

Train-The-Trainer (Sponsored by NYWEA)

Tuesday-Wednesday, April 9-10, 2019
Green Island Municipal Center, Green Island, NY
8:30 a.m. – 3:30 p.m. Sign-in begins at 8:00 a.m.

This class will qualify students to be instructors in New York. It will train instructors of wastewater training in how to design classes that are effective and engaging, and that will qualify for training hours in New York. This program will discuss the cycle of training design, from analysis to evaluation, including developing learning objectives and strategies for delivering information. Other topics include record keeping and techniques for keeping things interesting.

Participants will practice these skills by breaking into small groups and delivering 15-minute presentations.

This workshop will be presented by Jon Jewett. Jon received a Masters of Public Administration from the University of Vermont, has 30 years of experience in training and is a Nationally Certified Environmental Trainer.

Instructor: Jon Jewett, Compliance Assistance, Inc.
Cost: \$135
 \$50 for NYWEA Members (lunch included)
Credits: 12 TCH
Course #: ETC1761



CLICK HERE TO REGISTER ONLINE

Course Title _____ Course # _____

Your Name _____

Wastewater License # _____ State _____

Company/Facility _____

Street _____

City/Town _____ State _____ Zip _____

Telephone _____ Fax _____

E-mail _____

Emergency Contact Phone Number (cell or home) _____
 (in case of class cancellation/instructor illness, etc.)

Amount Enclosed \$ _____

Indicate method of payment

Check No. _____ or PO No. _____ or Credit Card _____
 indicate Visa, MC or Discover

Credit Card # _____

CVV or SEC code _____ Expiration _____ / _____
 located on back of card month year

Name on Card _____

Signature Required _____ Date _____

PLEASE NOTE: Enrollment is on a first-come, first-served basis, so please return your application as soon as possible. We appreciate you taking time to notify us if you cannot attend a course for which you have registered.

• **Checks/Money Orders:** Should be made payable to "NEIWPC Training". Note New Policy: There is a \$15.00 fee for checks returned due to insufficient funds.

• **Registration Deadline:** You must register at least seven days in advance of the first day of the course. Registrations after this time will incur a \$15 late fee.

• **Cancellations/No-Shows:** Seven days notice is required for you to cancel at no cost. Cancellations received after this time will be charged \$25 for programs under \$125 and \$50 for programs over \$125. Registrants who do not cancel and who fail to show are responsible for full payment.

• **Credits:** Students are responsible for signing in at the beginning of every class, and signing out at the end of every class, in order to receive their certificate/TCHs. Students who do not sign in or out will not receive any TCHs. Multi-day classes require sign-in and sign-out each day of class. Students must attend 50% of the class in order to receive TCHs for the time they were present. Certificates of attendance, documenting TCHs awarded, will be emailed within 10 business days of the completion of the class.

• Use one form per course. Photocopy this page to apply for multiple courses.

• NEIWPC reserves the right to postpone, reschedule or cancel any course as attendance dictates.

Mail form and payment to:
 NEIWPC - Training; 650 Suffolk St., Ste. 410, Lowell, MA 01854
 Or fax with a purchase order to: (978) 323-7919. Registrations **CANNOT** be completed over the phone. Hard copies **MUST** be mailed, emailed or faxed.