

**Florida Water & Pollution Control Operators Association  
Region VII**



**Miami-Dade County Short School**

**January 29 – February 12, 2018**

## SCHOOL LOCATION:

Miami-Dade Water & Sewer Department  
Douglas Road Building, Rooms 156A & B  
3071 SW 38th Avenue  
Miami FL 33146



## COURSES:

Wastewater Collection System Operator B & C  
**Students responsible for course manuals – see application**

## COURSE SCHEDULE:

Monday – Thursday, January 29 – February 1, and  
Monday – Thursday, February 5 – 8, 2018  
6:00 – 9:30 p.m. each night  
**EACH COURSE IS EIGHT NIGHTS LONG!**

## **TUITION FEES:**

Course & Exam: \$225 for FW&PCOA members, \$255 for non-members  
Exam Only: \$80 for FW&PCOA members and non-members

**FULL REFUND OF THE TUITION FEE GIVEN ONLY IF THE COURSE IS CANCELED!**

## **COURSE BOOKS:**

**All students must obtain the 2 course books before the start of school!** Region VII will not have books for sale at the school. Please see the course application for ordering information.

## **COURSES:**

Region VII provides qualified instructors to teach the course material. Unlike correspondence courses, the instructors are available in person to answer student questions and to help students understand the course material. Region VII's goal is to have each student pass the end-of-course certification examination. We will not, however, "teach the exam."

Students must obtain the course book(s) before school and read the respective chapter(s) in the book before each class. Region VII provides a course schedule in this package for students to follow. Bring questions and topics to class for the instructor to discuss. Bring a calculator with you for the arithmetic class.

Please be respectful to the instructors, as they are giving their time for your benefit. Arrive on time to class, no loud talking or unruly behavior, and no cell phone calls in the classroom.

## **COURSE ATTENDANCE REQUIREMENT:**

Region VII determines student attendance using a sign-in sheet. Each student must sign the attendance sheet each night. Instructors reserve the right to audibly call attendance at any time during the class, especially after a break. It is strongly recommended that students attend all classroom sessions, to gain the greatest learning experience!

**Students who miss more than four (4) hours of classroom time will not receive an Attendance Certificate and will not be given the end-of-course exam – no exceptions!**

## END-OF-COURSE EXAM:

**LOCATION:** Miami-Dade Water & Sewer Department  
Douglas Road Building, Room 156A  
3071 SW 38th Avenue  
Miami FL 33146

**SCHEDULE:** February 12, 2018  
6:00 p.m.

The end-of-course exam is a closed-book exam. Do not bring books or other materials into the exam area. You may bring a calculator for the math portion of the exam, but **YOU MAY NOT USE YOUR CELL PHONE AS A CALCULATOR!**

As a courtesy to all students taking the exam, please silence your cell phone or pager before entering the exam room. Cell phones will not be allowed on the tabletop – they must be placed in your pocket, on your belt, in your purse or on the floor. **You may not make or receive phone calls during the exam – no exceptions!**

To receive an exam, you must present a photo ID to the exam proctor. This may be either a driver's license or employer-issued ID.

Each exam is comprised of 100 multiple-choice questions. There is only one best answer per question. Marking multiple answers for a question will result in the student getting the question wrong. A student must correctly answer 70% or more of the exam questions to pass the exam.

## APPLICATIONS:

Please use the application form included in this package. Neatly complete the application (print or type) following the instructions provided. You must include copies of documents required by the application. Remember to sign the application, and have your supervisor sign the application.

**Send the completed application, with attachments, by one of the following methods:**

**BY MAIL:** FW&PCOA Region 7  
PO Box 813520  
Hollywood, FL 33081-3520

**BY EMAIL:** [07-treasurer@fwpcoa.org](mailto:07-treasurer@fwpcoa.org)

**BY FAX:** (321) 383-9691

**Registration for the courses and exams offered at this school may be done on-line at [www.fwpcoa.org](http://www.fwpcoa.org), see the Event Calendar for January 29, 2018. You must still complete and submit an application form.**

**Enrollment in the school is on a first-come, first-served basis and is limited to 25 students per course.**

**Region VII must receive all applications by Friday, January 12, 2018.**

**Student applications for the Wastewater Collection C course or exam must have a copy of the applicant's high school diploma or GED attached. Applications without the document will be returned and the student will not be enrolled!**

Region VII reserves the right to refuse incomplete or illegible applications and applications postmarked after the application deadline. Region VII may cancel courses with inadequate enrollment.

Thank you for your interest in attending Region VII's school. We look forward to seeing you at the school!



