

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 agenda with times of start, end, and breaks.
 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
One Winter Street
Boston, MA 02108**

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

Contact Information for Training Provider

Association:	Address:
Trainer:	City, State, Zip:
Phone number:	Email:

Contact Information for Person Requesting TCHs

Name:	Address:
Phone number:	
Email:	City, State, Zip:

Course or Conference Title:

Course or Conference Date and 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	Status and Comments	Certification Number