



**State of West Virginia
Department of Administration
Purchasing Division**

NOTICE

Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

Response to RFP EHS90075
Company Information
New Course Applications
For Online Operator Training
November 26, 2008
Copy 1 of 2

RECEIVED

7009 NOV 26 A 10: 20

TRAINING DIVISION
STATE OF WV

GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

1. Awards will be made in the best interest of the State of West Virginia
2. The State may accept or reject in part, or in whole, any bid
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee
5. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30
6. Payment may only be made after the delivery and acceptance of goods or services
7. Interest may be paid for late payment in accordance with the *West Virginia Code*
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **WEST VIRGINIA ALCOHOL & DRUG-FREE WORKPLACE ACT:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy "

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications
3. Complete all sections of the quotation form
4. Unit prices shall prevail in case of discrepancy
5. All quotations are considered F O B destination unless alternate shipping terms are clearly identified in the quotation
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P O Box 50130, Charleston, WV 25305-0130



November 21 , 2008

WV Purchasing Division
2019 Washington St E
PO Box 50120
Charleston, WV 25305-0130

Dear Whomever-it-m ay-concern,

Please find enclosed our reply to your RFQ 90075. We appreciate the opportunity to be considered to offer Online Training to water and wastewater operators in the State of West Virginia.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Untiedt", with a long horizontal line extending to the right.

Jerry Untiedt
President

182 Panacea Drive
Suite 4
Demorest, GA 30535
Phone: 800-269-1181 Fax: 706-754-1968



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 EHS90075

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 ROBERTA WAGNER
 304-558-0067

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SunCoast Learning Systems, Inc.
 182 Panacea Drive
 Suite 4
 Demorest, Ga 30535

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 CAPITOL AND WASHINGTON STREETS
 1 DAVIS SQUARE, SUITE 200
 CHARLESTON, WV
 25301-1798 304-558-2981

DATE PRINTED 11/13/2008	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: 11/26/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1 1. QUESTIONS AND ANSWERS ATTACHED. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID. EXHIBIT 10 REQUISITION NO.: EHS90075 ADDENDUM ACKNOWLEDGEMENT I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC. ADDENDUM NO.'S: NO. 1 <i>[Signature]</i> NO. 2 NO. 3 NO. 4 NO. 5 I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE *[Signature]* TELEPHONE 706-839-1498 DATE 11/21/08
 TITLE PRESIDENT FEIN 04-3692669 ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
 EHS90075

PAGE
 2

ADDRESS CORRESPONDENCE TO ATTENTION OF:
 ROBERTA WAGNER
 304-558-0067

VENDOR

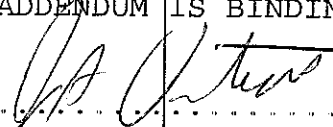
RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 CAPITOL AND WASHINGTON STREETS
 1 DAVIS SQUARE, SUITE 200
 CHARLESTON, WV
 25301-1798 304-558-2981

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
11/13/2008				

BID OPENING DATE: 11/26/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p style="text-align: center;">  SIGNATURE SUN COAST LEARNING SYSTEMS, INC COMPANY 11/22/08 DATE </p> <p>REV. 11/96</p> <p>END OF ADDENDUM NO. 1</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Request for Quotation

RFQ NUMBER
EHS90075

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF:
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

HEALTH AND HUMAN RESOURCES
 BPH ENVIRO HLTH SERVICES
 CAPITOL AND WASHINGTON STREETS
 1 DAVIS SQUARE, SUITE 200
 CHARLESTON, WV
 25301-1798 304-558-2981

SHIP TO

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
10/24/2008				

BID OPENING DATE: 11/26/2008 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:

SEALED BID

BUYER: -----RW/FILE 22-----

RFQ. NO. : -----EHS90075-----

BID OPENING DATE: -----11/26/2008-----

BID OPENING TIME: -----1:30 PM-----

PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:

-----706-754-1968-----

CONTACT PERSON (PLEASE PRINT CLEARLY):

-----JERRY UNTIET-----

***** THIS IS THE END OF RFQ EHS90075 ***** TOTAL: _____

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	706-839-1498	11/21/08

TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
PRESIDENT	04-369-2669	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

EHS90075 – Internet Based E-Training

SPECIFICATIONS

The State of West Virginia, Department of Health and Human Resources (DHHR), Bureau for Public Health (BPH), Office of Environmental Health Services (OEHS), Environmental Engineering Division (EED) is seeking multiple vendors to provide internet-based training (E-Training) to certified water operators (operators-in-training, water distribution, and class I-IV) employed by small public water systems (PWS) in West Virginia, which serve a population of 3,300 or less.

OEHS OBJECTIVE

All certified PWS operators in West Virginia, except for Class1Ds, are required to renew their certification every two years by submitting an application to OEHS with proof of continuing education hours (CEHs). The intent of this requirement is for operators to continue learning and implementing new technology and rules developed to protect public health and drinking water. However, at small systems with one or very few operators, it is often difficult to find time and money to travel for traditional classroom training. OEHS' objective is to offer a variety of online CEH approved courses through multiple vendors in order to fulfill certification requirements and reduce training-related costs to both the system and its operator(s).

VENDOR COURSE REQUIREMENTS

Vendor's E-Training courses to eligible PWS operators under this RFQ must be approved CEH courses. Legislative Rule 64CSR4 defines a continuing education hour as:

One (1) hour of participation in an organized continuing education experience under responsible sponsorship approved by the Commissioner for renewal of a public water system operator certification.

CEH courses must be approved by the Commissioner and operator attendance documented before OEHS will accept the CEHs for renewal. The Commissioner recognizes only course work provided by qualified instructors and relevant to the drinking water industry. All CEH courses go through the application review and approval process of the CEH Review Committee. The committee consists of ten professional staff, meets monthly, discusses pending course applications, and makes approval/rejection decisions.

To be considered for CEH approval, vendor must submit a completed EW-78 WVBPH Operator Training Course Approval Application Form (see Attachment 1) along with all related course materials, such as:

1. Information about the company submitting the course for approval.

EHS90075 – Internet Based E-Training

2. Resume that demonstrates instructor(s) educational experience.
3. Course syllabus.
4. Class material, including but not limited to power point presentations, exercises and handouts.

If approved, the course will be assigned:

1. A course number.
2. A course name.
3. Instructor or sponsor information.
4. The number of CEH hours approved.

CEH approval also requires all course providers to document attendance and provide appropriate certificates (with at least the above information as approved) to all course participants. Documentation on any training course already approved by another state or agency may facilitate the WV CEH approval process.

Vendor understands that before OEHS will authorize use of any courses under this RFQ, they must have already been or will be approved by OEHS' CEH review committee. The current list of approved CEHs is available online at http://www.wvdhhr.org/oehs/eed/i&cd/education_index.asp. For example, a vendor might submit twenty online internet training courses to be used under this RFQ; twelve of which have already been approved by OEHS' CEH review committee. Vendor must submit the remaining unapproved courses but will not be allowed to offer them to PWS operators under this RFQ until they are approved by OEHS' CEH review committee.

Vendor understands that the courses, approved and pending approval, submitted will be the only ones allowed to be offered to PWS operators under this RFQ for a one-year period. If, after the one-year period, OEHS and vendor mutually agree in writing to renew the contract for an additional one-year period, vendor will be given an opportunity to add to or remove courses. Such renewal will be in accordance with the terms and conditions of the original contract and will be limited to two, one-year periods.

Vendor's on-line education program must also include the following functions for each course:

- Intermittent quizzes and test questions.
- Wrong answer notification.
- Automatic generation of a Certificate of Completion with appropriate CEH information.
- A real-time clock on screen that records the time operator spent on the course material.

EHS90075 – Internet Based E-Training

VENDOR REQUIREMENTS

Vendor agrees to meet all requirements stated below:

- Vendor must submit written proof that it has provided internet-based training related to water system operation for at least two years out of the last five-year period
- Vendor must submit a list of all approved and pending CEH online training courses it wants considered for offering under this RFQ.
- Vendor must demonstrate the ability to utilize a password or access code tracking system; and must develop and submit a process to track courses and operators who successfully complete training to ensure the following steps flow smoothly:
 - 1 OEHS will communicate online training opportunities, including names and contact information of all awarded vendors to PWS operators via its website and mailings. It will be up to the discretion of the operator to take whichever course he or she wants to fulfill their CEH renewal requirements.
 2. Operators will choose the vendor or vendors they wish depending on the course area(s) they need. If various vendors are offering the same class, operators will have the option to choose which approved course to take.
 3. An operator will submit a request to OEHS to take a particular course or courses.
 4. Once OEHS determines that the operator is eligible under this program and that the course or courses the operator is requesting to participate in has received OEHS' CEH approval, OEHS will inform the appropriate vendor of operator eligibility. From there, vendor will contact the operator and issue a separate password or access code for each course.
 5. Once an eligible PWS operator completes a course, vendor will provide him or her an automatic Certificate of Completion only if the operator completes the course and passes the test.
 - 6 Vendor will invoice OEHS only after courses have been completed and tests taken, not when passwords or access codes have been issued.
- Vendor must submit an all-inclusive lump sum cost per course submitted. This lump sum cost must include all associated costs for one PWS operator to complete one of the courses listed, including the test and all required training materials.

EHS90075 – Internet Based E-Training

- Vendor will permit eligible operators one attempt to pass each course. If vendor allows an operator additional attempts to pass any course, OEHS' responsibility to vendor for payment is only for the first attempt.
- Vendor will permit ineligible WV PWS operators (those not meeting OEHS criteria for this contract) to take and pass any course **at the operators' own expense** for the same price per course specified on vendor's bid/cost sheet.

OEHS' CONTRIBUTION TO CONTRACT

- Upon receiving a request from an operator to take a particular course or courses, OEHS will determine his or her eligibility and notify the appropriate vendor of the operator's intentions. If a vendor allows an individual to access or complete a course outside this eligibility process, OEHS will not pay the costs. Individual eligibility will be based on current employment with a small PWS and CEH renewal requirements.
- OEHS will not accept a lump sum cost for the unlimited usage of a course for a year nor will it pay for a website to be set up with multiple courses for unlimited usage.
- OEHS will pay the vendor only after an eligible operator completes an approved course and test. OEHS will not be responsible for payment to the vendor if eligible operator does not complete a course or does not take the test associated with a course. If OEHS approves an eligible operator to take an approved course and that operator does not complete the course and the test associated with that course, OEHS will not be responsible to the vendor for the payment of the course participated in by the operator. Payment to the vendor for such uncompleted course participation is the responsibility of the PWS operator. OEHS will make operators aware of their uncompleted course payment responsibility, and vendor must also inform operators of such prior to issuing them passwords or pass codes for accessing online courses.
- In order to ensure operators are aware of the training available through this contract, vendor and OEHS may advertise in print, verbally or electronically via websites.