**WASTEWATER COLLECTION  
B & C**

**APPLICATION  
AND  
COURSE SCHEDULES**



# Florida Water & Pollution Control Operators Association

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## **VOLUNTARY CERTIFICATION APPLICATION FORM WASTEWATER COLLECTION**

LOCATION OF SCHOOL: Miami-Dade County Short School DATES OF SCHOOL: January 29 – February 12, 2018  
ADDRESS: MDWASD Douglas Road Building 3071 SW 38th Avenue Miami, FL 33146

- \* THE APPLICATION MUST BE COMPLETED AND RETURNED TO FW&PCOA REGION VII.
- \* THE APPLICATION WILL BE RETURNED IF ALL NECESSARY DOCUMENTATION IS NOT ATTACHED - SEE PAGE #2 FOR THE DOCUMENTS REQUIRED FOR EACH CERTIFICATION CLASS.
- \* THE APPLICATION MUST BE SIGNED BY YOU AND YOUR SUPERVISOR.

**APPLICATION MUST BE RECEIVED BY FW&PCOA REGION VII BY JANUARY 12, 2018.**

NAME: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
(House Number) (Street/Ave) (Apt #)

\_\_\_\_\_  
(City) (County) (State) (Zip)

Work Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**PLACE AND "X" NEXT TO THE APPROPRIATE LEVEL OF TRAINING AND/OR EXAM:**

Wastewater Collection C: _____ course & exam	_____ exam only*	<b>* YOU MUST ATTACH A COPY OF YOUR COURSE ATTENDANCE CERTIFICATE FOR EXAM ONLY!</b>
Wastewater Collection B: _____ course & exam	_____ exam only*	

**EXAMS REQUIRE "HANDS-ON" EXPERIENCE: MUST BE VERY SPECIFIC TO WASTEWATER COLLECTION SYSTEM OPERATIONS. IF SPECIFIC JOB DUTIES ARE NOT LISTED, APPLICATION WILL BE RETURNED.** Examples of specific job duties: CCTV inspection, main line cleaning, lift station maintenance/repair, line stoppage clearing, installing/repairing laterals and cleanouts, etc. Use an additional sheet of paper if necessary.

**List all Employers where Wastewater Collection experience is gained. Phone number must be included**

Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Specific Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Specific Job Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LIST CURRENT HIGHEST WATER/RECLAIMED WATER/WASTEWATER/STORMWATER CERTIFICATIONS HELD:**

Certification Type: \_\_\_\_\_ Class: \_\_\_\_\_ Certificate #: \_\_\_\_\_ Date Issued: \_\_\_\_\_  
Certification Type: \_\_\_\_\_ Class: \_\_\_\_\_ Certificate #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**STUDENTS ARE RESPONSIBLE FOR PURCHASING THEIR OWN TEXTBOOKS (MOST RECENT EDITION REQUIRED).**

All levels require the textbooks "Operation and Maintenance of Wastewater Collection Systems, Volumes I and II." Textbooks may be purchased from the Office of Water Programs, CSU – Sacramento; 6000 J St., Sacramento, CA 95819; Phone (916) 278-6142; fax (916) 278-5959. Website: <http://www.owp.csus.edu/courses/wastewater.php>

**CERTIFICATION EXAMS:** The intermediate B level and basic C level exams will be given by the Voluntary Certification Board on a specified exam date. The board will issue an FW&PCOA Certification Certificate when all criteria have been satisfied. Applicants who meet the following qualifications may sit for an exam.

**QUALIFICATIONS FOR CERTIFICATION EXAMS:**

**CLASS C:** (A) Must be at least 18 years of age. (B) Must furnish evidence of having a high school diploma or equivalent. (C) Must have accumulated at least 1 year (2,080 hours) of actual "Hands-On" experience. (D) Must furnish evidence of having completed the FW&PCOA Class C Technology training course. (E) Must pass the C level written exam.

**CLASS B:** (A) Must have an FW&PCOA Class C Certification. (B) Must have accumulated 3 years (6,240 hrs.) of actual "Hands-On" experience. (C) Must furnish evidence of having completed the FW&PCOA Class B Technology training course. (D) Must furnish evidence of having an up-to-date Standard First Aid **or** CPR card. (E) Must pass the B level written exam.

**\*Request for an Oral Exam:** Medical documentation that is in agreement with the Americans with Disabilities Act (ADA) must be provided. \_\_\_\_\_ **YES:** I request to take an oral exam, documentation is attached.

