



A Check List for the Presentation of
Cross-Connection Environmental's
Onsite Training Seminars
at locations away from the CCE Classroom

The main items, which must be attended to, are as follows:

Meeting Place: The meeting place should be in a room large enough to accommodate the thirty (30) people for Specialists, twenty (20) for Tester who will be attending the five-day course. The room should be suitable for showing motion pictures and slides. 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 that movies and slides can be seen easily.

Announcement: Once the course is confirmed Cross Connection Environmental will add the course to our course schedule. The hosting agency is expected to promote the course as much as possible in their region through various means the Cross Connection Environmental 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 CCE 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. CCE 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:

- . Blackboard with chalk or whiteboard with pens
- . Projection Screen
- . Projector Stand
- . VCR
- . LCD Projector

Certificates: Cross Connection Environmental 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.

Minimum Attendance: the minimum attendance for onsite training seminars is 10 attendees not including any complimentary registrations. CCE reserves the right to CANCEL



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PDHs: Professional Development Hours are available to those students who attend all sessions of the course.

- The *Course for the Training of Backflow Assembly Testers* provides 20 PDHs.
- The *Course for the Training of Cross-Connection Control Program Specialists* provides 32 PDHs.
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Examination:

The written examination will be prepared by CCE. The written examination requires two hours immediately following lunch on Friday Afternoon.

Practical Exams:

Specialists

Field Surveys: Identify two field surveys that 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 instructors will utilize 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 CCE office and discuss the facility choice before the site is finalized.

A member of Cross Connection Environmental 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.



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Tester Training

Laboratory: The afternoon sessions should be held in a suitable location where the twenty-six participants can test and troubleshoot the backflow prevention assemblies. An adequate supply of water will be necessary in order to supply water to the backflow prevention assemblies. A fire hydrant is the most common means of providing the necessary water. Additionally, this location must be either indoor or protected from the weather and have adequate drainage for the water, which will be discharged, in the area.

Parking: If parking could be a problem for students, adequate provisions should be made; and, if possible, instructions and/or maps given to our 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: Cross Connection Environmental will provide complimentary registration for two employees of the hosting organization. An application should be completed for each of these students and returned to our office.

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