



CORRESPONDENCE TRAINING COURSES

WATER COURSES



- **Basic Water Treatment**
- **Advance Water Treatment**
- **Water Distribution Systems**

WASTEWATER COURSES



- **Basic Wastewater Treatment**
- **Advance Wastewater Treatment**
- **Wastewater Collection Systems**

Operator Training Committee of Ohio, Inc.
(A 501 (c)(3) Non-Profit Training Center)
3972 Indianola Avenue
Columbus, Ohio 43214-3158
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Email: otco@ohiowater.org

COURSE OBJECTIVE

Correspondence courses are to allow individuals who chose not to attend classroom course, the opportunity to complete the related coursework. Students are assigned a counselor to assist them with completion. The responsibility of the counselor is to grade the homework assignments, exams, and to comment via mail, email, or telephone.

The textbooks for the correspondence courses are the same textbooks utilized in the classroom courses. All counselors are Ohio EPA certified operators. Students are given 12 months to complete the coursework with a 6 month optional extension. Please allow 2-3 week for delivery of material.

THE MISSION OF OTCO

The primary focus of Operator Training Committee of Ohio is to design develop, and deliver various types of training programs for individuals in water and wastewater occupation in business, industry, and government

THE PURPOSE OF OTCO

The purpose or purposes for which said corporation is formed are training of water & wastewater works operators; collecting and disseminating information on water and wastewater works operation; and doing any and all things necessary or incident thereto.

THE PHILOSOPHY OF OTCO

Since 1947, OTCO'S philosophy has always been to make broad comprehensive training available in order to produce well-informed, technically qualified water and wastewater personnel who are firmly grounded in the fundamentals--not just to train individuals for passing examinations.

BASIC WATER TREATMENT

The objective of this course is for individuals interested in plant operations that lack experience or background in basic drinking water treatment including operation & maintenance of a water treatment plant, background knowledge in applied chemistry, microbiology, physics, theory of operation, treatment unit descriptions & capacities, standard operating procedures, operator responsibilities, contingency operating procedures, and Ohio EPA Regulations and Need-To Know Criteria.

Textbooks included for classroom & correspondence: Basic Water I Workbook (OTCO 2008), Operation of Water Treatment Plants Vol. I (CSUS 6th Edition), Recommended Standards for Water Works 2003 (abridged), Ohio EPA Needs To Know Criteria, Rules of The Ohio Administrative Code (OAC) administered by the Division of Drinking & Groundwaters (8/2007) abridge for 2008.

EFFECTIVE 7/1/09: Includes textbook Basic Math Training Guide.

ADVANCE WATER TREATMENT

This course is intended for individuals who have completed the basic water treatment course or have obtained an Ohio EPA Class Ohio EPA Class I Certification.

Textbooks included for classroom and correspondence: Advance Water Workbook (OTCO 2008), Water Treatment (AWWA 4th Edition), Recommended Standards for Water Works 2003 (abridged), Ohio EPA Needs To Know Criteria, Rules of The Ohio Administrative Code (OAC) administered by the Division of Drinking & Groundwaters (8/2007) abridged for 2008, and Water Sources and Water Quality (AWWA 4th Edition).

WATER DISTRIBUTION SYSTEMS

The objective of this course is to provide comprehensive training to personnel engaged in water distribution systems. Topics covered include, basic math, hydraulics, system storage, system water quality, testing & safety, pumps, disinfection, regulations, service line, meters, systems design and materials.

Textbooks included for classroom and correspondence: Operation & Maintenance of Water Distribution Systems (CSUS 5th edition), Recommended Standards for Water Works 2003 (abridged), Training Guide Basic Math Handbook (ORWA), Brief Companion to Basic Math Handbook (OTCO), Ohio EPA Needs To Know Criteria, Rules of The Ohio Administrative Code (OAC) administered by the Division of Drinking & Groundwaters (8/2007) abridge for 2008.

BASIC WASTEWATER TREATMENT

The Basic Wastewater Course is designed for operators or individuals interested in plant operations that lack experience or background in wastewater treatment. It will help to acquaint students with terms, equipment, mathematics, and procedures used in the treatment and processing of wastewater.

Textbooks included for classroom & correspondence: Basic Wastewater I Workbook (OTCO 2008), Operation of Wastewater Treatment Plants Volume I & 7th Edition & Volume II 7th Edition (CSUS), & Ohio EPA Needs To Know Criteria.

EFFECTIVE 7/1/09: Includes textbook Basic Science Concepts & Applications for Wastewater.

ADVANCE WASTEWATER TREATMENT

The Advance Wastewater Course is designed for operators who have successfully completed the Basic Wastewater Course. Attendees should have sufficient prior training and experience to comprehend the basic theory & mathematics of wastewater treatment or passed the Ohio EPA Class I Operator's examination. This course is new for 2008 combining the original OTCO Wastewater II & III course material.

Textbooks included for classroom and correspondence: Advance Wastewater Workbook (OTCO 2008), Advance Wastewater Treatment (CSUS), Recommended Standards for Wastewater Facilities 2004 (abridged), Ohio Needs To Know Criteria, Rules of The Ohio Administrative Code (OAC) administered by the Division of Surface Water (8/2007) abridged for 2008

WASTEWATER COLLECTION SYSTEMS

The objective of this course is to provide comprehensive training to personnel engaged in wastewater collection systems (WWCS) operation and maintenance covering the following: inspecting & testing collection systems, pipeline cleaning & maintenance methods, underground repair & new construction., lift stations & equipment maintenance, administration, and organization for systems operation & maintenance.

Textbooks included for classroom and correspondence: Operation & Maintenance of Wastewater Collection Systems Vol. I (CSUS 6th Edition) & II (CSUS 7th Edition), Recommended Standards for Wastewater Facilities 2004 (abridged), Training Guide Basic Math Handbook (ORWA), Brief Companion to Basic Math Handbook (OTCO), Rules of The Ohio Administrative Code (OAC) administered by the Division of Surface Water (8/2007) abridged for 2008.

OTCO CORRESPONDENCE COURSE

As of 7/25/2012

OTCO STUDENT ID #: _____

FIRST NAME _____

LAST NAME: _____

TITLE _____

EMPLOYER _____

ADDRESS _____

CITY/STATE/ZIP _____

COUNTY _____

(____) _____-_____ Ext. ____

BUSINESS TELEPHONE _____

(____) _____-_____

FAX (for confirmations) _____

EMAIL ADDRESS (for confirmations) _____

Please check & initial if the above information needs to be updated in the OTCO Training Tracking System. [] ____

Please indicate your selection below:

\$560 [] Basic Water

\$560 [] Advance Water

\$495 [] Water Distribution

\$560 [] Basic Wastewater

\$560 [] Advance Wastewater

\$495 [] Wastewater Collection

CHECK OR MONEY ORDER NUMBER _____

P.O. NUMBER _____

Please invoice my company: _____

Charge to my credit card account: _____

Visa MasterCard Discover AMEX

Billing Zip Code (For security purposes) _____

CARD NUMBER _____ / _____

NAME ON CARD _____ EXP. DATE _____

X _____

CARD HOLDER SIGNATURE _____

MAIL OR FAX THE COMPLETED FORM TO:
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