QUOTATION SUBMISSION REQUIREMENTS

Vendor must submit the following:

- Documented proof that the vendor meets requirements outlined in these specifications.

EHS90075 – Internet Based E-Training

- Indication of vendor courses that already have OEHS' CEH approval. Vendor will not be allowed to offer courses without CEH committee approval. Pending courses must be submitted to be considered for the one-year agreement period, but vendor cannot make them available to PWS operators under this RFQ until they are approved.
- Demonstration of successful use of a password or access code tracking system.
- Sheet(s) that list the courses vendor will offer for the one-year contract period. Sheet(s) must include course names, CEH Number, CEH Hours, and an all inclusive lump sum cost per course (i.e. all costs associated with one operator taking one course).

Example: Course A – Bid cost for one student to complete and test for Course A is \$100. If ten eligible operators complete the course and test in January 2009, vendor's invoice to OEHS in required format (see Attachment 2) with supporting backup documentation at the end of the month will be for \$1,000.

Vendor should use the format illustrated on the "E-Training Bid" sheet (see Attachment 3) to submit its course listing. Vendor can use Attachment 3 and make copies as necessary, or vendor can create its own sheet as long as it follows the same format. Deviation from this format may result in the vendor being disqualified.

Note: All inclusive individual lump sum cost means: the bottom line dollar cost for one person to take one course, including all training materials.

VENDOR REGISTRATION:

Vendor must be in good standing with the West Virginia Bureau for Employment Programs and be registered with the State of West Virginia, Division of Purchasing before a purchase order can be issued.

BASIS OF AWARD:

In order to ensure a variety of courses are available to eligible PWS operators, OEHS will enter into open-end contracts with all vendors meeting each of the requirements included in these specifications.

INVOICES:

Vendor must invoice OEHS monthly in arrears for all courses completed during the previous month. Invoices may not be submitted more than once monthly. Monthly invoice must include a hard copy and an electronic version in Microsoft Excel in the format shown on Attachment 2 and be comprised of the following information as a minimum:

EHS90075 – Internet Based E-Training

- CEH number (i.e. CEH2007-001)
- Course name.
- CEH hours, as approved.
- Course completion date.
- Student name, first name, and middle initial.
- Student date of birth.
- Student employment by public water system identification number (PWSID#)
- Actual amount of time student spent on-line.
- Pass/fail information.

TERM OF CONTRACT:

Vendor services will be provided upon issuance of a purchase order and extend for a period of one year. Contract with vendor may be renewed upon the mutual written consent of OEHS and vendor. Such renewal will be in accordance with the terms and conditions of the original contract and will be limited to two, one-year periods. Upon annual renewal(s), vendors will be allowed to:

- Add additional courses to or remove courses from their submitted course listings with the understanding that all courses to be added have already been approved by OEHS' CEH review committee; and all requests (additions and removals) are to be submitted to OEHS at least 30 days prior to expiration of the purchase order.
- Submit an all-inclusive individual lump sum cost per course being added. This lump sum cost per course must include all associated costs for one PWS operator to complete the course listed, including the test and all required training materials

1. Company Information (Page 6, Item 1)

SunCoast Learning Systems, Inc.

In April, 2002, SunCoast Learning Systems was created to develop a means to economically develop and deliver continuing education through partnering with Florida Rural Water and Texas Rural Water Associations. Today, half of the Rural Water Associations utilize SunCoast Learning Systems to deliver and manage their online courses. (A few are still in the process of getting state approval.)

In order to minimize costs in course development and to manage students and courseware, SunCoast developed a custom Learning Management System (LMS). All of the courses are delivered via access through the Rural Water Association website. For example, students can access the online training for WVRWA at www.wvrwa.org, then click "Online Training." The RWA administrator, SunCoast Learning and students have access to certain records online, including sales history, courses enrolled in, quiz grades, payment information, etc. This information is password protected.

This relationship makes us unique in the continuing education industry. All of our courseware has been developed by water and waste-water professionals, many of whom are rural water trainers. The courses have been converted from existing instructor-led courses to high quality, education-rich online courses that fill the need of the majority of today's operators.

This unique focus can be seen in the length of the courses. Our courses fall between 5-12 hours in length rather than the more typical 1-2 hour long courses. Many small operators prefer the longer courses because of their need for better in-depth training or more efficient use of time and cost to complete continuing education requirements.

2. Resume that demonstrates instructor(s) educational experience (Page 7, Item 2)

- Included in New Course Application package

3. Course Syllabus (Page 7, Item 3)

- Included in New Course Application package

4. Class Material, including but not limited to power point presentations (Page 7, Item 4)

- a. Course material can be accessed by opening this web page:

https://www.suncoastlearning.net/lms/_wvrwa.html

Username: jstudent Password: jstudent

Click on the course radio button you wish to review, then click on course module radio buttons. If you need assistance, please call us at 800-269-1181

Page 7

**Vendor's online education program must also include the following functions for each course:
(Page 7)**

Real time clock

Clocking is provided in each course with time by module and total time displayed. Times can be viewed both by user and by those with administrative rights (WVRWA and SunCoast). See next page for example.

Automatic certificate generation

When the student completes the course, passing all modules, s/he completes the Certification module, which generates an email. This certification notification is automatically sent to WVRWA, SunCoast and to the student. The purpose is to have multiple points of notification and verification of results. The certification email can be customized to display information required by OEHS. All states that use our system also generate a final certificate to the student.

Wrong answer notification

This option is available in our latest training platform, but has not yet been requested by any of our clients. When we first designed the Learning Management System (LMS), a considerable amount of time was spent on whether or not a wrong answer notification be given and how or what remediation should be given. We determined that most states do not wish for the correct answers to be shown.

Our challenge was, how much effort should be taken by us as the developer to eliminate or reduce the number of students "cheating" for answers instead of reading the material? Our decision was to focus on developing a training system that offered an easy navigation process for the student to review their reading and improve their learning. When we have an opportunity to speak with our students, we find that they are very serious learners who truly want to gain from their online experience, not just get by.

That being said, our new platform does offer the option of wrong answer notification. The new courses being submitted in this RFQ will have the required wrong answer notification feature activated.

Intermittent quizzes and test questions

All SunCoast courses have graded module quizzes. The new courses submitted by SunCoast will also comply, having numerous learning checks/ intermittent quizzes (graded or non-graded) as well as end-of-module graded quizzes.

Modifying the older courses is a significant undertaking. We request that all previously approved SunCoast Learning courses be grandfathered in, and that a reasonable amount of time be given to modify or upgrade them. These courses continue to serve several thousand students through all of our Rural Water partners.

Welcome
admin_wvrwa

West Virginia Rural Water Association e-Learning

Users

- User List
- User Groups

Courses

- Course List
- Course Groups

Learning

- Assignments List
- Enrollments List
- Certifications List
- Results List

Payments

- Payments List

Reports

- Student Results
- Registered Users
- Enrolled Users
- Payments
- Course Expiration

System

- Certification Type
- Preferences
- Receipt fields
- Registration
- History
- Home
- Logout

Course Results

Courses:

Users:

Enroll Date: Due Date:

Cert Date:

Time in course: Score:

Status:

Module	Status	Score	Attempts	Total Time	Select
Basic Environmental Chemistry		76	2	01:45:09	<input type="radio"/>
Atomic/Molecular Weight		88	1	01:12:32	<input type="radio"/>
Dilution Calculations		77	1	00:56:10	<input type="radio"/>
Water/Wastewater Chemistry		70	1	01:33:23	<input type="radio"/>
Wastewater Chemistry		89	2	01:39:42	<input type="radio"/>
Coagulation, Softening and BOD		75	2	01:20:20	<input type="radio"/>
Chlorination, DBP and Corrosion Control and Sequestration		90	1	01:32:08	<input type="radio"/>
Certification		100	1	00:00:30	<input type="radio"/>

Total time for all modules: 09:59:54

Not Attempted
 Incomplete
 Failed
 Passed
 Completed

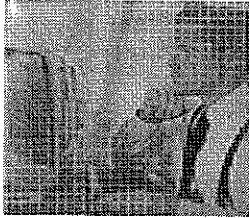
Powered by
SunCoast Learning, Inc.

Copyright © 2007 West Virginia Rural Water Association

Module & Course Clocking

Welcome
jstudent

West Virginia Rural Water Association e-Learning



Home

- Home
- Registration
- Calendar
- Online Help
- Logout

Registration Info

Business Info:

Company or System Name: * Company or System Name

Company Address: * Company Address

City: * Company address - City

State: * Company address - State

Zip Code: * Company address - Zip code

Work Phone: * Company phone number

Work Email: * Company email address

Personal Info:

First Name: * Your first name

Last Name: * Your last name

Phone: Your phone number

Email: Your email address

Login Info:

User Name: * Your login id.

Password1: * Password to be used to connect

Password2: * Password confirmation

* Required fields

Powered by
SunCoast Learning, Inc.

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Your session will expire in 240 min

Welcome
admin_wvrwa

West Virginia Rural Water Association e-Learning

Users

- User List
- User Groups

Courses

- Course List
- Course Groups

Learning

- Assignments List
- Enrollments List
- Certifications List
- Results List

Payments

- Payments List

Reports

- Student Results
- Registered Users
- Enrolled Users
- Payments
- Course Expiration

System

- Certification Type
- Preferences
- Receipt fields
- Registration
- History
- Home
- Logout

Powered by
SunCoast Learning, Inc.

Administrator

- Name: West Virginia, admin
- User Group: WVRWA students
- Course Group: WVRWA Courses
- Last Login: 11-20-2008

Users

- Total Users: 11
- On line Users: 0
- Registered Today: 1

Courses

- Total Courses: 15
- Enrolled Today: 2
- Completed Today: 0

Messages

- Total Messages: 1
- Today: 0

Payments

- Payments Today: 0

Copyright © 2007 West Virginia Rural Water Association

ADMIN REPORTS & FUNCTIONS

Vendor Requirements (Pages 8, 9, 10 and 11)

SunCoast agrees and complies with all requirements on pages 8,9,10 and 11.

