



FOR OFFICE USE ONLY:

INITIALS & DATE:

TP#

Application for Approval as an "Approved Contact Hour Training Provider"

*Please note this application is different from the Form A Training Provider's Contact Hour Course Approval Application

Ohio Environmental Protection Agency
Division of Drinking and Ground Waters
Operator Certification Unit
50 West Town Street, Suite 700
PO Box 1049
Columbus, OH 43216-1049

Phone: (614) 644-2752
1-866-411-OPCT (6728)
Fax: (614) 644-2909

I. Training Provider Contact Information

Firm or Company Name		
Contact Person	Telephone Number	Fax Number
Permanent Mailing Address		
E-mail Address		

II. Qualifications (add attachments if necessary)

Explain how the training organization will ensure that the training provided is applicable and relevant to the operation or management of a public water system, treatment works, or sewerage system.

Explain how the training organization selects instructors and ensures that the instructors have appropriate experience to teach courses. (e.g. 3 years experience in the subject for which they are providing training)

How long has the training organization been providing courses approved by the Ohio Environmental Protection Agency in accordance with Rule 3745-7-15(E) of the Ohio Administrative Code? (Min. 3 yrs)

How many contact hours has your training organization been previously approved to provide? (Min. 12 hrs)

Discuss how attendance at courses is documented. Provide a copy of the method of documentation used.

III. Agreement and Terms

- Training Provider must assign each class provided a unique approval number that identifies the provider, Course type (D= drinking water, S = wastewater and B = both), class number and subject (e.g. OEPA-S001-OM). Courses should be given a subject code of "OM" for Operation and Maintenance and "X" for any other. **Provide your methodology for numbering courses.**
- Training Provider must maintain attendance records, a course syllabus (including a detailed timed agenda which distinguishes training time from breaks, lunches, registration, etc.) and instructor qualifications for each course given for a period of three years from the date of the training.
- Training Provider must assign contact hours only for the amount of time spent on training. Partial credit for courses shall not be given. Courses must be at least 0.5 hrs in length.
- Training Provider shall, by the first day of the month, provide the director a list of training scheduled for that month. This list shall include the name of the course, the training provider's approval number, the time, date, and location of the training, along with the number of contact hours assigned.
- Training Provider shall, upon request, be capable of providing a record of student training to the Ohio Environmental Protection Agency or to the student.
- All Training Providers shall allow representatives of the Ohio Environmental Protection Agency to attend courses at any time for the purpose of reviewing the length of training, training content and other relevant aspects of the training.

Failure to meet any of the criteria above may result in the withdrawal of the director's approval for all training given by the provider for the next two years. For training providers who have not received approval in accordance with Rule 3745-7-15(F) of the Ohio Administrative Code, the Director shall not approve new training for a period of two years. The Director may refuse to recognize contact hour credit if a training provider fails to meet the criteria in Rule 3745-7-15(F)(1) and (F)(2) of the Ohio Administrative Code, as listed in sections II and III of this application.

As the contact person for the training provider requesting approval, I am authorized to acknowledge and agree that the training provider will ensure compliance with all of the terms and conditions noted. In the event it becomes necessary to change any of the information in Section I, the Agency will be notified immediately.

Name of Contact: _____

Signature: _____ Date: _____

Electronic versions of applications and program updates may be found at:
<http://www.epa.ohio.gov/ddagw/opcert.aspx>



INSTRUCTIONS FOR COMPLETING OHIO EPA APPROVED CONTACT HOUR TRAINING PROVIDER APPLICATION

- This application is intended for Training Providers (organizations, companies, agencies, etc.) who typically submit large numbers of courses to the Ohio EPA for approval. **THIS IS NOT A CONTACT HOUR COURSE APPLICATION.** If you wish to obtain approval for a single course, please submit the Contact Hour Course Approval Application. The Approved Contact Hour Training Provider application is not a part of the individual course approval process.
- A detailed explanation of the minimum qualifications for the Approved Contact Hour Training Provider program can be found in Ohio Administrative Code (OAC) Rule 3745-7-15(F). Minimum qualifications and key points can also be found on the application in Sections II and III. A Training Provider that does not meet or exceed ALL of the qualifications listed in OAC Rule 3745-7-15 need not complete this application.
- An Instructor is an individual who teaches a course. Training Providers are Agencies, Organizations or Companies who sponsor or provide training taught by instructors. Therefore, this application does not apply to any individual person or instructor. There is no application for instructor approval.
- The application must be filled out completely. Applications which are incomplete will be returned to the Training Provider.

