CEU course covers several educational topics/functions/purposes/objectives. The topics listed are to assist in determining which educational objective or goal is covered for a specific topic area. This information is available in the detailed beta-testing information and may be found in the course's table of contents. The titles or names of subjects may be changed for readability purposes.

Student Information Personal Data Security Procedures

All information regarding the student is strict and privileged only. This information is held in secure databases and is not sold or provided to any one unless the student requests a copy or a State agency does an audit. Even during audits, we restrict confidential information unless the Agency can provide a legitimate excuse. Some of this security information and data is priority and details are not provided. Students are not provided with any passwords at this time.

Certificate of Completion

TLC will offer the student either pass/fail or a standard letter grading assignment. If TLC is not notified, the student will only receive a pass/fail notice. In order to pass your final assignment, you are required to obtain a minimum score of 70% on your assignment. The certificate of completion will have all text in capital letters and there is a water mark of the Technical Learning College in three colors along with anti-counterfeiting security measures on the edge of the certificate. An electronic copy is assigned to the student's electronic record with issue date.

Disclaimer and Security Notice

The student shall understand that it their responsibility to ensure that this CEU course is either approved or accepted in my State for CEU credit. The student shall understand and follow State laws and rules concerning distance learning courses and understand these rules change on a frequent basis and will not hold Technical Learning College responsible for any changes. The student shall understand that this type of study program deals with dangerous conditions and will not hold Technical Learning College, Technical Learning Consultants, Inc. (TLC) liable for any errors or omissions or advice contained in this CEU education training course or for any violation or injury caused by this CEU education training course material.

Security and Integrity

All students are required to do their own work. All lesson sheets and final exams are not returned to the student to discourage sharing of answers. Any fraud or deceit and the student will forfeit all fees and the appropriate agency will be notified. A random test generator will be implemented to protect the integrity of the assignment.

Student Assistance

The student shall contact TLC if they need help or assistance and double-check to ensure my registration page and assignment has been received and graded.

Final Examination for Credit

Opportunity to pass the final comprehensive examination is limited to three attempts per course enrollment.

Instructions for Written Assignments

The OSSF Operations CEU Training course uses a multiple-choice answer key.

Required Texts

The OSSF Operations CEU course CEU training course comes complete, no other materials are necessary.

Recordkeeping and Reporting Practices

TLC keeps all student records for a minimum of five years. It is the student's responsibility to give the completion certificate and/or paperwork to the appropriate government agencies. If necessary, we will electronically submit the required information to New York, Colorado, Texas, Indiana, Pennsylvania and any other required state for your certification renewals.

TLC Record Storage

TLC's training records include the following elements:

1. Individual course training (assessment) and registration page (Customer Order Record) is recorded in Excel format and the hard copies are scanned and stored in a computer database for 5 years and include the following:
 - a. the instructor(s) who taught each session on that date the of the training session or grading was offered (in comments section registration page) as well as which instructor was considered to be the lead instructor(s) and by the Director.
 - b. the name of the instructor(s) and facilitator(s) who proctored and/or graded the examination for each training session if applicable (in comments section registration page);
 - c. the attendance sign-in sheet(s) (registration page) for each training course or session;
 - d. all graded and dated validated examination answer (Assessment) sheets for each examination attempt including an explanation (written in comments and/or Excel list) for any retests as well as a narrative explaining any assistance provided to the attendee before the re-test; and
 - e. session evaluation(survey)forms (in comments section registration page and or Excel list).

Grading Criteria

TLC offers students the option of either pass/fail or assignment of a standard letter grade. If a standard letter grade is not requested, a pass/fail notice will be issued. Final course grades are based on the total number of possible points. The grading scale is administered equally to all students in the course. Do not expect to receive a grade higher than that merited by your total points. No point adjustments will be made for class participation or other subjective factors. For security purposes, please fax or e-mail a copy of your driver's license and always call us to confirm we've received your assignment and to confirm your identity.

Final Assignment

The final examination assignment is determined by the examination administrator or the instruction and there are generally three versions that are readily available. There are also three levels of the examination from average, (5 Answers) Difficult (5 +All of the above) and very difficult (Six answers and All of the above). The student is provided the average rated examination unless there is a condition or concern that requires a more difficult examination. Example, two or more students at the same address or any suspicion of cheating or potential fraud. We try to ensure the security and learning experience. Assignments/answer keys are only accessible to instructors and administrative staff that have a need to know clearance.