- Written proof of at least two years delivering internet based training to the water system industry.
 - Document attached
- **Provide list of all approved and pending CEH online training courses.**
 - Approved courses in Book 1
 - Pending courses in Book 2
- **Vendor must demonstrate ability to utilize password or access code.**
 - Go to www.wvrwa.org, click on “training”, then click on “online training”.
 - Enter username: jstudent
 - Enter password: jstudent
 - Student is now in the training system



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No Name History

Entity Name Search

Detail by Entity Name

Florida Profit Corporation

SUNCOAST LEARNING SYSTEMS, INC

Filing Information

Document Number P02000049008
FEI Number 043692669
Date Filed 04/29/2002
State FL
Status ACTIVE

Proof of 2+ years in Internet Training (see next page) in water industry

Principal Address

1019 WORTHINGTON SPRINGS DR
MELBOURNE FL 32940

Changed 08/06/2003

Mailing Address

1019 WORTHINGTON SPRINGS DR
MELBOURNE FL 32940

Registered Agent Name & Address

UNTIEDT, JEROME A
1019 WORTHINGTON SPRINGS DR
MELBOURNE FL 32940 US

Name Changed: 08/06/2003

Officer/Director Detail

Name & Address

Title D

UNTIEDT, JEROME A PRES
1019 WORTHINGTON SPRINGS DR
MELBOURNE FL 32940

Title VP

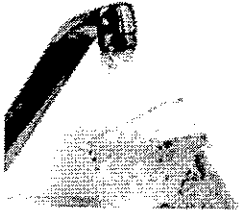
UNTIEDT, SUSAN G VP
1019 WORTHINGTON SPRINGS DR
MELBOURNE FL 32940 US

Annual Reports

Report Year	Filed Date
2006	01/18/2006
2007	01/11/2007

Welcome
to the e-Learning

Texas Rural Water Association e-Learning



Take a course

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Enrolled Courses

Click on a radio button, in the Select column, to select a course

Course Title	Select	Enroll Date
Corrosion Control Treatment Optimization	<input checked="" type="radio"/>	03-09-2008
TRWA Pump and Motor Maintenance	<input type="radio"/>	01-17-2004
TRWA Basic Water Works Operations	<input type="radio"/>	06-11-2004
TRWA Chlorinator Systems and Chemical Handling	<input type="radio"/>	03-29-2003
TRWA Corrosion Control Treatment Optimization	<input type="radio"/>	04-30-2008
TRWA Valve and Hydrant Maintenance	<input type="radio"/>	04-30-2008
TRWA Water Conservation	<input type="radio"/>	02-12-2007
TRWA Water Utility Safety	<input type="radio"/>	05-22-2008
Voucher TRWA Basic Water Works Operations	<input type="radio"/>	02-19-2003
Voucher TRWA Chlorinator Systems and Chemical Handling	<input type="radio"/>	08-06-2008
Voucher TRWA Pump & Motor Maintenance	<input type="radio"/>	04-04-2003
Voucher TRWA Water Utility Safety	<input type="radio"/>	04-09-2008

Not Attempted

Incomplete

Completed

Course Menu

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e-Learning, Inc.

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TESTING DATES ON TEXAS
RURAL WATER COURSES.

Attachment 2

E-TRAINING Required Invoice Information EXAMPLE

CEH number	CEH hours	Course name	Student last name	Student first name, middle initial	Student date of birth	Student's Employer PWSID#	Course completion date	Time spent on-line	Pass/Fail	Cost
CEH2008-001	6	Contracts 101	Smith	Dawn, L.	8/25/61	WV331234	11/16/07	7 5 hours		

SUN COAST COMPLIES.
[Signature]

Attachment 3

E-Training Bid Sheet

Course Name	CEH Number	CEH Hours	Cost Per Student (\$)
Water Transmission and Distribution	CEH2007-074	10	\$180.00
Surface Water Treatment	CEH2007-075	10	\$180.00
Small Water Systems I	CEH2007-076	5	\$100.00
Small Water Systems II	CEH2007-077	10	\$180.00
Water Utility Safety	CEH2007-078	10	\$180.00
Water Utility Calculations	CEH2007-079	10	\$180.00
Chlorinator Systems and Chemical Handling	CEH2007-080	10	\$180.00
Pump and Motor Maintenance	CEH2007-081	10	\$180.00
Basic Environmental Chemistry	CEH2007-082	10	\$180.00
Practical Personnel Management	CEH2007-083	7	\$140.00
Introduction to Wastewater Processing	CEH2007-084	10	\$180.00
New courses submitted for approval			
Corrosion Control Treatment Optimization		12	\$215.00
Maintaining Water Quality in Distribution Systems		12	\$215.00
Math Review		10	\$180.00

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Corrosion Control Treatment Optimization</i>	Topic: <i>Problems with corrosion & treatment options</i>
--	--

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES

If "yes", provide the WVBPH approval number(s) here _____ and complete all portions of this application have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time: <i>n/a</i>	Course Cost/Fee: <i>\$215</i>
--	----------------------------------

Objectives:
utilities have been forced to change treatments or chemicals to meet new requirements often resulting in lead and copper exceedances. This course focuses on basics of corrosion control treatment and provides the latest info on assessing your system

Target Water Operator Classifications: I II III IV Other _____ (check all that apply)

Instructional Aids:
Images, charts, tables, interrim quizzes, end-of-module graded quizzes

Instructional Approach:
Online, student pages through course at own pace.

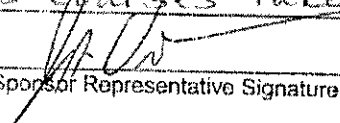
References:
*Debbie Britt; WVRWA 304-201-1689
Gary Williams; FRWA 850-668-2746
Tom Duck; TRWA 412-572-8591*

Course Evaluation:
N/A

* Attach a course outline

Date: 11/20/08

Sponsoring Organization Information

Sponsor Name:	<u>SunCoast Learning Systems, Inc</u>		Sponsor Representative:	<u>Jerry Untiedt</u>
Address:	<u>182 Panacea Dr., Ste. 4</u>	City/State/Zip:	<u>Demorest, GA 30535</u>	
Telephone:	<u>706-839-1498</u>	Fax:	<u>706-754-1968</u>	E-Mail: <u>jerry@suncoastlearning.com</u>
Mission or Business:	<u>Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.</u>			
Description of record keeping:	<u>All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores</u>			
 Sponsor Representative Signature			<u>11/20/08</u> Date	

Return completed application form to:

CEH Training Course Applications
 One Davis Square Suite 200
 Capital and Washington Streets
 Charleston, WV 25301-1798

Richard E. Giani

Course Author Basic Environmental Chemistry
Corrosion Control Treatment Optimization
Maintaining Water Quality in Distribution Systems

Professional experience 2003 - Present District of Columbia Water & Sewer Authority
Washington, D C.

Manager, Water Quality Division

Responsible for managing the District's Water quality Division, which includes oversight of 2 supervisor levels and 30 employees. The Division includes the water quality monitoring program, conservation program, cross connection program, flushing program, emergency response and security monitoring. Primary responsibility is to insure high water quality is maintained throughout the District including reduction of elevated lead concentrations below EPA's action level. Also directed DC's technical drinking water team which was responsible for reducing lead levels in the District below EPA's action level.

- Reduced the District's drinking water lead levels below EPA's action level
- Reduce the District's total coliform drinking water levels to below 0.5%
- Develop a water quality rapid emergency response program
- Develop a routine water quality monitoring program for schools and daycares

Major Accomplishments

1989 - 2003 Pennsylvania Department of Environmental Protection
Harrisburg, PA

Environmental Research Specialist

Responsible for conducting environmental research, managing state funded research projects, providing technical guidance and training to department staff, plant operators and environmental engineers.

1989 - 1993 Pennsylvania Department of Environmental Resources
Stroudsburg, PA

Field Sanitarian

Environmental field inspector for the Commonwealth of Pennsylvania

Duties consisted of inspecting public water supplies, conducting drinking water field sampling and analysis, determine drinking water health threats and oversee compliance of water plant operations.

Corrosion Control Treatment Optimization Author: Rich Giani

Course Modules	Module Sub-Headings	Typical Module Time
1. Lead and Copper Rule – Overview	Introduction	5
	Lead and Copper Rule	
	LCR Summary Facts	
	Calculating 90 th Percentile	
	LCR New Rules	
2. Primary Water Quality Parameters	Introduction	15
	pH	
	Alkalinity	
	Total Hardness/Dissolved Total Hardness/Calcium Hardness/ Calcium/Magnesium/ Calcium Carbonate	
	Precipitation Potential	
	How to measure calcium precipitate in the distribution system	
	Orthophosphate/Total Phosphate	
	Silicates	
	Total Dissolved Solids	
3. Secondary Water Quality Parameters – Part 1	Introduction - Avoiding Unintended Consequences	15
	Secondary Water Quality Parameters – Carbon Dioxide	
	Secondary Water Quality Parameters – Iron	
	Secondary Water Quality Parameters – Manganese	
	Secondary Water Quality Parameters – Turbidity and Color (Apparent)	
	Secondary Water Quality Parameters – Aluminum	
4. Secondary Water Quality Parameters – Part 2	Secondary Water Quality Parameters	20
	Secondary Water Quality Parameters – Sulfates and Chlorides	
	Secondary Water Quality Parameters – Oxidation-Reduction Potential (ORP)	
	Secondary Water Quality Parameters – Chlorine	
	Secondary Water Quality Parameters – Free Ammonia	
	Secondary Water Quality Parameters – Nitrification	
	Secondary Water Quality Parameters – Heterotrophic Plate Count (HPC)	
5. Corrosion Control Treatment 1 - Passivation – pH Alkalinity Adjustment	Introduction	15
	Case Study 1 Example, Determining DIC	
	Determining the Lead Constituent	
	Calculate lead reduction	
	Copper Solubility	
	Choosing the Right pH Adjustment Chemical	
	Calcium Carbonate Precipitation Potential (CCPP)	
	Calcium Carbonate Precipitation Jar Test Procedure (AWWA – 2008)	
	Other Considerations:	
	Public Health	
	Buffering Intensity	
	Chlorine Optimization	

6. Corrosion Control Treatment 2 – Passivation – pH/Alkalinity Adjustment	Alkalinity Case Study 2 Oxidation Reduction Potential (ORP) Iron Corrosion Changes in Anions Due to Coagulation Chemical Changes	1.5
7. Corrosion Control Treatment 3 – Passivation – Phosphate	Phosphate Inhibitor Passivation Types of Phosphates Optimal situations for phosphate corrosion treatment CaCO ₃ Precipitation Lead Oxide Iron Corrosion Copper Erosion Corrosion Silicates	2.0
8. Corrosion Control Operations	Chemical Stability Benefits of Chemical Stability Precipitation pH Stability Alkalinity Sampling pH Stability Operations Start-up Operations Pump Calibrations Water Quality Parameter Operations Chart Setting Water Quality Parameters after Corrosion Treatment has been Optimized Distribution Target Levels for Water Quality Parameters	1.5
		Total = 12.0

