



Department of Health
and Human Services

Maine People Living
Safe, Healthy and Productive Lives

STATE OF MAINE

BOARD OF LICENSURE OF WATER SYSTEM OPERATORS

DEPARTMENT OF HEALTH AND HUMAN SERVICES
MAINE CENTER OF DISEASE CONTROL AND PREVENTION
DIVISION OF ENVIRONMENTAL HEALTH
11 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0011

APPLICATION FOR APPROVAL OF TRAINING PROVIDERS

WHO SHOULD USE THIS FORM?

Training providers, Engineering Consulting firms, utilities with organized training programs, Water Profession Organizations wishing to provide regular training opportunities. To become a WOB approved provider, there must be a recordkeeping process maintained that will allow the Board to review training opportunities and attendance records. Please refer to Policy for Approval of Training Providers and Courses for Water System Operator License Renewal.

Information:

Contact _____

Training Organization _____

Mailing Address _____

Day Phone # _____ FAX _____ E-MAIL _____

Please include in this submittal :

☐ Your mission statement outlining the functions, structure, processes and philosophy which guides the operations of the continuing education training program.

☐ The processes in place to review instructor qualifications, proctoring practices, and development of evaluation of satisfactory course completion. The name and title of the individual within the organization responsible for the quality and development of training programs.

☐ A written policy on maintaining records and assuring attendee participation. A record of participation must be maintained for each individual to whom continuing education or training contact hours are awarded. The maintenance of records is the responsibility of the organization conducting, sponsoring or sanctioning the program and awarding training credits. All records must be maintained for a period of five years from the date the training is offered.

☐ Examples of the following:

Certificate of attendance

Attendance roster

Evaluation forms which measure the quality of the training

☐ Requirements for satisfactory completion of the training. The requirements should be based on a combination of performance and attendance. If a graded process of performance evaluation is to be used, attendees shall be informed prior to their participation. Minimal satisfactory attendance shall be determined on basis of 90% of the awarded TCH.

Submit to:

Board of Licensure of Water Systems Operators

#11 State House Station, 286 Water Street, 3rd Floor, Augusta, Maine 04333