Failure

If the student fails the examination, they are provided with two more chances to successfully pass the exam with a score of 70% or better. The student may receive a different and randomly generated exam. Upon failure of an exam, the student can submit their concerns in writing or submit a survey form and has the option to receive instructor assistance that would be equivalent to conventional classroom assistance in discovering the areas that are deficient. The instructor has the option in describing the assistance method or procedure depending upon the student's deficiencies.

Grading Criteria

TLC will offer the student either pass/fail or a standard letter grading assignment.

- A 900 – 1000 points
- B 800 – 899 points
- C 700 – 799 points
- D 600 – 699 points
- F <600 points

In order to successfully pass this course, you will need to have 70% on the final exam. The entire assignment is available on TLC's Website in a Word document format for your convenience.

Forfeiture of Certificate (Cheating)

If a student is found to have cheated on an examination, the penalty may include--but is not limited to--expulsion; foreclosure from future classes for a specified period; forfeiture of certificate for course/courses enrolled in at TLC; or all of the above in accordance with TLC's Student Manual. A letter notifying the student's sponsoring organization (State Agency) of the individual's misconduct will be sent by the appropriate official at TLC. No refund will be given for paid courses. An investigation of all other students that have taken the same assignment within 60-day period of the discovery will be re-examined for fraud or cheating. TLC reserves the right to revoke any published certificates and/or grades if cheating has been discovered for any reason and at any time. Students shall sign affidavit agreeing with all security measures. The student shall submit a driver's license for signature verification and track their time worked on the assignment. The student shall sign an affidavit verifying they have not cheated and worked alone on the assignment.

Note to students: Keep a copy of everything that you submit.

If your work is lost, you can submit your copy for grading. If you do not receive your certificate of completion or quiz results within two or three weeks after submitting it, please contact us immediately. We expect every student to produce his/her original and independent work.

Any student whose work indicates a violation of the Academic Misconduct Policy (cheating, plagiarism) can expect penalties as specified in the Student Handbook, which is available through Student Services; contact them at (928) 468-0665. A student who registers for a distance learning course is assigned a "start date" and an "end date." It is the student's responsibility to note due dates for assignments and to keep up with the course work. If a student falls behind, she/he must contact the instructor and request an extension of her/his *end date* in order to complete the course. It is the prerogative of the instructor to decide whether or not to grant the request.

Your assignments are due on time. Any assignment or mailed-in examination that is one to five days late will be marked down one letter grade. Any assignment or mailed-in examination that is

turned in *later* than five days will not be accepted and will be recorded in my grade book as “non-participating” and you can be withdrawn from class. (See final grade options.)

Proctoring Instructions

Students enrolled in Technical Learning College’s CEU courses that require proctored testing and **who do not live in the physical service area** of the Technical Learning College Test Center must nominate and gain prior approval of a proctor who will monitor course tests. A new proctor nomination form is required for each term and for each class.

PROCTORS, If Necessary...

A proctor is an individual who agrees to receive and administer a student’s test(s) from Technical Learning College at the proctor’s business email address. The test(s) will be ethically and professionally administered in a suitable testing environment (e.g., college/library or professional office). The proctor will return the test(s) to the Technical Learning College Test Center via fax immediately after administration, and the proctor will mail the exam within one (1) work day of administration to the Technical Learning College Test Center.

Proctors certify in writing to the Technical Learning College Test Center that the student completed the test according to all of the specific directions provided in the proctor guidelines letter. As the Proctor Nomination Form indicates, the student will identify the specific test(s) the proctor will monitor.

Any proctor the student nominates must be acting in the official capacity in one of the following positions:

- **College or University Personnel:** Dean, Department Chair, Student Records, Professional Staff Member of an adult/continuing education office or counseling center, Librarian, Professor, or any official testing center personnel if the tests are administered in the center.
- **Armed Forces Education Office Personnel**
- **Public or Private School Personnel:** Superintendent, Principal, Guidance Counselor, or Librarian.
- **Other:** Civil Service Examiner, Librarian for City/County, HR Professional, or Education/Training Coordinator.