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Maintaining Water Quality in Distribution Systems</i>	Topic: <i>Multi-faceted Quality Control in Drinking Water</i>
This application is for: Drinking Water Operators <input checked="" type="checkbox"/>	Wastewater Operators <input type="checkbox"/>

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES

If "yes", provide the WVBPH approval number(s) here _____ and complete all portions of this application. If have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time: <i>n/a</i>	Course Cost/Fee: <i>\$215.00</i>
--	-------------------------------------

Objectives:
Educate student in all areas of distribution, focusing on proper maintenance, disinfection, sampling, system components, assessing quality, troubleshooting, customer satisfaction

Target Water Operator Classifications: I II III IV Other _____ (check all that apply)

Instructional Aids:
Filled with images, charts, formulas, text, interim and end-of-module quizzes

Instructional Approach:
Online - student pages through at own pace


References:
WVRWA, Debbie Britt 304-201-1689
FRWA, Gary Williams 850-668-3746
TRWA, Tom Duck 412-572-8591

Course Evaluation:
N/A

* Attach a course outline

Date: _____

Sponsoring Organization Information

Sponsor Name:	<u>SunCoast Learning Systems, Inc.</u>		Sponsor Representative:	<u>Jerry Untiedt</u>
Address:	<u>182 Panacea Dr., Ste. 4</u>	City/State/Zip:	<u>Demoest, GA 30535</u>	
Telephone:	<u>706-839-1498</u>	Fax:	<u>706-754-1968</u>	E-Mail: <u>jerry@suncoastlearning.com</u>
Mission or Business:	<u>Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.</u>			
Description of record keeping:	<u>All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores</u>			
 Sponsor Representative Signature			<u>11/20/08</u> Date	

Return completed application form to:

CEH Training Course Applications
 One Davis Square Suite 200
 Capital and Washington Streets
 Charleston, WV 25301-1798

Richard E. Giani

Course Author Basic Environmental Chemistry
Corrosion Control Treatment Optimization
Maintaining Water Quality in Distribution Systems

Professional experience 2003 - Present District of Columbia Water & Sewer Authority
Washington, D C

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Responsible for managing the District's Water quality Division, which includes oversight of 2 supervisor levels and 30 employees. The Division includes the water quality monitoring program, conservation program, cross connection program, flushing program, emergency response and security monitoring. Primary responsibility is to insure high water quality is maintained throughout the District including reduction of elevated lead concentrations below EPA's action level. Also directed DC's technical drinking water team which was responsible for reducing lead levels in the District below EPA's action level

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1989 - 1993 Pennsylvania Department of Environmental Resources
Stroudsburg, PA

Field Sanitarian

Environmental field inspector for the Commonwealth of Pennsylvania
Duties consisted of inspecting public water supplies, conducting drinking water field sampling and analysis, determine drinking water health threats and oversee compliance of water plant operations.

Maintaining Water Quality in Distribution Systems Author: Rich Giani

Course Modules	Module Sub-Headings	Typical Module Time
1. Distribution System Components	Introduction What is a Distribution System? Distribution Components Fire Hydrants Valves Meters Storage Facilities Quiz – 10 Q	1 25 Hrs
2. Distribution Pipe Integrity	Distribution Pipe Integrity Installing New Mains Disinfecting New Water Mains Example Calculation Final Flushing and Dechlorination Bacteriological Sampling Disinfecting Main Breaks Quiz – 10 Q	1 25
3. Reservoirs and Storage Tanks	Reservoirs and Storage Tanks Reservoir Profile Cleaning Tanks Calculating Tank Volume Disinfecting Tanks and Reservoirs Bacteria Sampling of Tanks Quiz – 10 Q	1 25
4. Distribution Design and Operations	Distribution Design and Operations Proper Main Sizing Water Pressure Pumping Example calculations	1 0
5. Routine Distribution Maintenance	Routine Distribution Maintenance Unidirectional Flushing Valve Operations Hydrant Inspection Backflow Prevention Assembly Testing Cross connections Leak Detection Quiz – 10 Q	1 5
6. Assessing Distribution Water Quality I Microbial and Disinfection Byproducts	Introduction Microbial Activity Disinfection Residual Free Ammonia Nitrification (Nitrite/Nitrate) Heterotrophic Plate Count (HPC) Disinfection By-Products Calculating Running Annual Average Reduction of DBPs Chlorine Residual Quiz – 10 Q	1 5

7.	Assessing Distribution Water Quality II Internal Corrosion and Metal Precipitation Primary Parameters	Introduction Corrosion Regulations Calcium Precipitation or Total Hardness/Calcium Hardness Measuring for calcium or magnesium precipitation Orthophosphate/Total Phosphate Silicates Total Dissolved Solids (TDS) Quiz – 10 Q	1.25
8.	Assessing Distribution Water Quality III Internal Corrosion and Metal Precipitation Secondary Parameters	Internal Corrosion and Metal Precipitation Secondary Parameters Iron Manganese Turbidity and Color (Apparent) Aluminum Oxidation-Reduction Potential (ORP) Quiz – 10 Q	1.25
9.	Water Quality in Commercial Buildings	Introduction Flushing Taps in Commercial Buildings Water Coolers/Bubblers Electrical grounding Fire Systems Heating and Cooling Systems Private Distribution Mains Quiz – 10 Q	1.25
10.	Troubleshooting Water Quality Complaints	Introduction "What's in my water?"	1.0
Total = 12.5 hours			

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Math Review</i>	Topic: <i>Basic math for operators</i>
-------------------------------------	---

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES

If "yes", provide the WVBPH approval number(s) here _____ and complete all portions of this application have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time: <i>n/a</i>	Course Cost/Fee: <i>\$180⁰⁰</i>
--	---

Objectives:
this course uses the "10-7-3" problem-solving method, successfully used by other RWAs. It is designed to take the fear out of water system math. Covers: conversions, calculations for determining size, dosages, velocity & weir, filter and well calculations, horsepower & efficiency.

Target Water Operator Classifications: I II III IV Other _____ (check all that apply)

Instructional Aids:
Text, charts, formulas, images, calculation examples, problem-solving equations, end-of-module quizzes

Instructional Approach:
online course - student pages through at own pace.

References:
*WVRWA, Debbie Britt - 304-201-1689
FRWA, Gary Williams - 850-668-2746
TRWA, Tom Duck 412-572-8591*

Course Evaluation:
N/A

* Attach a course outline

Date: _____

Sponsoring Organization Information

Sponsor Name:	SunCoast Learning Systems, Inc.		Sponsor Representative:	Jerry Untiedt
Address:	182 Panacea Dr., Ste. 4	City/State/Zip:	Demorest, GA 30535	
Telephone:	706-839-1498	Fax:	706-754-1968	E-Mail: jerry@ suncoastlearning.com
Mission or Business:	Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.			
Description of record keeping:	All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores.			
Sponsor Representative Signature			Date	

Return completed application form to:

CEH Training Course Applications
 One Davis Square Suite 200
 Capital and Washington Streets
 Charleston, WV 25301-1798

BIOGRAPHY

Phillip N. East

(Deceased)

Education Services Director

Kentucky Rural Water Association

Author: Math Review

Phillip East served as the Education Services Director for KRWA from 1997 until January, 2006. Prior to coming to work as a Circuit Rider for the Kentucky Rural Water Association (KRWA) in September 1996, Phillip East served as Water Treatment Superintendent for the City of Franklin, Kentucky. Before moving to Kentucky, Mr. East worked as Treatment Plant Operator for the Hendersonville Utility District in Hendersonville, Tennessee.

Mr. East earned a Bachelor of Science Degree from the University of Texas at Austin and completed graduate work in Public Administration at South West Texas State University at San Marcos, Texas.

Mr. East has also worked for the City of Odessa, Texas and the City of Austin, Texas where he worked his way up through the ranks serving as Chemical and Filter Operator, Instrument Technician, Maintenance Mechanic Foreman, Chief Operator, Assistant Plant Superintendent, Plant Supervisor, and Plant Operations Supervisor. In addition to having been a member of the Capital Area Water and Wastewater Association in Texas, the Texas Water Utilities Association, and the American Water Works Association, Mr. East held water treatment certification in Texas, Tennessee and Kentucky at the highest available technical levels.

Math Review

Course Modules	Module Sub-Headings	Typical Module Time
1. Getting Started & Math Intro	Getting Started and Math Intro Getting Started Phillip East's 10-7-3 Problem Solving Method The Methods The Catch 7 Steps to Solving Math Problems Problem Solving Tool Problem Solving No Quiz	5
2. Useful Water System Conversions	Useful Water System Conversions Converting Cubic Feet to Gallons Converting Gallons to Cubic Feet Converting MB to Gallons Converting Gallons to MG Converting Gallons to Liters Converting Liters to Gallons Converting Gallons to Milliliters Converting Milliliters to Gallons Converting Centigrade to Fahrenheit Converting Fahrenheit to Centigrade Quiz	15
3. Area, Volume, and Perimeter Calculations	Area, Volume, and Perimeter Calculations Problem 2-1: Perimeter Problem 2-2: Circumference Problem 2-3: Area of Rectangle Problem 2-4: Area of Circle Problem 2-5: Area (Surface) of Sphere Problem 2-6: Area of Triangle Problem 2-7: Volume of Rectangular Tank or Basin Problem 2-8: Volume of Circular Tank or Basin Problem 2-9: Volume of Cone Problem 2-10: Volume of Sphere	15
4. Dosage, Dilutions and Concentration Calculations	Dosage, Dilutions and Concentration Calculations Problem 2-11: Dosage (100% Pure) Problem 2-12: Dosage (<100% Pure) Problem 2-13: Pounds of HTH to Make Hypochlorite Solution Problem 2-14: Diluted Bleach Solution Problem 2-15: % Concentration Bleach Solution Problem 2-16: % Concentration HTH Solution Quiz	15
5. Velocity, Flow, and Detention Calculations	Velocity, Flow, and Detention Calculations Problem 2-17: Velocity Problem 2-18: Flow Rate Problem 2-19: Detention Time Problem 2-20: Flow, Gallons Per Day Quiz	20

6. Weir, Filter, and Well Calculations	Weir, Filter, and Well Calculations	2.0
	Problem 2-21: Weir Loading	
	Problem 2-22: Weir Overflow Rate	
	Problem 2-23: Filter Loading Rate	
	Problem 2-24: Filter Backwash Rate	
	Problem 2-25: Well Yield	
	Problem 2-26: Drawdown	
	Problem 2-27: Specific Capacity	
	Problem 2-28: Specific Gravity	
	Problem 2-29: Head and Pressure	
7. Horsepower and Efficiency Calculations	Horsepower and Efficiency Calculations	2.0
	Problem 2-30: Pumping Rate	
	Problem 2-31: Water Horsepower	
	Problem 2-32: Brake Horsepower	
	Problem 2-33: Motor Horsepower	
	Problem 2-34: Pump Efficiency, %	
	Problem 2-35: Motor Efficiency, %	
	Problem 2-36: Overall Efficiency, %	
	Problem 2-37: Wire-to-Water Efficiency, %	
Problem 2-38: KWH/1000 Gallons		
Quiz		
Total Time		11.0

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE:

West Virginia Code §5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

West Virginia Code §21-1D-5 provides that: Any solicitation for a public improvement construction contract shall require each vendor that submits a bid for the work to submit at the same time an affidavit that the vendor has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code. A public improvement construction contract may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the West Virginia Code and who has not submitted that plan to the appropriate contracting authority in timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the West Virginia Code may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the state of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the state of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

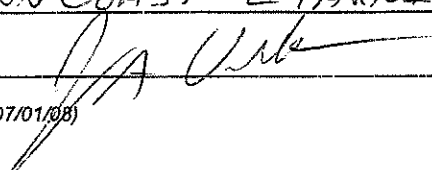
Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and is in compliance with the requirements as stated.