I. Training Provider Contact Information

- A. A Training Provider is the Agency, company or organization seeking approval for courses being sponsored/offered. **THE TRAINING PROVIDER IS NOT AN INSTRUCTOR.**
 1. The section shall be filled out completely using current and accurate information.
 2. The contact person is typically the individual coordinating the training. They will be responsible for providing all correspondence and information requested to the Agency, including submission of monthly training calendars and updates to contact information. They are also responsible for maintaining all course, program, and student attendance records.
 3. The address and phone number listed on the application will be published on our Web site. It is important this information is accurate and updated when necessary.

II. Qualifications

- A. These are the qualifications of the Training Provider, not the contact person or an instructor used by the Training Provider. All questions shall be answered in reference to the Training Provider.
- B. Each question must be answered in detail in the space provided on the application. Attachments shall be included as a supplement to answers provided, and should not replace a detailed, written response for any question.
- C. Acceptable attachments could include a list of course subjects, topics or criteria used to determine course relevancy, a list of mandatory instructor qualifications, a detailed explanation of the course numbering system to be used, attendance documentation forms or copies of certificates of attendance. It is not necessary to submit company history, company literature, pamphlets, discs, booklets, binders, sample course materials, course catalogs, etc. unless requested by the Ohio EPA.

- D. Detailed information describing the method for course selection must be provided. This should be a set of clearly defined criteria for determining course relevance to operation or management of a water or wastewater facility. Lists of training subjects, topics, new equipment and technologies, learning objectives and relevance items are acceptable. An example can be seen on the Stakeholder's Guidance Regarding Contact Hour Approval. Subjective (opinion based) selection of courses is not an acceptable method for determining course relevance.
- E. Detailed information describing the method for selecting instructors must be provided. This should be a clear list of qualifications (i.e. educational background, certifications held, training and/or years of work experience) an instructor must possess in order to teach a course for the Training Provider. Selection of instructors based on subjectivity (i.e. instructor personality or reputation) of the Training Provider is not an acceptable method.
- F. Course attendance and/or completion documents must be attached to the application. These documents must include the name of the Training Provider, course name, course approval number, number of contact hours earned, name of the operator/student whom completed the course, and the date and location the training was completed. This document must also be signed by the instructor responsible for verifying course completion and attendance.

III. Agreement and Terms

- A. The course numbering format is explained in this section. The Training Provider must establish a course numbering system using the guidelines provided on this application and in OAC Rule 3745-7-15(F). Failure to provide a detailed course numbering system following those guidelines will result in the return of the application to the Training Provider.
- B. The Training Provider shall submit the monthly training calendar according to the guidelines provided on this application and in OAC Rule 3745-7-15(F). The submission shall be made on the Excel sheet provided by the Ohio EPA and shall be emailed to the Ohio EPA contact person listed on the approval letter. **DO NOT MODIFY THIS EXCEL SHEET IN ANY WAY.**
- C. Training Providers are responsible for maintaining all program records including course information, instructor information, attendance records, and a master course list.
- D. Training Providers must read and be able to understand OAC Rule 3745-7-15(F). By signing the Approved Contact Hour Training Provider application, the Training Provider agrees to comply with all of the terms and conditions of the aforementioned Rule.

The application should be signed and dated by the Training Provider Contact Person. By signing, the Contact Person accepts full responsibility for all information submitted, and responsibility of the Training Provider's compliance with OAC Rule 3745-7-15(F).

Additional information for Operator Certification can be found at:
<http://www.epa.ohio.gov/ddagw/opcert.aspx>