

# FORMS & PROCEDURES EW-78

## WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

The Commissioner of the WV Bureau for Public Health (WVBPH) will only recognize course work held under responsible sponsorship, presented by qualified instructors and appropriate to the water or wastewater treatment field. You must indicate whether your application is for water or wastewater. Mark both if you are applying for both water and wastewater operator continuing education approval. ***It is mandatory the sponsor submit a completed WVBPH Operator Training Course Approval Application Form (attached), along with all related materials, in the following format:***

### **Course Content**

Obviously, the course content is the most important factor to be considered when evaluating a course for approval.

### **Format Required**

*Course Title*

*Date and approximate*

*Time*

Λ proposed course date and total instructional hours; excluding breaks and lunches

*Topic*

*Objective*

Λ briefly state the intent of the course or what the student should have learned upon completion

*Instructional aids*

Λ workshop materials, slides, films, videotape, etc.  
You do not necessarily have to submit copies. Just list them by name, with their source and the date developed or revised. Personal slides, videos, etc. may simply be listed as personal slides, etc.

*Instructional approach*

Λ lecture, workshop, seminar, etc., or combination  
If the course is a combination, show % of time in each area (e.g., 40% lecture, 60% workshop).

*References*

Λ title, author, publisher, date

*Course Evaluation*

Λ Describe how course effectiveness will be evaluated (e.g., assignments, examinations, course evaluation forms, etc.).

*\*Course Outline*

Λ Attach a detailed course outline adequately illustrating the course content.

*\* The course outline must provide sufficient detail of the course to enable WVBPH to assess the course content. On a case by case basis, WVBPH may require submission of texts, manuals, instructor notes, instructional aids, etc.*

### **Instructor Qualifications**

The instructor for any training program is critical to the learning to be accomplished. ***The instructor must have a qualification statement (see attached) on file with WVBPH.*** When the WVBPH staff has reviewed the statement and makes a decision, a notice will be sent to the sponsor and/or instructor. ***An instructor's resume may be substituted for this section of the form.***

### **Sponsoring Organization**

Provide sponsoring organization information as requested on this portion of the form, sign and date where indicated.

Return the completed form to:

CEH Training Course Applications  
WV Bureau for Public Health  
Capitol and Washington Streets  
1 Davis Square, Suite 200  
Charleston, WV 25301-1798