

## **CEU COURSE DESCRIPTION**

### **DISTRIBUTION 101 CEU TRAINING COURSE – 8 HOURS**

This CEU course will focus upon the essentials of operating a water distribution system and provide 8 training contact hours upon completion. This course will start with the EPA rules concerning distribution, sampling and the new low brass requirements and go to the chlorination process, pathogen destruction and related waterborne diseases prevent, to cross-connection control and backflow prevention and finishing with valves, water mains, service connection and hydraulic principles.

#### **Audience**

Water Distribution, Well Drillers, Pump Installers, Water Treatment Operators. The target audience for this course is the person interested in working in a water treatment or distribution facility and/or wishing to maintain CEUs for certification license or to learn how to do the job safely and effectively, and/or to meet education needs for promotion.

#### **CEU Training Course Learning Goals**

1. Understand and explain water quality concerns associated with water distribution.
2. Understand and describe various waterborne diseases.
3. Understand and describe various backflow and cross-connection terms.
4. Understand and describe various water distribution and delivery methods.
5. Understand and explain various water distribution pumps, motors and hydraulics.
6. Understand and describe the disinfection process and explain how Chlorine disinfects and understand various disinfection processes.

**Prerequisites:** None

### **Specific Learning Objectives**

#### **Topic 1- Water Quality Section Introduction**

**Section Focus:** You will learn the basics of the EPA's Safe Water Drinking Act and the reasons why we need to ensure the water means federal standards. At the end of this section, you the student will be able to understand and describe EPA's Primary and Secondary standards. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** EPA identifies contaminants to regulate in drinking water to protect public health. The Agency sets regulatory limits for the amounts of certain contaminants in water provided by public water systems. These contaminant standards are required by the Safe Drinking Water Act (SDWA). Drinking water standards may apply differently based on type and size of public water systems.

#### **Topic 1- Water Quality Section**

Arsenic – CRAO

Chemical Monitoring – CRAO

Disinfection Rules Stages 1 and 2– CRAO

Drinking Water Analysis Chart – CRAO

Hard Water -CRAO and WQ

Hard Water Expression –TECH & WQ

Inorganic Contaminants – CRAO

MCL Introduction – CRAO  
Primary Drinking Water Regulations – CRAO  
QA/QC Measures – CRAO  
Safe Drinking Water Act – CRAO  
Sampling Plan Introduction – CRAO  
SDWA Acronyms  
Secondary Drinking Water Regulations – CRAO  
Source Water Protection – CRAO  
Types of Water Hardness –TECH & WQ  
Water Introduction – WQ  
Post Quiz

## **Topic 2- Bacteriological Monitoring Section**

**Section Focus:** You will learn the basics of the EPA's Total Coliform Rule and bacteriological sampling. At the end of this section, you the student will be able to understand and describe the Total Coliform Rule. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** The Environmental Protection Agency (EPA) published the Revised Total Coliform Rule (RTCR) in the Federal Register (FR) on February 13, 2013 (78 FR 10269) and minor corrections on February 26, 2014 (79 FR 10665). The RTCR is the revision to the 1989 Total Coliform Rule (TCR) and is intended to improve public health protection.

## **Topic 2- Bacteriological Monitoring Section**

Bacteriological Monitoring – CRAO  
Chain of Custody– CRAO  
Coliform Present – CRAO  
Heterotrophic Plate Count – CRAO  
Microbiological Contaminants – CRAO  
Pathogens – CRAO  
Related Microbes – CRAO  
TCR Provisions – CRAO&WQ  
Total Coliform Rule Summary– CRAO&WQ  
Total Coliforms– CRAO  
Types of Samples – CRAO  
Viral Diseases – CRAO  
Post Quiz

## **Topic 3- Water Distribution Operation & Maintenance Section**

**Section Focus:** You will learn the basics of the water distribution system including operations and maintenance concerns. At the end of this section, you the student will be able to understand and describe how treated water is delivered to the customer through distribution piping and valves. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** The purpose of distribution system is to deliver potable water to consumer with appropriate quality, quantity and pressure. Distribution system is used to describe collectively the facilities/equipment used to supply water from its source to the point of usage.

