



Training Registration Form
C-Distribution Certification School
(Includes Trenching /Shoring)

Member Registration Fee \$395, Nonmember \$430
Registration Deadline: 5 Business Days Prior to Course Date

April 4, 5, and 6, 2023

THIS IS A VIRTUAL SCHOOL.

PLEASE SEE ITEMS NEEDED TO PARTICIPATE IN VIRTUAL TRAINING ON THE NEXT PAGE.

NCRWA schools serve as a REVIEW for the examinations given by the NC Water Treatment Facility Operator Certification Board (NCWTFOCB) and the NC Water Pollution Control System Operators Certification Commission (NCWPCSOCC). They also represent the minimum required training by the NCWTFOCB and the NCWPCSOCC. Since all of the relevant material cannot be covered during this school, it is expected that participants will study on their own extensively before the exam.

Attendee Information

(Please provide an accurate class attendee e-mail address & phone number for the instructor to contact you in case there are class changes or updates.)

As one of the many member benefits of NCRWA, members attend this class at a reduced rate. For more information on member benefits and how to become a member of NCRWA, please visit www.ncrwa.org

A Trenching/Shoring class is required to sit for the first-level distribution exams and has been included in this school.

Contact Hours/Professional Growth Hours

- Water-The C Distribution school is approved for 16 contact hours (course ID 101584) and the Trenching/Shoring portion of day 3 is approved for 4 contact hours (course ID 176116). The student must be pre-sent for 80% of the C Distribution classes and 100% of the Trenching/Shoring class to receive credit and a certificate of attendance.
May apply for Engineering PGH's

Class starts promptly at 8:00am unless otherwise noted, and concludes at 4:30 pm except on Day 3 at 5:00 pm. The C Distribution portion of the course will complete on day 3 at 11:30 am. The Trenching/Shoring class is scheduled for 12:30 until 5:00 on day 3 of the course. Attendees will need to bring pen, paper, & calculator to each session.

The requirements for this school and corresponding state certifications are listed on the Division of Water Resources website at www.ncwater.org

Class Material Needs:

Distribution Needs To Know -Provided by NCRWA
Water Operator Regulations- Provided by NCRWA
PWSS Regulations - covered in class and available at no charge at www.ncwater.org
AWWA WSO Water Distribution Grades 1 and 2
AWWA WSO Water Distribution Grades 3 and 4
Instructions breaks will be given every hour and for lunch in all NCRWA classes.

For class related questions, contact:

Cheri Proctor
NCRWA Certification School Coordinator
cheriproctor@ncrwa.org
919-812-2940

Refund Policy

No refunds will be made for requests received within 10 business days of the class date. Please note, all refunds will be issued minus a \$25.00 cancellation fee. Please refer to www.ncrwa.com/training for policies and procedures related to the NCRWA Training Program.

WAYS TO REGISTER

Register online at www.ncrwa.org or complete this form and
Mail with payment to: NCRWA, PO Box 540, Welcome, NC 27374
Fax with Credit Card Payment to: 336-731-8589
E-mail with Credit Card Payment to: register@ncrwa.org
Registration Questions? Call 336.731-6963 or email register@ncrwa.org



Office Use Only: DB _____ OL _____ PD _____ IC _____ # _____

Welcome to NCRWA Virtual Certification Schools!

We are happy to be able to provide live virtual schools on Zoom so you can prepare for your next state certification exam. We think you'll find that it's easy and convenient, and there are only a few things you need in addition to the classroom materials listed on our registration site:

1. **Device with video and audio capabilities.** Each person needs a laptop, desktop, tablet, or mobile device with a webcam and audio capabilities. You need to see and hear us, and we need to see and hear you! This means you must be able to view presentations on a device, have a camera that shows your face throughout the school, and have audio for voice interaction. Some desktop computers and most laptops, tablets, and phones are equipped for this. Your mobile phone will work, but if you have a computer or tablet with a larger display and keyboard, it is easier to see and interact with for longer periods of time. If you have a computer without a camera, you can use an add-on webcam to display video of you while you attend the school. Don't forget you also need audio.
2. **Individual devices for groups of trainees.** For groups of employees who plan to train together, each person needs a device to work with during the school. We need to see an image of each participant on Zoom in order to comply with state certification rules. We will also ask attendees to verify attendance and participate in discussion by typing into the device, which is difficult to do in a group situation unless everyone has their own. If everyone has a device to use but some of them are smaller mobile devices, you could set up a larger device for the group to view the presentations together while also using individual devices to capture each person's video and to interact with the instructor.
3. **Internet or cell service.** You need access to a stable internet service in order to use the Zoom platform for meetings.
4. **Mailing address.** When you register for a virtual school, you will need to provide a mailing address to receive your training manual. If you are registering a group, you can provide one address to send manuals needed for all participants.
5. **Email address for each attendee.** When you register for a virtual school, you will need to provide an email address for each attendee to receive a Zoom invitation to join the meeting on their device.
6. **Pre-Register for the Zoom meeting.** Make sure that when you receive your Zoom invitation, follow the instructions to pre-register for the meeting. Once you are pre-registered, you will receive a confirmation email containing the link for the meeting. Save this email so you will be able to join on the day of the school.