**\*NOTE: FALSE OR INCORRECT INFORMATION PROVIDED ON THIS APPLICATION FORM AND ACKNOWLEDGED AS BEING TRUE AND CORRECT BY THE SUPERVISOR AND APPLICANT SIGNATURES WILL RESULT IN AN ETHICS HEARING THAT COULD RESULT IN THE SUSPENSION OR REVOCATION OF ANY AND ALL EXISTING CERTIFICATION HELD BY EITHER PARTY EXECUTING THIS DOCUMENT.**

**SUPERVISOR'S VERIFICATION:** By signing this application form I **AFFIRM** that I have reviewed the completed form and **CERTIFY** that to the best of my knowledge it is true, complete and accurate. I recommend that the applicant be considered for certification by the FW&PCOA Voluntary Certification Board.

Supervisor's Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**APPLICANT'S VERIFICATION:** By signing this application form, I certify that the information contained in this application is true, complete and accurate.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FEES (Payable to FW&PCOA Region 7):**

FW&PCOA Member: \$225.00 Non-Member: \$255.00 Exam Only: \$80.00

CHECK ONE: \_\_\_\_\_ Payment made on-line at [www.fwpcoa.org](http://www.fwpcoa.org)  
\_\_\_\_\_ Payment enclosed or attached

**SEND Pages 1 and 2 of the completed application, with attachments, by one of the following methods:**

**BY MAIL:** FW&PCOA Region 7  
PO Box 813520  
Hollywood, FL 33081-3520  
**BY EMAIL:** [07-treasurer@fwpcoa.org](mailto:07-treasurer@fwpcoa.org)  
**BY FAX:** (321) 383-9691



# Florida Water & Pollution Control Operators Association

A Non-Profit Association Serving Water and Wastewater Professionals in the State of Florida

## FW&PCOA – Region VII Short School Course: Wastewater Collection B January 29 – February 12, 2018

- Class Location:** Miami-Dade Water & Sewer Department  
Douglas Road Building, Rooms 156A & B  
3071 SW 38th Avenue  
Miami FL 33146
- Class Dates:** Monday – Thursday, January 29 – February 1, and  
Monday – Thursday, February 5 – 8, 2018  
**PLEASE SIGN IN EACH NIGHT\*\***
- Class Time:** 6:00 p.m. – 9:30 p.m. each night
- Exam Date & Time:** Monday, February 12, 2018, starting promptly at 6:00 p.m.

Date	Course Curriculum – Wastewater Collection B	Chapter(s)	Contact Hours
1/29/2018	Wastewater Collection Systems Part I; Purpose, Components and Design	3 (6th Edit) 2 (7th Edit)	3.5
1/30/2018	Wastewater Collection Systems Part II; Construction, Inspection and Testing	5 (6th Edit) 4 (7th Edit)	3.5
1/31/2018	Lift Stations/Equipment Maintenance	8 & 9	3.5
2/1/2018	Inflow/Infiltration Sewer Rehabilitation	10 10	1.0 2.5
2/5/2018	Administration/Organization for Collection System Operators	12 & 13	3.5
2/6/2018	Advanced Math Calculations	Vol I Math Appendix	3.5
2/7/2018	Safety/Survival Program for Collection System Operators	11	3.5
2/8/2018	Florida Rules	FAC 62- 604	3.5

**\*\* Students are expected to attend all classroom sessions. Students that fail to meet attendance requirements will not receive an attendance certificate and will not be allowed to take the end of course exam.**

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# Florida Water & Pollution Control Operators Association

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## FW&PCOA – Region VII Short School Course: Wastewater Collection C January 29 – February 12, 2018

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- Exam Date & Time:** Monday, February 12, 2018, starting promptly at 6:00 p.m.

Date	Course Curriculum – Wastewater Collection C	Chapter(s)	Contact Hours
1/29/2018	Wastewater Collection Systems Part I; Purpose, Components and Design	2 (7th Edit) 3 (6th Edit)	3.5
1/30/2018	Application of Arithmetic	Vol I Math Appendix	3.5
1/31/2018	Wastewater Collection Systems Part II; Construction, Inspection and Testing	2 (7th Edit) 3 (6th Edit)	3.5
2/1/2018	Inspecting and Testing Collection Systems	4 (7th Edit) 5 (6th Edit)	3.5
2/5/2018	Pipeline Cleaning and Maintenance	5 (7th Edit) 6 (6th Edit)	1.5 2.0
	Introduction to Cross-Connection Control	N/C	
2/6/2018	Underground Repair	6 (7th Edit) 7 (6th Edit)	3.5
	Sewer Rehabilitation	10 (7th Edit)	
2/7/2018	Safe Procedures	3 (7th Edit) 4 (6th Edit)	3.5
2/8/2018	Lift Stations/Equipment Maintenance	8&9 (7th Edit)	3.5

**\*\* Students are expected to attend all classroom sessions. Students that fail to meet attendance requirements will not receive an attendance certificate and will not be allowed to take the certification exam.**

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