

ANNUAL OPERATOR TRAINING PROGRAM
(Please Read Completely)

The North Dakota Department of Environmental Quality is pleased to announce the 60th
Annual Professional Water and Wastewater Operator Training Program.

1. **Objectives** - These classes will fulfill the continuing education credit (CEC) requirement for certified operators. You will receive **12 CECs for each session** attended. Roll will be taken during the sessions to verify attendance. Expect to hear presentations regarding regulations and how to avoid mistakes that can lead to noncompliance for your facility. This will include general operation and maintenance topics. **The courses, however, are not geared specifically to prepare operators for certification exams.**

2. **Registration** - Please preregister using the enclosed registration form or find online at <http://deq.nd.gov/MF/OperatorCertification/SpringTraining.aspx> and mail or fax (701-328-6206) the printed copy. Registration(s) must be received by **January 31, 2020**. You may attend both water and wastewater sessions. Please indicate a second choice when selecting the water and wastewater sessions. Please make copies if more than one operator will be attending. **A \$20.00 registration fee payable to the North Dakota Water and Pollution Control Conference (NDWPCC) is required. NO SHOWS will not be refunded.** This covers attendance at one or more sessions. **A confirmation letter will be sent and must be presented at the time of registration.** If you need to reschedule or cancel, please call Shawn Heinle at 701-328-6627. **Please make copies for multiple registrants.**

3. **Certification exams** - ***A separate application form is required. An application form and directions are included, please fill out completely, or complete your application form online at <http://deq.nd.gov/Forms/MF/OperatorCertificationApplication.pdf?v=2> and mail to: ND Department of Environmental Quality, 2639 E. Main Ave., Bismarck, ND 58501. Incomplete applications will be returned. Do not use previous application(s). Signed application(s) must be received by the certification officer by January 31, 2020. Application(s) received after the deadline will be rejected. No walk-in exams will be allowed. Please make copies if more than one operator will be testing.***
 - A. *A photograph identification card is required to take exams.*
 - B. A confirmation letter will be sent and must be presented at the time of testing.
 - C. If you need to reschedule or cancel, please call Craig Bartholomay at 701-328-6626.
 - D. Please bring your own calculator and pencils.
 - E. Make your check for **\$10.00, per exam, payable to the North Dakota Department of Environmental Quality**, do not mail. Make payment when you check in prior to writing exams.
 - F. Results of the exams will be sent out after all the training sessions are completed and after payment has been received for the exam(s).
 - G. **Registration for training sessions and application for certification exams are separate.** Registration and exam fees cannot be combined. Rescheduling training and/or exams will be based on availability. Exam sessions are limited to the first 32 applicants (first come, first served). **Rescheduling a training session does not reschedule your exam.**

4. **Membership** - A \$10.00 membership fee for the NDWPCC is optional. Membership includes the Official Bulletin and may be added to the total payment.
5. **Location** - All training sessions and certification exams will be held at the **Environmental Training Center, 2639 East Main, Bismarck**. Please park on the west or south side of the training center.
6. **Fluoride/Chlorine meter training and pH certification** - Will be offered in conjunction with the water and wastewater treatment training sessions (see schedule). For more information on Fluoride meter training, call Stacey Herreid at 701-328-5287, for Chlorine meters, call Bob Markhouse at 701-328-6623, and for the pH certification, please call Sarah Feld at 701-328-5237.
7. **Sponsors** -
 - ND Department of Environmental Quality
 - ND Water and Pollution Control Conference
 - ND Chapter of the American Public Works Association
 - ND Section of the American Water Works Association
 - ND Water Environment Association
8. **Special needs** - If you need special accommodations or more information, please call Shawn Heinle at 701-328-6627.
9. A block of rooms at the Ramkota Hotel, 800 South 3rd Street (701-258-7700) has been booked under Water and Wastewater Operator Training. If you elect to use the Ramkota Hotel, the rates are \$86.40 (single) plus tax. Other hotels based on availability include: EverSpring Inn & Suites, 701-222-2900, \$84.60; Expressway Suites, 701-222-3311, \$84.60; Quality Inn, 701-223-1911, \$84.60 and Ramada Bismarck Hotel, 701-258-7000, \$79.00.
10. **Class Schedule:**

Water Treatment and Distribution - in Bismarck.

March 2,3, and 4, 2020
 March 9, 10, and 11, 2020
 March 23, 24, and 25, 2020
 March 30, 31, and April 1, 2020

Check-in time for registration is 12:00 - 1:00 p.m. on March 2, 9, 23, and 30.
 Exams are scheduled from 12:00 - 4:00 p.m. on March 4, 11, 25, and April 1.

Wastewater Treatment and Collection - in Bismarck.

April 13, 14, and 15, 2020
 April 20, 21, and 22, 2020

Check-in time for registration is 12:00 - 1:00 p.m. on April 13 and 20.
Exams are scheduled from 12:00 - 4:00 p.m. on April 15 and 22.

Fluoride/Chloride Meters and pH Certification – in Bismarck

March 2, 9, 23 and 30 at 10:00 a.m.

April 13 and 20 at 10:00 a.m.

11. **Topics** in Water Treatment and Distribution may include:

SDWA Update, Operator Certification, Overview of Water Treatment Rules, BacT Update, Stage I & II Disinfectants/Disinfection By-products Rules, Filtration, Chlorine Meters and Measurements, Disinfection of Pipes and Reservoirs, Fire Hydrants, Groundwater Rule, Lead and Copper Rule, Math, Cross Connections, Pumps, System Security, Fluoridation, Well Head/Source Water Protection, and others.

12. **Topics** in Wastewater Treatment and Collection may include:

Wastewater Basics, History of Wastewater Treatment, Troubleshooting, Physical Aspects of Lagoons, Wetland Systems, Microbiological Life in Ponds, Collection Systems, Operator Certification, Math, Discharge Permits, Lift Station Rehabilitation, Stormwater Update, Pond Construction, and others.

13. **All operators working in public water treatment and/or distribution systems which serve a population of 3,300 or less are eligible for reimbursement. Please pick up the appropriate forms during the training sessions. After payment to the North Dakota Water and Pollution Control Conference and/or state is made, you may apply for reimbursement.**

14. The 2020 Registration Form and Application for Operator Certification exams can be located by clicking on calendar and publications on the Division of Municipal Facilities website at <http://www.deq.nd.gov/mf/>.

15. **Questions:**

Regarding training sessions, call Shawn Heinle at 701-328-6627.
Regarding exams, call Craig Bartholomay at 701-328-6626.
Regarding Fluoride Meters, call Stacey Herreid at 701-328-5287.
Regarding Chlorine Meters, call Bob Markhouse at 701-328-6623.
Regarding pH certification, call Sarah Waldron-Feld at 701-328-5237.

16. **Please Note:**

All certified operators are required to pay annual renewal fees and earn 12 (CECs) in a three-year period. Failure to do so will result in revocation of all certificates.