



STATE OF DELAWARE
 DEPARTMENT OF NATURAL RESOURCES &
 ENVIRONMENTAL CONTROL
DIVISION OF WATER
 89 KINGS HIGHWAY
 DOVER, DELAWARE 19901

Board of
 Certification

Phone: (302) 739-9946
 Fax: (302) 739-8369

Request for Training Course Approval

Please complete one (1) form per training session. This form must be received by this office at least 30 days prior to the date of the proposed training to receive approval. Mail completed form to the address above or fax to (302) 739-8369. If you have any questions, contact Bryan Ashby at (302) 739-9946.

Application Must Be Complete, Typewritten or Clearly Printed

CONTACT INFORMATION			
Sponsoring Organization			
Contact Name			
Mailing Address			
City	State	Zip	
Contact's E-mail Address			
List the telephone number, fax number and website address that will be published for enrollment or additional information.			
Telephone Number	Fax Number	Website Address	
COURSE INFORMATION			
Check One			
<input type="checkbox"/> TRAINING IS OPEN TO ALL OPERATORS		<input type="checkbox"/> TRAINING IS FOR IN-HOUSE PERSONNEL ONLY	
Course Title			
Address of Training			
City	State	Zip	
Date(s) Course Will Be Held	Total Days	Start Time / End Time	Total Actual Contact Hours
COURSE OUTLINES			
A Course Outline is required for each course submitted for approval. Please submit a course outline showing the topic(s) to be presented and the time allotted for each topic, including beginning and ending times. All breaks and meal times must be noted. If the course has been approved previously and there are no changes in the content, time allotted or materials, you do not need to complete Background Materials .			
BACKGROUND MATERIALS			
Attach the following items and check that is attached.			
<input type="checkbox"/> The names of all instructors and each instructor's qualifications including any certification in Wastewater Operations.			
<input type="checkbox"/> Copy of all handouts. If not available before the training, they must be submitted after class presentation.			
<input type="checkbox"/> List of all audiovisual materials to be used such as videotapes, slides, slide/tape presentation, films and overheads.			
APPROVAL (For Board of Certification Use Only)			
<input type="checkbox"/> Approved "Direct"	<input type="checkbox"/> Denied	Reviewed By	Date
<input type="checkbox"/> Approved "Indirect"			

Delaware's good nature depends on you!