



### Application for Approval as an "Approved Contact Hour Training Provider"

\*Please note this application is different from the Form A Training Provider's Contact Hour Course Approval Application

Ohio Environmental Protection Agency  
Division of Drinking and Ground Waters  
Operator Certification Unit  
50 West Town Street, Suite 700  
PO Box 1049  
Columbus, OH 43216-1049

Phone: (614) 644-2752  
1-866-411-OPCT (6728)  
Fax: (614) 644-2909

#### I. Training Provider Contact Information

Firm or Company Name		
Contact Person	Telephone Number	Fax Number
Permanent Mailing Address		
E-mail Address		

#### II. Qualifications (add attachments if necessary)

Explain how the training organization will ensure that the training provided is applicable and relevant to the operation or management of a public water system, treatment works, or sewerage system.

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Explain how the training organization selects instructors and ensures that the instructors have appropriate experience to teach courses. (e.g. 3 years experience in the subject for which they are providing training)

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How long has the training organization been providing courses approved by the Ohio Environmental Protection Agency in accordance with Rule 3745-7-15(E) of the Ohio Administrative Code? (Min. 3 yrs)

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How many contact hours has your training organization been previously approved to provide? (Min. 12 hrs)

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Discuss how attendance at courses is documented. Provide a copy of the method of documentation used.

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### III. Agreement and Terms

- Training Provider must assign each class provided a unique approval number that identifies the provider, Course type (D= drinking water, S = wastewater and B = both), class number and subject (e.g. OEPA-S001-OM). Courses should be given a subject code of "OM" for Operation and Maintenance and "X" for any other. **Provide your methodology for numbering courses.**
- Training Provider must maintain attendance records, a course syllabus (including a detailed timed agenda which distinguishes training time from breaks, lunches, registration, etc.) and instructor qualifications for each course given for a period of three years from the date of the training.
- Training Provider must assign contact hours only for the amount of time spent on training. Partial credit for courses shall not be given. Courses must be at least 0.5 hrs in length.
- Training Provider shall, by the first day of the month, provide the director a list of training scheduled for that month. This list shall include the name of the course, the training provider's approval number, the time, date, and location of the training, along with the number of contact hours assigned.
- Training Provider shall, upon request, be capable of providing a record of student training to the Ohio Environmental Protection Agency or to the student.
- All Training Providers shall allow representatives of the Ohio Environmental Protection Agency to attend courses at any time for the purpose of reviewing the length of training, training content and other relevant aspects of the training.

Failure to meet any of the criteria above may result in the withdrawal of the director's approval for all training given by the provider for the next two years. For training providers who have not received approval in accordance with Rule 3745-7-15(F) of the Ohio Administrative Code, the Director shall not approve new training for a period of two years. The Director may refuse to recognize contact hour credit if a training provider fails to meet the criteria in Rule 3745-7-15(F)(1) and (F)(2) of the Ohio Administrative Code, as listed in sections II and III of this application.

**As the contact person for the training provider requesting approval, I am authorized to acknowledge and agree that the training provider will ensure compliance with all of the terms and conditions noted. In the event it becomes necessary to change any of the information in Section I, the Agency will be notified immediately.**

Name of Contact: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Electronic versions of applications and program updates may be found at:  
<http://www.epa.state.oh.us/ddagw/opcert.html>