Vendor's Name: SUN COAST LEARNING SYSTEMS, INC.

Authorized Signature:  Date: 11/21/08

WVBPH-Approved Courses
For Online Operator Training

RFP EHS90075

November 26, 2008

Copy 1 of 2

Attachment 3

E-Training Bid Sheet

Course Name	CEH Number	CEH Hours	Cost Per Student (\$)
Water Transmission and Distribution	CEH2007-074	10	\$180.00
Surface Water Treatment	CEH2007-075	10	\$180.00
Small Water Systems I	CEH2007-076	5	\$100.00
Small Water Systems II	CEH2007-077	10	\$180.00
Water Utility Safety	CEH2007-078	10	\$180.00
Water Utility Calculations	CEH2007-079	10	\$180.00
Chlorinator Systems and Chemical Handling	CEH2007-080	10	\$180.00
Pump and Motor Maintenance	CEH2007-081	10	\$180.00
Basic Environmental Chemistry	CEH2007-082	10	\$180.00
Practical Personnel Management	CEH2007-083	7	\$140.00
Introduction to Wastewater Processing	CEH2007-084	10	\$180.00
New courses submitted for approval			
Corrosion Control Treatment Optimization		12	\$215.00
Maintaining Water Quality in Distribution Systems		12	\$215.00
Math Review		10	\$180.00

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <u>Water Transmission & Distribution</u>	Topic: <u>Drinking Water distribution systems</u>
---	--

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CEH2007-074 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <u>\$180⁰⁰</u>
----------------------------	---

Objectives:

Target Water Operator Classifications: I II III IV Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

*** Attach a course outline**

Date: _____

03/04

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc. Sponsor Representative: Jerry Untiedt
 Address: 182 Panacea Dr., Ste. 4 City/State/Zip: Demorest, GA 30535
 Telephone: 706-839-1498 Fax: 706-754-1968 E-Mail: jerry@suncoastlearning.com

Mission or Business: Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.

Description of record keeping: All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores

Jerry Untiedt
 Sponsor Representative Signature

11/20/08
 Date

Return completed application form to:

CEH Training Course Applications
One Davis Square Suite 200
Capital and Washington Streets
Charleston, WV 25301-1798



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
Governor

September 17, 2007

Martha Yeager Walker
Secretary

Debbie Britt
Executive Director
WV Rural Water Association
100 Young Street
Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval:
Water -- CEH2007-0074-083;
Wastewater -- WW2007-078-84

Dear Debbie:

Your information documenting Florida Department of Environmental Protection (FLDEP) water and/or wastewater operator continuing education approval for eleven Florida Rural Water Association (FRWA) courses has been reviewed. Based on the information you and FRWA provided, the WV Bureau for Public Health (BPH) has approved or rejected these courses for Continuing Education Hours (CEH) as detailed in the attached table. Course approvals were based on our reciprocity policy and FLDEP approval documentation you provided.

Please include the appropriate course number and title on any certificates issued for completion of these courses or any future related correspondence. Thank you for your interest and participation in West Virginia's Capacity Development Program. If you have any questions or need any additional information, please call (304) 558-6747.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard L. Watson".

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Newell, WVBPH
Mary Lowe, WVBPH

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Capital and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: 304-558-2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007

CEH/WW No.	Course Title	Approved	Rejected	CEHs	Classes
Water					
CEH2007-074	Water Transmission and Distribution	X		10.0	I-IV
CEH2007-075	Surface Water Treatment	X		10.0	I-IV
CEH2007-076	Small Water Systems I	X		5.0	I-IV
CEH2007-077	Small Water Systems II	X		10.0	I-IV
CEH2007-078	Water Utility Safety	X		10.0	I-IV
CEH2007-079	Water Utility Calculations	X		10.0	I-IV
CEH2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
CEH2007-081	Pump and Motor Maintenance	X		10.0	I-IV
CEH2007-082	Basic Environmental Chemistry	X		10.0	I-IV
CEH2007-083	Practical Personnel Management	X		7.0	I-IV
Wastewater					
WW2007-078	Water Utility Safety	X		10.0	I-IV
WW2007-079	Water Utility Calculators	X		10.0	I-IV
WW2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
WW2007-081	Pump and Motor Maintenance	X		10.0	I-IV
WW2007-082	Basic Environmental Chemistry	X		10.0	I-IV
WW2007-083	Practical Personnel Management	X		7.0	I-IV
WW2007-084	Introduction to Wastewater (Wastewater Processes)	X		10.0	I-IV

* All courses are Florida Department of Environmental Protection approved
 Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Water Transmission and Distribution

Course Modules	Module Sub-Headings	Typical Module Time
1. Introduction to Distribution Systems	Determining Water Efficiency	2 0
	Quiz	
2. Problem Considerations for Pipes Used	Pipes Used in Water Systems	2 0
	Leaks and Leak Detection Quiz	
3. Pipe Installation, Maintenance, and Repair Requirements	Pipe Installation, Maintenance, and Repair	1 5
	System Design Considerations	
	Trenching Separation	
	Disinfection Requirements for New Water Mains Quiz	
4. Valves and Fire Hydrants in Water Distribution Systems	Valves	1 5
	Fire Hydrants Quiz	
5. Water Storage, Tank Maintenance and Repairing Mains	Hydropneumatic Tanks	1 5
	Storage Reservoirs	
	Tank Maintenance and Inspection Requirements	
	Requirements for Repairing Broken Water Mains Quiz	
6. Service Lines, Water Meters, and Basic Hydraulics	Service Lines and Water Meters	1 5
	System Pressure and Basic Hydraulics Quiz	
Total		10 0

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <u>Surface Water Treatment</u>	Topic: <u>Treating drinking water from surface water sources</u>
---	---

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CEH-2007-075 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <u>\$180.00</u>
----------------------------	-------------------------------------

Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

* **Attach a course outline**

Date: _____

03/04

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc Sponsor Representative: Jerry Untiedt
Address: 182 Panacea Dr., Ste. 4 City/State/Zip: Demorest, GA 30535
Telephone: 706-839-1498 Fax: 706-754-1968 E-Mail: jerry@suncoastlearning.com

Mission or Business: Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.

Description of record keeping: All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores


Sponsor Representative Signature

11/20/08
Date

Return completed application form to:

CEH Training Course Applications
One Davis Square Suite 200
Capital and Washington Streets
Charleston, WV 25301-1798



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
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September 17, 2007

Debbie Britt
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WV Rural Water Association
100 Young Street
Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval;
Water -- CEH2007-0074-083;
Wastewater -- WW2007-073-84

Dear Debbie:

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Sincerely,

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Newell, WVBPH
Mary Lowe, WVBPH

S:\ENR\COMMON\3 CD\capdev\letters\CEH Approvals\2007\sep\2007_074_083ltr.doc

Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: 304 558-2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007*

CEH/WW No.	Course Title	Approved	Rejected	CEHs	Classes
Water					
CEH2007-074	Water Transmission and Distribution	X		10.0	I-IV
CEH2007-075	Surface Water Treatment	X		10.0	I-IV
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CEH2007-077	Small Water Systems II	X		10.0	I-IV
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CEH2007-079	Water Utility Calculations	X		10.0	I-IV
CEH2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
CEH2007-081	Pump and Motor Maintenance	X		10.0	I-IV
CEH2007-082	Basic Environmental Chemistry	X		10.0	I-IV
CEH2007-083	Practical Personnel Management	X		7.0	I-IV
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WW2007-083	Practical Personnel Management	X		7.0	I-IV
WW2007-084	Introduction to Wastewater (Wastewater Processing)	X		10.0	I-IV

* All courses are Florida Department of Environmental Protection approved
 Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Surface Water Treatment

Course Modules	Module Sub-Headings	Typical Module Time
1. Getting Started and Surface Water Sources	Surface Water Treatment Surface Waters for Drinking Water Sources Contaminants in Surface Waters Quiz	1.5
2. Treatment of Surface Water	Chemical Treatment of Surface Water Surface Water pH Surface Water Bacteria Taste and Odor Control Quiz	1.5
3. Coagulation and Flocculation	Types of Coagulants Coagulant Aids Removing Iron and Manganese Other Surface Water Problems Equipment Requirements Jar Testing Quiz	2.5
4. Alkalinity and pH Adjustment	Alkalinity and pH Adjustment with Lime Sedimentation Quiz	1.5
5. Filtration	Filter Types Filter Parts Filter Operation Handling Disposal of Process Wastes Quiz	1.0
6. Disinfection	Types of Disinfectants Controlling Disinfection By-products Surface Water Rules Chemical Dosing Examples References Quiz	2.0
Total		10.0

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title:
Small Water Systems I

Topic:
Intro. to small drinking water systems

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here: 44-2067-076 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:

Course Cost/Fee:
\$100.00

Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

* Attach a course outline

Date: _____

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc Sponsor Representative: Jerry Untiedt
 Address: 182 Panacea Dr., Ste. 4 City/State/Zip: Demorest, GA 30535
 Telephone: 706-839-1498 Fax: 706-754-1968 E-Mail: jerry@suncoastlearning.com
 Mission or Business: Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.
 Description of record keeping: All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores

[Signature]
 Sponsor Representative Signature

11/20/08
 Date

Return completed application form to: **CEH Training Course Applications**
One Davis Square Suite 200
Capital and Washington Streets
Charleston, WV 25301-1798



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
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Martha Yeager Walker
Secretary

September 17, 2007

Debbie Britt
Executive Director
WV Rural Water Association
100 Young Street
Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval:
Water -- CEH2007-0074-083;
Wastewater -- WW2007-078-84

Dear Debbie:

Your information documenting Florida Department of Environmental Protection (FLDEP) water and/or wastewater operator continuing education approval for eleven Florida Rural Water Association (FRWA) courses has been reviewed. Based on the information you and FRWA provided, the WV Bureau for Public Health (BPH) has approved or rejected these courses for Continuing Education Hours (CEH) as detailed in the attached table. Course approvals were based on our reciprocity policy and FLDEP approval documentation you provided.