## **Topic 3- Water Distribution Section**

Butterfly –O&M -TECH  
Common Rotary Valves –O&M -TECH  
Distribution Design –O&M -TECH

Distribution Valve Section–O&M -TECH  
Friction Loss–O&M -TECH  
Hydropneumatic Tanks–O&M -TECH  
Joints and Fittings –O&M -TECH  
Service Connections –O&M -TECH  
System Layouts–O&M -TECH  
Troubleshooting Distribution–O&M -TECH  
Types of Pipes –O&M -TECH  
Water Main Installation –O&M -TECH  
Water Meter Section–O&M -TECH  
Water Storage –O&M -TECH  
Water Use–O&M -TECH  
Post Quiz

#### **Topic 4–Cross-Connection-Backflow Prevention Section**

**Section Focus:** You will learn the basics of cross-connection protection and backflow prevention. At the end of this section, you the student will be able to understand and describe cross-connection dangers and backflow prevention methods. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** The Environmental Protection Agency (EPA) holds local water providers responsible for maintaining a certain amount of purity in potable water systems. Many states and/or local municipalities require annual testing of backflow prevention assemblies. In most cases, the law requires a double check (DC), reduced pressure principle device (RP) device, or an air gap when backflow prevention is mandated.

##### **Topic 4- Backflow Sub-Section**

Backflow Introduction – CRAO  
Backflow Responsibility – CRAO  
Backpressure – CRAO  
Backsiphonage – CRAO  
Cross-Connection Terms–O&M -TECH  
Methods and Assemblies–O&M -TECH  
Pressure Vacuum Breaker – CRAO  
Post Quiz

#### **Topic 5 - Pumps and Motors Section**

**Section Focus:** You will learn the basics of hydraulics, with a study into various pumps and motors. At the end of this section, you the student will be able to understand and describe water pumps and motors and the associated hydraulic principles that are found in water treatment production. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** The main purpose of this section is to provide understanding of various water lifting procedures, basic pump fundamentals, hydraulic principles, theory, maintenance, related electrical and motor principles.

##### **Topic 5- Pump, Motors and Hydraulic Section**

Atmospheric Pressure –O&M -TECH  
Centrifugal Pump Section –O&M -TECH  
Coupling Section –O&M -TECH  
General Pumping Fundamentals –O&M -TECH

Hydraulic Principles –O&M -TECH  
Hydraulic Terms –O&M -TECH  
Maintenance–O&M -TECH  
Mechanical Seals –O&M -TECH  
Motor Controls –O&M -TECH  
Motors Section –O&M -TECH  
NPSH–O&M -TECH  
Pressure –O&M -TECH  
Pump Categories–O&M -TECH  
Pump Definitions –O&M -TECH  
Pump Performance –O&M -TECH  
Submersible Pump –O&M -TECH  
Troubleshooting Pumps–O&M -TECH  
Types of Pumps –O&M -TECH  
Understanding the Pump–O&M -TECH  
Vertical Turbine Section –O&M -TECH  
Post Quiz

### **Topic 6 -Safety Section**

**Section Focus:** You will learn the basics of a distribution safety program. At the end of this section, you the student will be able to understand and describe confined space, excavation and related construction safety rules. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** All distribution operators will at some time will enter a confined space or inside a trench that is 5 feet deep or greater. Many distribution operators have chosen poorly in that they will not implement many required safety procedures in lieu of time or money, or work alone. One of the deadliest distribution operator duties will revolve around a trench failure, or a dangerous confined space entry.

### **Topic 6- Safety Program Section**

Checklist- SAFETY  
Competent Person- SAFETY  
Confined Space Hazards - SAFETY  
Confined Space Program Purpose - SAFETY  
Confined Space Program Requirements - SAFETY  
Corrosive Atmospheres- SAFETY  
Excavation Facts- SAFETY  
Excavation Protection Systems- SAFETY  
Excavation Safety Plans- SAFETY  
Hazards- SAFETY  
Inspections- SAFETY  
Natural Gas Dangers- SAFETY  
One Call Center- SAFETY  
Permit Required Confined Space- SAFETY  
Sloping- SAFETY  
Soil Classifications- SAFETY  
Tanks and Sumps- SAFETY  
Trench Safety Guidelines- SAFETY  
Trench Safety Section- SAFETY  
Unusual Conditions- SAFETY

Safety Glossary  
References  
Post Quiz

### **Topic 7- Chlorination Section**

**Section Focus:** You will learn the basics of water disinfection with an emphasis on Chlorine. At the end of this section, you the student will be able to understand and describe chlorination. There is a post quiz at the end of this section to review your comprehension and a final examination in the Assignment for your contact hours.

