



STATE OF DELAWARE
**DEPARTMENT OF NATURAL RESOURCES AND
 ENVIRONMENTAL CONTROL**
 DIVISION OF WATER
 RICHARDSON & ROBBINS BUILDING
 89 KINGS HIGHWAY
 DOVER, DELAWARE 19901

BOARD OF
 CERTIFICATION

PHONE: (302) 739-9946
 FAX: (302) 739-7864

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) 739-7864. 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				
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		
COURSE OUTLINES				
Check One <input type="checkbox"/> TRAINING IS OPEN TO ALL OPERATORS <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	
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"				