Please include the appropriate course number and title on any certificates issued for completion of these courses or any future related correspondence. Thank you for your interest and participation in West Virginia's Capacity Development Program. If you have any questions or need any additional information, please call (304) 558-6747.

Sincerely,

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Newell, WVBPH
Mary Lowe, WVBPH

S:\ENGC\COMMON\3\CD\capdev\letters\CEH Approvals\2007\ceh 2007-074_083ltr.doc

Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: 304 558-2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007*

CEH/WW No.	Course Title	Approved	Rejected	CEHs	Classes
Water					
CEH2007-074	Water Transmission and Distribution	X		10.0	I-IV
CEH2007-075	Surface Water Treatment	X		10.0	I-IV
CEH2007-076	Small Water Systems I	X		5.0	I-IV
CEH2007-077	Small Water Systems II	X		10.0	I-IV
CEH2007-078	Water Utility Safety	X		10.0	I-IV
CEH2007-079	Water Utility Calculations	X		10.0	I-IV
CEH2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
CEH2007-081	Pump and Motor Maintenance	X		10.0	I-IV
CEH2007-082	Basic Environmental Chemistry	X		10.0	I-IV
CEH2007-083	Practical Personnel Management	X		7.0	I-IV
Wastewater					
WW2007-078	Water Utility Safety	X		10.0	I-IV
WW2007-079	Water Utility Calculations	X		10.0	I-IV
WW2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
WW2007-081	Pump and Motor Maintenance	X		10.0	I-IV
WW2007-082	Basic Environmental Chemistry	X		10.0	I-IV
WW2007-083	Practical Personnel Management	X		7.0	I-IV
WW2007-084	Introduction to Wastewater (Wastewater Processing)	X		10.0	I-IV

* All courses are Florida Department of Environmental Protection approved Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Small Water Systems 1

Course Modules	Module Sub-Headings	Typical Module Time
1. Small Water Systems 1	<ul style="list-style-type: none"> Getting Started Purpose and Scope Introduction to Water Treatment Quiz 	1.0
2. Drinking Water Sources	<ul style="list-style-type: none"> The Hydrological Cycle Hydrological Source Considerations Ground Water Surface Water Quality Of Water Microbial Contaminants in Water Minerals in Ground Water Sources Treatment of Source Waters Organic Material Effect on Disinfection Process Quiz 	1.0
3. Safe Drinking Water Act	<ul style="list-style-type: none"> Primary and Secondary Drinking Water Regulations Applicability of Safe Drinking Water Act Monitoring Requirements for PWS Disinfection Requirements Microbiological Monitoring Requirements Reporting Requirements for PWS that Exceed MCL's Required Monitoring Reports Consumer Confidence Reports Sanitary Survey Requirements Quiz 	2.0
4. Well Requirements	<ul style="list-style-type: none"> Well Construction Well Pumps Well System Parts Well Maintenance Problems Well Disinfection Well Siting Requirements Well Abandonment Requirements Well Head Protection Quiz 	1.0
5. Water Storage Systems	<ul style="list-style-type: none"> Water Storage Systems Gravity Water Storage Tanks Sanitary Risks at Storage Tanks Requirements for Placing Tanks in Service Hydropneumatic Tanks Quiz 	1.5
6. Chlorination and Disinfection	<ul style="list-style-type: none"> Chlorine Water Treatment Systems Hypochlorination Chlorine Safety Alternative Disinfectants Quiz 	1.0
Total Time		7.0

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title:
Small Water Systems II

Topic:
Advanced course in small drinking water systems

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CE#-2007-077 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:

Course Cost/Fee:
\$180.00

Objectives:

Target Water Operator Classifications: I II III IV Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

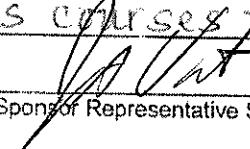
Course Evaluation:

* Attach a course outline

Date: _____

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc Sponsor Representative: Jerry Untiedt
 Address: 182 Panacea Dr., Ste. 4 City/State/Zip: Demorest, GA 30535
 Telephone: 706-839-1498 Fax: 706-754-1968 E-Mail: jerry@suncoastlearning.com
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 Sponsor Representative Signature

11/20/08
 Date

Return completed application form to: **CEH Training Course Applications**
One Davis Square Suite 200
Capital and Washington Streets
Charleston, WV 25301-1798



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
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Martha Yeager Walker
Secretary

September 17, 2007

Debbie Britt
Executive Director
WV Rural Water Association
100 Young Street
Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval:
Water -- CEH2007-0074-083;
Wastewater -- WW2007-073-84

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Sincerely,

A handwritten signature in black ink, appearing to read "Richard L. Watson".

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Newell, WVBPH
Mary Lowe, WVBPH

EAENBCCOMON\3 CD\capasvletters\CEH Approvals\2007\sep\2007-074_083ltr.doc

Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: 304-558-2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007*

CEH/WW No.	Course Title	Approved	Rejected	CEHs	Classes
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 Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Small Water Systems 2

Course Modules	Module Sub-Headings	Typical Module Time
1. Small Water Systems	<ul style="list-style-type: none"> Filtration Types of Filters Precoat Body Feed Filtration in Diatomaceous Earth Filtration Systems Backwashing Diatomaceous Earth Filtration Systems Common Problems in Filter Systems Quiz 	1.0
2. Demineralization	<ul style="list-style-type: none"> Type of Demineralized Water Treatment Processes Reverse Osmosis Increasing Flux Reverse Osmosis Issues Other Processes Quiz 	2.0
3. Coagulation and Flocculation	<ul style="list-style-type: none"> Coagulant Chemicals Primary Coagulants Polymers Coagulation Process Factors Affecting Coagulation Jar Test Flocculation Quiz 	1.0
4. Sedimentation	<ul style="list-style-type: none"> Sedimentation Process Types of Sedimentation Short Circuiting in Sedimentation Tanks Quiz 	1.0
5. Aeration	<ul style="list-style-type: none"> Use of Aeration in the Water Treatment Process Algal Problems in Aeration Systems Removal of Hydrogen Sulfide Categories of Aerators Removal of Sulfide Quiz 	1.0
6. Stabilization	<ul style="list-style-type: none"> Water Stabilization pH Adjustment Stabilization Protective Coating Stabilization Chemical Binding Stabilization pH Chemistry & Lime Alkalinity Adjustment Langlier Index Marble Test Chelation Sequestration Controlled CaCo₃ Scaling Other Chemical Protective Coatings Stabilization Chemistry pH Altering Water Treatment Chemicals Equivalents of Acids and Bases Quiz 	1.0
7. Softening	<ul style="list-style-type: none"> Water Hardness and Softening Water Softening Terminology Alkalinity Alkalinity Reactions Recarbonation Quiz 	75

Course Module	Module Sub-Headings	Module Time
8. Compliance and Disinfectant by-product rule	Stage 1 DBP Rule Application	1 5
	Disinfectant By-product Formation	
	Identification of Natural Organic Material	
	Trihalomethenes and Haloacetic Acids	
	Treatment Methods to Remove DBP's	
	DBP and Chlorination Considerations	
	DBP & Disinfection Residual Health Impact	
	MCL's for Disinfection Byproducts & Residuals	
	Enhanced Coagulation and Softening	
	Timetable for Meeting DBP Rule	
	Pathogen Requirements	
	Performance Standards for Pathogen Removal	
	Determining Microbial Deactivation Potential	
	Determining Contact Times for Disinfection Profiles	
	Inactivation Tables for Giardia and Viruses	
Determine Plant Disinfection Profile and Benchmark		
Use of Plant Disinfection and Benchmark		
Quiz		
9. Centrifugal Pump Maintenance	Maintenance Considerations	1 25
	Pump Construction	
	Pump Sizing	
	Pump Curves	
	Impeller Design	
	Pump Changes	
	Centrifugal Pump Scheduled Maintenance Programs	
	Pump Lubrication	
	Pump Packing Maintenance Considerations	
	Mechanical Seals	
	Preventive Maintenance Program	
	Pump Motors	
	Pumps for Special Applications	
Positive Displacement Pumps		
Quiz		
10. Cross-Connection and Backflow Prevention	Cross-Connections	5
	Primary Purpose of Cross-Connection Programs	
	Application and Reliability of Backflow Devices	
	Components of Successful Programs	
	Quiz	
11. Water Plant Operator Basic Chemistry	Matter	5
	Pure Elements	
	Compounds	
	Mixtures	
	Ionization	
	Neutralization	
Quiz		
12. Water Plant Operators Math	Water Conversion Factors	1 0
	Calculating Areas and Volumes	
	Flow, Volume, and Pumping Rate Relationships	
	Chemical Dosing	
	Determining Detention and Contact Times	
	Quiz	
Total Time		12.5

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Water Utility Safety</i>	Topic: <i>Safety rules, regulations</i>
--	--

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CEH2007-078 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <i>\$180⁰⁰</i>
----------------------------	---

Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

* **Attach a course outline**

Date: _____

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc Sponsor Representative: Jerry Untiedt
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[Signature]
Sponsor Representative Signature

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September 17, 2007

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Please include the appropriate course number and title on any certificates issued for completion of these courses or any future related correspondence. Thank you for your interest and participation in West Virginia's Capacity Development Program. If you have any questions or need any additional information, please call (304) 558-6747.

