

Commonwealth of Massachusetts
 Executive Office of Environmental Affairs
 Department of Environmental Protection

MASSACHUSETTS BOARD OF CERTIFICATION

REQUEST FOR TRAINING CONTACT HOURS (TCH) EVALUATION

Instructions:

- Type or print clearly in ink only.
- Include the following attachments:
 1. Example of completion form or documentation for course.
 2. Course outline.
 3. List of instructional materials used in course.
 4. Name, address, and background of course instructor.
- Mail application and attachments to:

**Board of Certification of Wastewater Treatment Plant Operators
 Department of Environmental Protection
 100 Cambridge Street, Suite 800
 Boston, MA 02108**

Please complete all applicable sections on this form and attach all required materials.
The Board will not consider incomplete requests.

Name or Association

Address

Daytime Phone Number

Street

Town/City

State

Zip

Name of Person Requesting TCHs

Course or Conference Date(s)

Course or Conference Title

Course or Conference Location

How does this training relate to the operation, maintenance, or management of a Wastewater Treatment Plant?

Lecture Time (hours)

Hands on Lab Time (hours)

Field Trip Length (hours)

Other (explain)

How is attendance monitored or verified?

How is a completed program certified? (Pass/Fail, Certificate, Other)

For Official Use Only

Date Received

Board
Date

Approval of
Board Yes/No

Status and Comments

Certification Number