



OPERATOR TRAINING COMMITTEE OF OHIO, INC.

-OHIO'S ENVIRONMENTAL TRAINING CENTER-

3972 Indianola Ave.
Columbus, OH 43214-3158
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www.ohiowater.org

March 2, 2009

Dear OTCO Instructors,

Please find attached a revised version of the application used for requesting to teach OTCO courses. Please be specific when signing up for the courses you wish to teach, locations, dates, and starting times. That is why I have revised the form. Instructors were signing themselves up to teach different classes the same day and time and this was confusing those wishing to take the courses and the office.

We will also be moving the starting dates back for the fall water and wastewater fifteen (15) week courses. Fall courses originally start late October and early November. To end the courses by November 1, they will be moved to start the week of July 13. We will also be offering the collection and distribution courses twice a year. The starting day for this year will be the week of August 17, the January dates will be announced later.

Also, I need to remind all instructors that we are not to teach our courses toward the state exam. Concern has been raised by representatives of the Ohio EPA that there are some instructors who are doing this. Please, the integrity of our courses is important for us to keep in good standing with the Ohio EPA for course accreditation.

I know there were some bumps in the road this year with some of the courses and we will be addressing these problems at the up coming workshops when I meet with some of the instructors. If you plan on attending any of the upcoming workshops, please feel free to talk with me about your concerns. If you need to, bring your material with you. This will help me to understand the problem and get it corrected right away.

Please feel free to make comments and suggestions. We will listen to all comments and suggestions, no matter how hard they are for us to listen to, but you are the ones presenting the material and we want to make it right.

If you are interested in hosting a short school at your facility, please let us know. Several facilities have already contacted us to do training.

For the Wastewater Instructors, currently I am putting together a short school for Small Wastewater Systems Operation and Maintenance Part I, for fifteen (15) contact hours. Attendees will be limited to individuals wishing to obtain a Class A license, and holders of Class A, I and II license for contact hours. It will be one, three (3) hour session, in class, and then the attendees will take the text book home to do the objective tests and return them to you for grading. Instructors have the choice of morning, afternoon or evening sessions. More information is noted below.

Curtis and the OTCO staff appreciate what you are doing for us and being apart of the OTCO family. We do need each other to keep the wheels turning.

Please feel free to call me day or night, I am always available.

Sincerely,

Patrick L. Antonelli

Patrick L. Antonelli

Assistant OTCO Director

(330) 343-3893 – home

(614) 302-5715 - cell

I am currently setting up classes for the Small Wastewater Systems in several cities through out the state. If you are interested in teaching one of these classes, please sign up and forward this to me so I may have the flyer ready for the Wastewater Workshop. If you do not see your city listed and want to teach, I will add it to the list. I was just trying to place the courses regionally. I know we have the instructors to fill these sites.

The dates of the classes will be April 20, 21, 22, 23, 24
May 11, 14, 15

Classes can be scheduled in the morning, afternoon, or evening. Attendees will be given the choice with a first choice, second choice and third choice as preferences for times they wish to attend. Please, when requesting to teach the Small WW Systems Course, include your preference for teaching this course. If you have any questions please feel free to call day or night.

This class will be three hours in length and the attendees will receive 15 contact hours for completing the course by correspondence, with you as their counselor. You have the choice of morning, afternoon, or evening class times.

Archbold	Defiance	Marietta	St Clairsville
Athens	Delaware	Marion	Sydney
Bellefontaine	Dover-New Philadelphia	Mason	Toronto-Steubenville
Bowling Green	Findlay	Mt. Vernon	Upper Sandusky
Cambridge	Hillsboro	Newark	Wooster
Canton	Jackson	Niles-Warren	
Chardon	Lancaster	North Royalton	
Chillicothe	Lima	Norwalk	
Coshocton	London	Portsmouth	
Dayton	Mansfield	Salem	

Please find attached below the instructors request for classes. Please feel free to make a copy if more room is needed. I would like to have this returned to me as soon as possible for the flyers to be sent out for the 15 week classes that will be starting the week of July 6. Classes will also be starting in January of 2010, another instructor's application will be sent out for the winter schedule.

The collection and distribution classes will be starting the week of August 3rd.

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2009 INSTRUCTOR RENEWAL FORM

Date: / /

Send completed form to pat@ohiowater.org

If you have questions call Pat at (614) 302-5715

Instructor's Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Address to ship instructors material if other than home.

City: _____ State: _____ Zip: _____

Home Phone: _____ Work: _____ Cell: _____

Email: _____

Course Available for Instruction:

Water (Classroom)

Basic Water (45 hours)
Advanced Water (45 hours)
Water Distribution Systems (42 hours)
Water Distribution Refresher (24 hours)

Correspondence

Basic Water
Advanced Water
Water Distribution
Systems

Backflow

Prevention (36 hours)
Refresher (6 hours)
For Managers (3 hours)

Wastewater (Classroom)

Basic Wastewater (45 hours)
Advanced Wastewater (45 hours)
Small Wastewater Systems (3)
Wastewater Collection Systems (42 hours)
Wastewater Collection Systems
Refresher (24 hours)

Correspondence

Basic Wastewater
Advanced Wastewater
Small Wastewater Systems
Wastewater Collection Systems

Management (Classroom)

Water/Wastewater Utility Management (???)

Correspondence

Water/Wastewater Utility Management

List your choice of course(s) below.

	<u>Location</u>	<u>Course</u>	<u>Date</u>	<u>Time</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____