Sincerely,

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Nowell, WVBPH
Mary Lowe, WVBPH

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Capitol and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: 304-558-2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007

CEH/WW No.	Course Title	Approved	Rejected	CEHs	Classes
Water					
CEH2007-074	Water Transmission and Distribution	X		10.0	I-IV
CEH2007-075	Surface Water Treatment	X		10.0	I-IV
CEH2007-076	Small Water Systems I	X		5.0	I-IV
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CEH2007-078	Water Utility Safety	X		10.0	I-IV
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CEH2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
CEH2007-081	Pump and Motor Maintenance	X		10.0	I-IV
CEH2007-082	Basic Environmental Chemistry	X		10.0	I-IV
CEH2007-083	Practical Personnel Management	X		7.0	I-IV
Wastewater					
WW2007-078	Water Utility Safety	X		10.0	I-IV
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WW2007-084	Introduction to Wastewater (Wastewater Processing)	X		10.0	I-IV

* All courses are Florida Department of Environmental Protection approved Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Water Utility Safety

Course Modules	Module Sub-Headings	Typical Module Time
1. Preventing Injuries	Accident Causes	1 0
	Safety Program Controls	
	Accident Investigation	
	Employee Participation	
	Safety Audits	
2. Personal Protective Equipment	Types of PPE	5
	Head, eye, ear, face, hand, respiratory	
	Inspection and Maintenance	
	Summary	
3. Back Safety	Anatomy of a back	1 0
	Causes of Back Pain	
	Back Mechanics	
	Maintaining Back Health	
	Preventing Injury	
4. Hazard Communication and Chemical Safety	Hazard Communication Act	1 5
	Material Safety Data Sheets	
	Container Labels	
	Exceptions	
	Employee Education and Training	
	Chemical Safety	
	Task Evaluation	
	Chemical Storage	
	Incompatible Chemicals	
	Chemical Container Labels	
	Housekeeping	
	Emergencies and Spills	
5. Laboratory Safety	OSHA Standard	1 0
	Employee Exposure Assessments	
	Chemical Hygiene Plan	
	Employee Training and Information	
	Medical Consultation and Examination	
	General Guidelines	
	Lab Emergencies	
	Waste Disposal Program	
6. Biological Hazards	Rules of Entry	5
	Protection	
	Summary	
7. Confined Space Safety	What is Confined Space?	1 0
	To Enter or Not to Enter?	
	Written Permit Space Entry Program	
	The Entry Team	
	Safe Entry – Three Step Process	
	Recognition	
	Evaluation, Testing and Monitoring	
	Rescue	
	Review	

8. Emergency Response	Emergency Action Plan Communication Training Responding to a Medical Emergency Fire Extinguisher Use	10
9. Electrical Safety	Electrical Hazards Working with Electricity Safely Improving Employee Safety Lockout/Tagout Procedures Electrical Accidents	10
10. Trench Safety	The OSHA Standard Before Digging During the Dig Before Employees Enter Soil Characteristics Entry and Exit Atmospheric Conditions Water Accumulation Protective Systems On-The-Job Installation and Use of Protective Systems Sloping and Benching Shoring Shielding Daily Inspection Fall Protection Additional Considerations Completion of the Job Trenching Accidents	10
11. Work Zone Safety	Hazards Five Areas of a Work Zone Flaggers Flagger Control Methods	5
Total = 10		

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title:
Water Utility Calculation

Topic:
math for water & wastewater applications

This application is for: Drinking Water Operators

Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CE# 2007-079 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:

Course Cost/Fee: \$180.00

Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

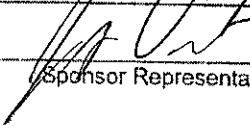
Course Evaluation:

* Attach a course outline

Date: _____

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc Sponsor Representative: Jerry Untiedt
 Address: 182 Panacea Dr., Ste. 4 City/State/Zip: Demorest, GA 30535
 Telephone: 706-839-1498 Fax: 706-754-1968 E-Mail: jerry@suncoastlearning.com
 Mission or Business: Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.
 Description of record keeping: All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores


Sponsor Representative Signature

11/20/08
Date

Return completed application form to: **CEH Training Course Applications
One Davis Square Suite 200
Capital and Washington Streets
Charleston, WV 25301-1798**



STATE OF WEST VIRGINIA
 DEPARTMENT OF HEALTH AND HUMAN RESOURCES
 BUREAU FOR PUBLIC HEALTH
 OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
 Governor

September 17, 2007

Martha Yeager Walker
 Secretary

Debbie Britt
 Executive Director
 WV Rural Water Association
 100 Young Street
 Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval:
 Water -- CEH2007-0074-083;
 Wastewater -- WW2007-078-84

Dear Debbie:

Your information documenting Florida Department of Environmental Protection (FLDEP) water and/or wastewater operator continuing education approval for eleven Florida Rural Water Association (FRWA) courses has been reviewed. Based on the information you and FRWA provided, the WV Bureau for Public Health (BPH) has approved or rejected these courses for Continuing Education Hours (CEH) as detailed in the attached table. Course approvals were based on our reciprocity policy and FLDEP approval documentation you provided.

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 Capacity Development Coordinator
 Infrastructure and Capacity Development
 Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Newell, WVBPH
 Mary Lowe, WVBPH

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Capitol and Washington Streets
 1 Davis Square, Suite 200
 Charleston, West Virginia 25301-1798
 Telephone: 304-558-2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007

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WW2007-084	Introduction to Wastewater (Wastewater Processing)	X		10.0	I-IV

* All courses are Florida Department of Environmental Protection approved
 Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Water Utility Calculations

Course Modules	Module Sub-Headings	Typical Module Time
1. Getting Started	Introduction to Water Utility Calculations	40
	Getting Started	
	Course Objectives	
	Calculator Challenge	
	Examples	
	Quiz	
2. Conversions	Conversions	75
	Example 1	
	Example 2	
	Example 3	
	Example 4	
	Example 5	
	Example 6	
	Quiz	
3. Surface Area	Surface Area	5
	Rectangles	
	Circles	
	Triangles	
	Trapezoids	
	Combines Shapes	
	Quiz	
4. Volumes	Volumes	75
	Capacity	
	Quiz	
5. Solving for the Unknown	Solving for the Unknown	15
	Solving for the "X"	
	Application	
	X ² Problems	
	Application	
	Advanced Problems	
	Quiz	
6. Solving Word Problems	Solving Word Problems	75
	Using Formulas	
	Quiz	
7. Velocity	Velocity	5
	Quiz	
8. Flow	Flow	15
	Flow Conversions	
	Quiz	
9. Detention Time	Detention Time	175
	Sludge Age	
	Quiz	

10. Loading Calculations	Loading Calculations	1 75	
	Water Loading Calculations		
	Solid Loading Calculations		
	Hydraulic Loading Rate Calculations		
	Surface Loading		
	Filtration Rates		
	Backwash Rates		
	Weir Overflow Rates		
	F/M Ratios		
	Digester Loading Rates		
Population Loading			
Population Equivalent	1 25		
Quiz			
11. Efficiency/Percent Calculations		Efficiency/Percent Calculations	
Removal Efficiency			
Percent Solids			
Pump and Motor Efficiencies			
Pumping Calculations			
Quiz			
12. Conversion Factors		Conversion Factors	75
Useful Equations			
Summary of Formulas			
Total Hours		12.15	

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Chlorinator Systems & Chemical Handling</i>	Topic: <i>Chemicals related to drinking water & wastewater</i>
---	---

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here *CEH 2007-080* and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <i>\$180⁰⁰</i>
----------------------------	---

Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

* **Attach a course outline**

Date: _____

03-04

Sponsoring Organization Information

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Joe Manchin III
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September 17, 2007

Debbie Britt
Executive Director
WV Rural Water Association
100 Young Street
Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval:
Water -- CEH2007-0074-083;
Wastewater -- WW2007-078-84

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Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Newell, WVBPH
Mary Lowe, WVBPH

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WW2007-084	Introduction to Wastewater (Wastewater Processing)	X		10.0	I-IV

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Chlorinator Maintenance and Chemical Handling

Course Modules	Module Sub-Headings	Typical Module Time
1 History of Chlorination and Chloramination	Wastewater Treatment Water Treatment Filtration Disinfection Chlorination and Chloramination Regulations Quiz	75
2 Chemical Handling and Safety	Training Labeling Chlorine Chemical Handling Shipping Handling Regulations Health Effects Chlorine Gas Liquid Chlorine Calcium Hypochlorite Sodium Hypochlorite Ammonia PPE – Additional Safety Equipment Eyewash and Emergency Shower Gas Detection Equipment Emergency Kits First Aid Regulations Risk Management Plan Definitions Program 1, 2, or 3? Program Components Other Requirements Chlorine Emergencies Maintenance Problem Release Emergency Response Reportable Quantities Quiz	15
3 Physical and Chemical Properties of Disinfectants	Chlorine Gas Physical Properties Chemical Properties Ammonia Physical Properties Chemical Properties Hypochlorite Compounds Sodium Hypochlorite Calcium Hypochlorite	15

	Chlorine Dioxide	
	Physical Characteristics	
	Chemical Characteristics	
	Chlorine and Water	
	Oxidation Reactions	
	Substitution Reactions	
	Disinfection	
	Quiz	
4	Process Applications	1 25
	Types of residual	
	Residual Advantages and Disadvantages	
	Residual Testing	
	DPD Ferrous titration	
	DPD Colormetric	
	Amperometric titration	
	Breakpoint Phenominum	
	CT Disinfection Concept	
	Disinfection By-Products	
	Regulatory Requirements	
	Disinfection	
	Residual	
	Disinfection By-Products	
	Quiz	
5	System Types	1 0
	How it works	
	Pressure Piping System	
	Connections	
	Chlorinator Ancillary Equipment	
	Vacuum Systems	
	Remote Vacuum Regulator System	
	Pressure Piping System	
	Connections	
	Ancillary Equipment	
	Automatic Switchover Remote Vacuum System	
	Vacuum Piping System	
	Connections	
	Chlorinator	
	Ancillary Equipment	
	Liquid System	
	Liquid Piping System	
	Connections	
	Evaporator	
	Chlorinator	
	Ancillary Equipment	
	Withdrawal Rates	
	Gas withdrawal	
	Pressure Systems	
	Vacuum Systems	
	Liquid Withdrawal	
	Regulations	
	Water Treatment	
	Wastewater Treatment	
	Quiz	

6.	Injectors /Ejectors	Vacuum Generator Supply GPM Throat Tailway Gas Mixer Injector/Ejector Operation Injector Installation Local Installation Remote Installation Chemical Induction Units Injector Problems Pressure differential Wear Buildup Troubleshooting Quiz	10
7	Containers and Connections	Container Types 100 lb / 150 lb Cylinders Ton Containers Determining Chlorine Usage Valves Connections Change Out procedures for Pressure Systems, Remote Vacuum Systems, Cylinder-Mounted Systems, and Liquid Systems	75
8	Gas Chlorinators and Switchovers	Components and Functions Components Functions and Composition Capital Controls 200 Normal Operation Failure of the Inlet Valve Depleted Gas Source Regal Normal Operation Failure of the Inlet Valve Wallace and Tiernan S10k Vacuum Chlorinator Functions Normal Operation Failure of Secondary Valve Normal Operation Failure of Inlet Valve Automatic Switchover Devices Wallace and Tiernan Automatic Switchover Devices Components and Functions of Old Style Unit Operation Components and Function of 510S Unit Capital Controls Automatic Switchover Device Quiz	125