**Scope/Background:** Traditionally, the use of chlorine gas was the most common method of water disinfection. Chlorine gas itself is relatively inexpensive but is a highly toxic chemical that must be transported and handled with extreme caution. It is stored under pressure in large tanks and is released into the water as a gas. Sodium hypochlorite is a diluted liquid form of chlorine that is also commonly used, primarily at well sites.

### **Topic 7- Chlorine Section**

Alternative Disinfectants - O&M –DISN- SAFETY  
Chemistry of Chlorination- O&M -DISN  
Chlorination Equipment - O&M –DISN- SAFETY  
Chlorinator Parts- O&M –DISN- SAFETY  
Chlorine Leak Detection - O&M –DISN- SAFETY  
DDBPs- O&M –DISN-CRAO  
Disinfectant Summary- O&M –DISN- SAFETY  
Gas Introduction - O&M -DISN  
Ozone - O&M –DISN- SAFETY  
Risks and Benefits of Chlorine - O&M –DISN-CRAO- SAFETY  
Ultraviolet Radiation- O&M –DISN- SAFETY  
Using DPD - O&M -DISN  
Post Quiz

## Topic Legend

This CEU course covers several educational topics/functions/purposes/objectives of the water distribution system including groundwater production, construction safety, water main and valve installation and repair, bacteriological monitoring and regulatory compliance. Educational topic (objectives assessment) categories were determined by beta-testing.

The topic categories listed below are to assist in determining which educational objective or goal to be covered in a specific topic area:

**CRAO:** The regulatory and compliance component of the distribution system, may relate to Water Quality or Sampling. May be a requirement of the SDWA act or State Regulations, i.e. compliance, non-compliance, process control related sampling or other drinking water related requirement. This EPA information is to satisfy the regulatory portion of your operator training. Part of O&M or laboratory training requirement for many operators.

**DISINFECTION (DISN):** This area covers distribution and/or well production related disinfection procedures. Part of O&M training for many operators. May include alternative disinfection procedures, i.e. Ozone and Ultraviolet treatment.

**M/O:** The biological component. The microorganisms that are specifically found in drinking water. This section may be part of required sampling, i.e. Total Coliform Rule or other biological related sampling. Part of O&M or laboratory training requirement for many operators.

**O&M:** This area is for normal operation and/or maintenance of the distribution system. Part of O&M training requirement for many operators.

**SAFETY:** This area is describing construction safety procedures. Part of O&M training requirement for many operators.

**TECHNICAL (TECH):** The engineering or administrative, mechanical or physical treatment process/component. The applications, engineering, history or theory that is critical to the distribution operation. This may be considered O&M training for many operators. May include advanced groundwater treatment methods or Arsenic removal.

**WQ:** Having to do with water quality or pollutants, i.e., hard water to primary water standards. May be a requirement of the SDWA and/or water chemistry, or quality concerns. This along with the EPA information is to satisfy the regulatory portion of your operator training.

### Specific Course Goals and Timed Outcomes (Beta Testing)

Forty successful students were tested and the average time necessary to complete each task was recorded as 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. Forty-five students were 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. Five students did not complete the assignment. The detailed testing information is not available in this document and is proprietary information.

### Beta Testing Group Statistics (Short Summary)

Forty-five students were selected for this assignment. 24 students held water distribution operator certification positions and the other 14 did not have certifications. None of the test group received credit for their assignment. Three students failed the final examination. The average times were based upon the outcome of forty successful students. Rusty Randall Proctor, September 2000

### Final Conclusion

The average time for Distribution 101 is 8.3 hours with an average score of 80 percent with the highest score of 100%.

### 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 word quiz/exam question = 1 minute of student time.

400 pages times 2 equals 800 divided by 60 minutes =6.7 hours

200 questions equals 3.3 hours

**Total time 10 hours We are asking for 8 hours of credit.**

### Timed Averages

Students have reported the following time burden for successful completion of this distance learning course to be estimated to average of 10-8 hours per response per completed assignment or final examination. The timed burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing of the final assignment and passing the assignment with a score of 70% or better.

### Beta Assessment Survey Results

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 Department of Environmental Protection (PDEP) and the Association of Boards of Certification (ABC).

