



Level 1 Project Manager Course Administration Instructions

Date: 7/1/2021

Purpose: State accredited Water & Wastewater Courses require structured accountability for the Participant and for the Program. The following instructions meet State requirements for Program accountability and when followed, will also make it easier for us to track Operator Participant progress.

Course Description

The Level 1 Wastewater Operator Course includes 24 Modules spanning wastewater descriptions, basic wastewater math, treatment applications, as well as asset management and field practices/reporting. This course is self-paced and can be taken with a computer, or as issued hardcopy. **It is important to note that issued hardcopies will not allow the Operator to participate with the interactive functions of the course or view the videos.**

Each Module will take 30 to 60 minutes to complete. The Course is intended to be taken in sequence Modules 1, 2, 3 and so forth... Each Module has Operator interactions built in including:

- Assignments
- Math Practice
- Short Videos

This Course is NOT another version of so many institutional courses available in the industry. The intention of this Course is to focus on the unique Wastewater Projects we operate that may be older, quirky in design, or with limited treatment capacity that are challenged with design exceeding flow surges.

The flow of information will follow a narrative description, followed by a revealing diagram, image, or demonstrative video.

Each Module will have a 5 to 10 question Quiz that needs to be taken and turned into the Training Program Administrator for scoring and filing.

Upon completion of the last Module 24, a 100-question Final Exam will be issued. The Operator will have 3 hours to complete the Final Exam. The Final Exam should be proctored (like the State Exam). This will help acclimate the Operator to State Exam conditions.

Level 1 is part of a larger wastewater Operator curriculum. The Level 2 Wastewater Operator Course will provide extended descriptions of the wastewater treatment topics covered in Level 1. Level 3 will progress into deeper technical content and troubleshooting. Level 4 (Advanced Studies) will provide Operators with a broad variety of treatment subject matter. Each Level will have a similar format and be State accredited.

Course Tools Needed & Accountability Components

Computer or Laptop

Calculator or Smart Phone

Scrap Paper for notes & calculations

A quiet place to help the Operator focus without distractions (or headphones)

Attendance Signature Sheet

Quiz (hardcopy)

Specific Procedures

- 1) The Operator and Project Manager (or designee) must meet to define learning needs and objectives.
- 2) The Operator must agree to Course commitment (assigned materials and schedule) and the Project Manager (or designee) must agree to providing support (locally or Regionally through the assigned RTS Consultant).
- 3) The Operator sets aside prescheduled time without conflicting with Operator duties.
- 4) The Project Manager (or designee) will provide the Operator with:
 - Each Assigned Module
 - Attendance Signature Sheet (for each Module)
 - Fill in the Module number and Module title
 - Date
 - Print and Sign Name
- 5) The Operator will turn in the signed, dated, titled Attendance Sheet and the completed Quiz to the Project Manager (or designee).
- 6) The Project Manager (or designee) will forward a PDF copy of the Attendance Sheet and completed Quiz to the Training Program Administrator.
- 7) The Program Administrator will score the quiz and file the Attendance Sheet and Quiz score by Operator name into a secure filing network.
- 8) The Project Manager (or designee) will schedule the Operator (who has completed all 24 Level 1 Modules) to sit for the Level 1 Wastewater Final Exam. The Operator will have 3 hours to complete the Final Exam. The Project Manager (or designee) should be present to proctor the Final Exam. The Operator should only have a calculator and scratch paper when taking the Final Exam. THE EXAM IS NOT OPEN BOOK. The Final Exam must be printed out and taken long hand, NOT overwritten on the computer. The Final Exam must be signed and dated by the Operator participant. The Final Exam should then be PDF copied to the Training Program Administrator.

Example – The Project Manager meets with the Operator and the Operator agrees to be assigned Modules 1 – 10 to be completed within 60 days. The Operator schedules 2 Modules/week and forwards each Attendance Signature Sheet and completed Quiz to the Project Manager (or designee). Questions about materials are addressed by the Project Manager (or designee) or forwarded to the RTS Consultant for assistance.

- 9) The Training Program Administrator will track Quiz scores, the final exam score and will submit completed paperwork needed for the licensed Operator to be awarded CEU's. A score of 70% or more will be considered a passing grade for the Course.
- 10) The Training Program Administrator will remit the \$10 payment needed to the State for the CEU's for licensed Operators within 15 days of Course completion. The \$10 will be for the entire Course completion. The Program Administrator will track, confirm completion, and pay to the Operator's State, charging the Operator's Project number.