9.	Maintenance and Troubleshooting	Periodic Performance Checks Periodic Cleaning Periodic Preventive Maintenance Troubleshooting Quiz	.75
10.	Chlorination Math	Chlorination Calculations Dosage, Demand, Residual Pounds of Pure Chlorine Pounds of Hypochlorite Chlorine Concentration Feed Pump Systems Determine the Dosage Feed Pump Rates Practice Problems Quiz	.75
			Total 10.5

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Pump & Motor Maintenance</i>	Topic: <i>Pumps & motors in water & wastewater uses</i>
--	--

This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CEH 2007-081 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <i>\$180⁰⁰</i>
----------------------------	---

Objectives:

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Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

*** Attach a course outline**

Date: _____

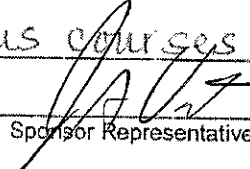
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Environmental Engineering Division

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Pump and Motor Maintenance

Course Modules	Module Sub-Headings	Typical Module Time
1. Developing a Maintenance Program	Maintenance Management System	5
	Basic parts of a MMS	
	Maintenance Procedures	
	Maintenance Schedules	
	Schedule Cycle	
	Record Keeping	
	Feedback System	
	Monitor the System	
	Maintenance Training	
2. Prime Movers – Electric Motors and Motor Controls	Electricity	10
	Basic Electrical Terms	
	Electrical Equipment Protection Devices	
	Types of AC Motors	
	Motor Nameplate Data	
	Induction Motors	
	Synchronous Motors	
	Motor Maintenance	
	Submersible Motors	
	Maintenance Summary	
	Operational Inspections	
	Troubleshooting Guide For Motors	
	Equipment ID Card	
3. Centrifugal Pump Mechanics	Centrifugal Pump Mechanics	1.25
	Centrifugal Pump Components	
	Types of Pumps	
	Centrifugal Pump Terms and Concepts	
	Centrifugal Pump Selection	
4. Centrifugal Pump Hydraulics	Centrifugal Pump Hydraulics	1.5
	Basic Hydraulics	
	Basic Math	
	Flow and Velocity	
	Specific Gravity	
	Horsepower	
	Affinity Laws	
	Horsepower and Kilowatts	
	Affinity Laws II	
	Shut-Off Head and Best Efficiency Point	
	Shaft Deflection	
	Specific Suction Speed	
	Pump Piping Hydraulics	
	Net Positive Suction Head	
	Cavitation	
	Water Hammer	
Pump Curves		

5. Lubrication	Lubrication Types of bearings Purpose of lubrication Types of lubricants Fluid film theory Lubricant characteristics Lubrication frequency Lubrication Systems Oil Supply Systems Summary	10
6. Bearings	Function Types of Bearings Bearing Nomenclature Bearing Numbers Bearing Life Bearing Failure Bearing Removal and Installation Troubleshooting	10
7. Compression Packing	Sealing Packing Requirements Effective Sealing Packing Failure Packing the System Selection of Packing Lubricants Packing Installation Trouble Shooting Packing	10
8. Mechanical Seals	Purpose Seal Classification Basic Seal Design Seal Variations Seal Configurations Mechanical Seal Selection Seal Flush Systems Seal Installation Mechanical Seal Troubleshooting	1.25
9. Positive Displacement Pumps	Positive Displacement Pumps Types of Displacement Pumps Screw Pumps Diaphragm Plunger Pump Rotary Peristaltic Pumps or Flexible Liner Pumps Progressive Cavity Pumps	1.25

10. Special Pumping Units	Special Pumping Units Air Lift Regenerative Turbines Vortex Jet Pneumatic Ejector	5
11. Water Utilities Safety	What is Safety? Accident Causes Safety Program Employee Participation Safety Audits Electrical Hazards Chemical Hazards and Safety Confined Space Introduction Hazards	5
Total		10.75

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Basic Environmental Chemistry</i>	Topic: <i>Chemistry needed in water & waste-water applications</i>
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This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here CEH-2067-082 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <i>\$180⁰⁰</i>
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Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

*** Attach a course outline**

Date: _____

03'04

Sponsoring Organization Information

Sponsor Name: SunCoast Learning Systems, Inc Sponsor Representative: Jerry Untiedt
 Address: 182 Panacea Dr., Ste. 4 City/State/Zip: Demorest, GA 30535
 Telephone: 706-839-1498 Fax: 706-754-1968 E-Mail: jerry@suncoastlearning.com
 Mission or Business: Convert, develop & deliver quality online courses for continuing education credit. Water and wastewater operators enter the courses through the state rural water association.
 Description of record keeping: All student records are kept through a Learning Management System, accessible online, stored on a server in Canada. Records kept include student name, address, etc, plus courses taken, time in each module and quiz scores

[Signature]
Sponsor Representative Signature

11/20/08
Date

Return completed application form to: **CEH Training Course Applications
One Davis Square Suite 200
Capital and Washington Streets
Charleston, WV 25301-1798**



STATE OF WEST VIRGINIA
DEPARTMENT OF HEALTH AND HUMAN RESOURCES
BUREAU FOR PUBLIC HEALTH
OFFICE OF ENVIRONMENTAL HEALTH SERVICES

Joe Manchin III
Governor

Martha Yeager Walker
Secretary

September 17, 2007

Debbie Britt
Executive Director
WV Rural Water Association
100 Young Street
Scott Depot, WV 25560

RE: WVBPH Operator Training Course Approval:
Water -- CEH2007-0074-083;
Wastewater -- WW2007-073-84

Dear Debbie:

Your information documenting Florida Department of Environmental Protection (FLDEP) water and/or wastewater operator continuing education approval for eleven Florida Rural Water Association (FRWA) courses has been reviewed. Based on the information you and FRWA provided, the WV Bureau for Public Health (BPH) has approved or rejected these courses for Continuing Education Hours (CEH) as detailed in the attached table. Course approvals were based on our reciprocity policy and FLDEP approval documentation you provided.

Please include the appropriate course number and title on any certificates issued for completion of these courses or any future related correspondence. Thank you for your interest and participation in West Virginia's Capacity Development Program. If you have any questions or need any additional information, please call (304) 558-6747.

Sincerely,

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Nowell, WVBPH
Mary Lowe, WVBPH

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Capital and Washington Streets
1 Davis Square, Suite 200
Charleston, West Virginia 25301-1798
Telephone: 304 558 2981

WV Rural Water Association On-Line Courses
 Approved September 17, 2007

CEH/WV No.	Course Title	Approved	Rejected	CEHs	Classes
Water					
CEH2007-074	Water Transmission and Distribution	X		10.0	I-IV
CEH2007-075	Surface Water Treatment	X		10.0	I-IV
CEH2007-076	Small Water Systems I	X		5.0	I-IV
CEH2007-077	Small Water Systems II	X		10.0	I-IV
CEH2007-078	Water Utility Safety	X		10.0	I-IV
CEH2007-079	Water Utility Calculations	X		10.0	I-IV
CEH2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
CEH2007-081	Pump and Motor Maintenance	X		10.0	I-IV
CEH2007-082	Basic Environmental Chemistry	X		10.0	I-IV
CEH2007-083	Practical Personnel Management	X		7.0	I-IV
Wastewater					
WW2007-078	Water Utility Safety	X		10.0	I-IV
WW2007-079	Water Utility Calculations	X		10.0	I-IV
WW2007-080	Chlorinator Systems and Chemical Handling	X		10.0	I-IV
WW2007-081	Pump and Motor Maintenance	X		10.0	I-IV
WW2007-082	Basic Environmental Chemistry	X		10.0	I-IV
WW2007-083	Practical Personnel Management	X		7.0	I-IV
WW2007-084	Introduction to Wastewater (Wastewater Processing)	X		10.0	I-IV

* All courses are Florida Department of Environmental Protection approved
 Florida Rural Water Association courses. Course approval based on WVDHHR reciprocity policy

Basic Environmental Chemistry

Course Modules	Module Sub-Headings	Typical Module Time
1. Basic Environmental Chemistry	Atomic Structures Isotopes Electron Configuration Review Questions Ions Elements Periodic Table Review Questions Compounds Reading Chemical Formulas Atomic Weight / Mole Weight Review Questions Quiz	2.0
2. Atomic/Molecular Weight	Atomic / Molecular Weight Mole Review Questions Solutions Quiz	1.5
3. Dilution Calculations	Dilution Calculations Molarity Quiz	1.0
4. Water/Wastewater Chemistry	Hardness Nitrogen Compounds – Drinking Water Nitrogen Compounds – Wastewater Phosphorus Review Questions Acids Bases Salts pH Alkalinity Review Questions Quiz	2.0
5. Wastewater Chemistry	Volatile Acids Taste and Odor Removal Review Questions Settleable Solids Settleability Suspended Solids Review Questions Total Solids Volatile Solids and Fixed Solids Sludge Age Review Questions Quiz	2.0

6. Coagulation, Softening and BOD	Flocculation / Coagulation	1.5
	Alum	
	Ferric Sulfate / Ferric Chloride	
	Softening	
	Review Questions	
	Biochemical Oxygen Demand (BOD)	
7. Chlorination, DBP and Corrosion Control and Sequestration	Review Questions	1.0
	Quiz	
	Chlorination Disinfection	
	Trihalomethanes	
	Review Questions	
	Corrosion Control	
	Iron and Manganese Removal	
	Review Questions	
	Sampling	
	Review Questions	
Quiz		
Total		11.0

WVBPH OPERATOR TRAINING COURSE APPROVAL APPLICATION FORM

Course Content

Course Title: <i>Practical Personnel Management</i>	Topic: <i>Guide to managing a system</i>
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This application is for: Drinking Water Operators Wastewater Operators

(If you are applying for continuing education approval for drinking water and wastewater operators, mark both.)

Has this course been previously approved for water or wastewater continuing education by WVBPH: YES NO

If "yes", provide the WVBPH approval number(s) here: EH-2007-083 and complete all portions of this application that have changed, sign and date it, and submit it along with a copy of the previous application.

Date and Approximate Time:	Course Cost/Fee: <i>\$140⁰⁰</i>
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Objectives:

Target Water Operator Classifications: I ___ II ___ III ___ IV ___ Other _____ (check all that apply)

Instructional Aids:

Instructional Approach:

References:

Course Evaluation:

*** Attach a course outline**

Date: _____

03-04

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_____ Sponsor Representative Signature		_____ Date			

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Sincerely,

A handwritten signature in black ink, appearing to read "Richard L. Watson".

Richard L. Watson
Capacity Development Coordinator
Infrastructure and Capacity Development
Environmental Engineering Division

RLW:emt

Attachment

cc: Dawn Nowell, WVBPH
Mary Lowe, WVBPH

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