The following persons do not qualify as proctors:

- **Co-workers, someone who reports to you or your immediate supervisor**
- **Friends**
- **Neighbors**
- **Relatives**

Nominating a Proctor

Students are responsible for identifying, nominating, and making all of the arrangements for the proctoring of their course tests, including the payment of any fees for services and the return of test materials to Technical Learning College Test Center (cost of FAX or postage). The proctor must be able to receive the student’s test(s) via email as attachments. The Technical Learning College Test Center does not accept Yahoo, AOL, G-mail, Hotmail, or etc. email addresses.

If the student is unable to find a suitable proctor, they must contact the Technical Learning College Test Center for assistance immediately via email.

Proctor Nomination Form

Students will use the Proctor Nomination Form for nomination and approval of a proctor. The student will complete the top part of the form for each course s/he is taking, even if the same proctor is used for all tests. The student must click on the submit button for the data to be electronically transmitted to the Technical Learning College Test Center.

Disclaimer Notice

It is ultimately the student's responsibility to ensure that this CEU course is either approved or accepted in my State for CEU credit. The student shall understand State laws and rules change on a frequent basis and believe this course is currently accepted in their State for CEU or contact hour credit, if it is not, the student shall will not hold Technical Learning College responsible. The student shall also understand that this type of study program deals with dangerous conditions and that the student shall will not hold Technical Learning College, Technical Learning Consultants, Inc. (TLC) liable for any errors or omissions or advice contained in this CEU education training course or for any violation or injury caused by this CEU education training course material. The student shall will call or contact TLC if help or assistance is needed and double-check to ensure the registration page and assignment has been received and graded.

Affidavit of Exam Completion

The student shall affirm that they alone completed the entire text of the course. The student shall affirm that they completed the exam without assistance from any outside source. The student shall understand that it is their sole responsibility to file or maintain their certificate of completion as required by the state.

Refund Policy

We will beat any other training competitor's price for the same CEU material or classroom training. Student satisfaction is guaranteed. We will refund course fees if the course is not accepted for credit by the State. Otherwise, any other problem will be given an exchange credit towards an acceptable or approved course for the State. Once we are notified of the refund or exchange, we will generally issue a refund in 30 days of the problem and exchange within the same day.

ADA Compliance

TLC will make reasonable accommodations for persons with documented disabilities. Students should notify TLC and their instructors of any special needs. Course content may vary from this outline to meet the needs of this particular group.

When the Student finishes this course...**At the conclusion of this course:**

To provide ten hours of continuing education training in effective and efficient onsite wastewater treatment, collection and general operating procedures.

The student is required to submit the following information for assignment grading...

1. 70 PERCENT ON FINAL ASSESSMENT
2. DRIVER'S LICENSE
3. SCHEDULE OF TIME WORKED ON ASSIGNMENT
4. AFFIDAVIT OF EXAM COMPLETION
5. PROCTOR CERTIFICATION
6. TELEPHONE CONFIRMATION

Educational Mission**The educational mission of TLC is:**

To provide TLC students with comprehensive and ongoing training in the theory and skills needed for the environmental education field,

To provide TLC students with opportunities to apply and understand the theory and skills needed for operator certification,

To provide opportunities for TLC students to learn and practice environmental educational skills with members of the community for the purpose of sharing diverse perspectives and experience,

To provide a forum in which students can exchange experiences and ideas related to environmental education,

To provide a forum for the collection and dissemination of current information related to environmental education, and to maintain an environment that nurtures academic and personal growth.

CUSTOMER SERVICE RESPONSE CARD

NAME: _____

E-MAIL _____ PHONE _____

PLEASE COMPLETE THIS FORM BY CIRCLING THE NUMBER OF THE APPROPRIATE ANSWER IN THE AREA BELOW.

1. Please rate the difficulty of your course.

Very Easy 0 1 2 3 4 5 Very Difficult

2. Please rate the difficulty of the testing process.

Very Easy 0 1 2 3 4 5 Very Difficult

3. Please rate the subject matter on the exam to your actual field or work.

Very Similar 0 1 2 3 4 5 Very Different

4. How did you hear about this Course? _____

5. What would you do to improve the Course?

How about the price of the course?

Poor____ Fair ____ Average ____ Good____ Great____

How was your customer service?

Poor___ Fair ____ Average ____ Good ____ Great____

Any other concerns or comments.