TLC has primarily 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 Authors Melissa and Jeff Durbin**

### **Melissa Durbin**

This course was co-authored by Melissa Durbin; she has over 20 years of teaching water distribution experience as a college instructor. Melissa has written the several nationally accepted water distribution manuals since 2001. This course has been accepted in most States for continuing education credit. Melissa has taught approximately 10,000 students about water distribution and related classes. She will be available to answer questions relating this course.

### **Jeff Durbin**

This course was co-authored by Jeff Durbin, over 10 years of backflow prevention experience as a backflow inspector for the City of Phoenix and 20 years of water distribution experience. Jeff has taught approximately 10,000 students about backflow primarily in water distribution, plumbing and backflow principle related classes.

Jeff will also be able to answer any question pertaining to distribution, backflow or plumbing related questions.

### **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 Mater 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.

### **Course Compiler**

Peter Easterberg, 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 I 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



**Melissa Durbin, Author and Dean of Instruction.**

30 years' experience in water distribution training along with 18 years of college instruction. I have taught this course to hundreds of students. Call me or any of the other Instructors for course assistance. I welcome your input and comments and hope you enjoy this course.

## **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. Some students will be tracked and reported by their operator ID for Pennsylvania, Texas and New York.

### **Instructions for Written Assignments**

The Distribution 101 CEU Training course uses a multiple choice answer key. If you should need any assistance, please email all concerns and the final test to: [info@tlch2o.com](mailto:info@tlch2o.com).

You can write your answers in this manual or type out your own answer key. TLC would prefer that you type out and e-mail the final exam to TLC, but it is not required.

### **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.

### **TLC's 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.

### **TLC's Educational Learning Objective Topics**

The general course descriptions or topic titles may be different from the detailed description of the course's outline or learning objectives. These terms may be an alternative expression or a substitute but essentially having the same meaning. This is done for reading or for editing purposes. The detailed alpha and beta-testing data is not available in this document and is proprietary information belonging to a third party. The CEU course covers several educational topics/functions/purposes/objectives of compliance. The general course description of topics may be different from the detailed description. These differences are cosmetic only. The topics listed are to assist in determining which educational objective or goal that is covered for a specific educational topic area. The general information is available in the detailed beta-testing information and may be found in the course's table of contents. The detailed testing information is not available in this document and is proprietary information.

### **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.

### **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 result in forfeiture of all fees and the appropriate agency will be notified.

### **Required Texts**

The Distribution 101 CEU Training course will not require any other materials. This course comes complete. No other materials are needed.

### **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 other results within two to three weeks after submitting it, please contact your instructor.

### **Feedback Mechanism (Examination Procedures)**

Each student will receive a feedback or survey form as part of his or her study packet. The student will be able to find this form in the front of the assignment or lesson(assessment). The student can e-mail, snail mail or telephone TLC for any concern at any time.

### **Student Concerns**

Most of student/training course related concerns are generally answered within 2 hours but not more than 24 hours. TLC has three support staff administrators with computers and telephones and have excellent communication and computer skills and able to respond and track all students and obtain or submit required forms and assignments.

TLC has a dedicated computer student tracking system database that is backed-up on a daily bases and this information is secured and stored at a secure offsite location in case of fire or security problems. All student website information is tracked and documented for security measures.

### **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.**

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.

**Continuing Education Units**

You will have 90 days from receipt of this manual to complete it in order to receive your Continuing Education Units (**CEUs**) or Professional Development Hours (**PDHs**). A score of 70% or better is necessary to pass this course. If you should need any assistance, please visit our Assistance Page on the website. Please e-mail all concerns and the final test to [info@tlch2o.com](mailto:info@tlch2o.com).

**Mission Statement**

Our only product is educational service. Our goal is to provide you with the best possible education service possible. TLC will attempt to make your learning experience an enjoyable opportunity.

**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. You will have 90 days from receipt of this manual to complete it in order to receive your Continuing Education Units (CEUs) or Professional Development Hours (PDHs). A score of 70% or better is necessary to pass this course.

**Upon completion of this course....**

The student will receive 8 contact hours in EPA rules concerning distribution, sampling and the new low brass requirements and go to the chlorination process, pathogen destruction and related waterborne diseases prevent, to cross-connection control and backflow prevention and finishing with valves, water mains, service connection and hydraulic principles.

**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?

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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.

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