



Hosting a Cross-Connection Control Program Specialist Course

This checklist is for agencies wishing to host the Foundation's Course for the Training of Cross-Connection Control Program Specialists. This is a general overview. Specific locations may have different amenities with which the Foundation's Training Staff can work.

Meeting Place: The meeting place should be in a room large enough to accommodate the thirty (30) people who will be attending the five-day course. The room should be suitable for showing multimedia presentations. In addition, a blackboard with chalk or a whiteboard with pens is required for the lectures. Please be sure that the room is dark enough so presentations can be seen easily.

Announcement: Once the course is confirmed the Foundation will add the course to the Foundation's course schedule. The hosting agency is expected to promote the course as much as possible in their region through various means. The Foundation office will handle registration directly.

Confirmation: Upon receipt of a registration form and payment, the applicant will be advised of the confirmation by mail. Included with this confirmation letter will be a list of local accommodations and a map to facilitate the location of the facilities. The hosting agency will need to provide these to the Foundation Office to include in the confirmation letter.

Lodging: Lodging recommendations are requested from the hosting agency. This information will be provided to the registrant when they register for the course.

Coffee Break: Each morning before class and at breaks in the morning and afternoon coffee should be available for the students. The hosting agency should make arrangements for a coffee machine, cups, stirrers, coffee, cream and sugar. The Foundation will provide additional refreshments and soft drinks.

Training Aids: The instructors will be using various tools for the lecture portions of the course. The hosting agency should provide the following:

- Whiteboard with pens
- Overhead projector
- Projection screen
- Projector stand
- DVD player
- LCD projector

Certificates: The Foundation will provide a Certificate of Completion for each member of the class who successfully completes the written and performance portions of the final examination. If the local sponsoring agency wishes to furnish its own certificates, this should be known in advance.

CEUs: Continuing Education Units are available to those students who attend all sessions of the course. The Course for the Training of Cross-Connection Control Program Specialists provides 3.5 CEUs. For CEU's to be beneficial to attendees for specific requirements the state may need to review the course contents before the courses. The hosting agency should determine what is required for the course to meet state CEU requirements and coordinate with the Foundation staff in order for the course to meet state requirements.

Examination: The written examination will be prepared by the Foundation. The written examination requires two hours immediately following lunch on Friday afternoon.

Field Surveys: Two field surveys will be conducted during the course.

1. On Tuesday afternoon of the Course the class will be taken on a pre-survey of a facility nearby. The 1. instructors will use this facility(s) as a training exercise to show the students the type of water uses which may be present in a facility. See recommended types of locations in item #2 below.
2. On Thursday morning of the Course the class will conduct a field survey of a facility nearby. The sponsoring agency needs to locate a facility, which will be suitable for this survey, and secure the necessary permission to survey the premises. The facility should be located nearby the classroom and should have several water uses. There should be at least three separate locations at the facility for the survey. The class will be divided into three groups for the survey, in order to have only 10 students at a time present at each location. The students will be required to survey the locations to determine, the uses of water, whether there are any actual or potential cross-connections, and to make recommendations for corrections, which may be necessary. A written report of this survey will be turned in by the student and will be scored as 10% of the final grade. It is necessary to have the three locations at the survey site to be somewhat diverse from one another. Some possibilities are: Boiler rooms, cooling towers, mechanical rooms (with water usage), kitchen facilities and industrial facilities (labs etc.). The contact for the sponsoring agency should call the Foundation office and discuss the facility choice with a member of the Foundation's Engineering Staff before the site is finalized. A member of the Foundation's Engineering Staff will pre-survey the site in order prepare a slide presentation for the students once they have completed their survey. This may take place early in the week of the course or at a pre-arranged time before the course begins.

Parking: If parking could be a problem for the thirty (30) students, adequate provisions should be made; and, if possible, instructions and/or maps given to the Foundation office in advance. This will allow for the information to be included in the registrant confirmation packet. Provide signs so that the students can locate the classroom on Monday morning.

Opening Session: A brief address of welcome by a local official is often a good way to start the session on Monday morning. However, it is also important to start the session on time. So if the official cannot be there at the very beginning it is possible to re-schedule the official's address at a later time during the morning.

Hosting Agency Participation: The Foundation will provide two complimentary registrations to the hosting organization. An application should be completed for each of these students and returned to the Foundation office.

If you are unable to meet any of the requirements for hosting a Foundation Training Course, please contact the Foundation office to discuss the details. In many cases, arrangements other than those specified here may be made.

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