



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 mailed/faxed to this office at least 30 days prior to the date of the proposed training to receive approval. Send it to the address above or fax to (302) 739-8369. If you have any questions, contact Glenn Davis 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			
COURSE INFORMATION			
List the telephone number, fax number and website address that will be published for enrollment or additional information.			
Telephone Number	Fax Number	Website Address	
CHECK ONE			
<input type="checkbox"/> TRAINING IS <u>OPEN TO ALL OPERATORS</u>		<input type="checkbox"/> TRAINING IS FOR <u>IN-HOUSE PERSONNEL ONLY</u>	
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 DNREC Use Only)			
<input type="checkbox"/> Approved "Direct"	<input type="checkbox"/> Denied	Reviewed By	Date
<input type="checkbox"/> Approved "Indirect"			