



2011 Application Package for the NH Wastewater Management Candidate School

The New Hampshire Department of Environmental Services (DES) and the NH Water Pollution Control Association (NHWPCA) will co-host a Wastewater Management Candidate School for 2011. This program will provide students with instruction on basic skills and knowledge necessary for managing a wastewater facility. Training format features instruction from a variety of experts and texts.

The program is open to current managers who wish to improve their skills, and wastewater operators who wish to be candidates for management positions. All applicants must complete this form and **return it** to the Department of Environmental Services **by September 1, 2010**. The NH Wastewater Operator Education Committee will review applications and select students. Each applicant will be notified of individual selection results by December 1, 2010.

Program Details

Candidate selection results will be announced at the NHWPCA Winter meeting in December 2010. The training program will commence in January 2011. Training will be conducted on the **3rd Tuesday of every month during 2011**. Scheduled Dates are: January 18, February 15, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15, and December 20.

All classroom sessions will take place at, the Department of Environmental Services Office Building on 29 Hazen Drive, Concord NH in Room 112 from 8 a.m. to 3 p.m. Lunch is included in the registration fee. Classroom participation will provide students with 6.6 CEUs, the complete curriculum will be provided to students in December, 2010.

The registration fee covers the cost of the book, *Manage for Success – Effective Utility Leadership Practices*, published by the Office of Water Programs, California State University at Sacramento. All students are expected to complete reading assignments from this book, as they relate to the guest speakers' topics. At the end of the course, students will have an opportunity to obtain certification from California State University–Sacramento and earn an additional 4.5 CEUs.

Program Costs

The estimated program tuition cost is between \$300 to 400 per student. Payment must be made by December 31, 2010. Tuition assistance or scholarships may be available. Additionally, grants may reduce the overall cost of the program. Contact us for more information.

How to Apply

The application form contains two parts. Each part is to be filled out by the appropriate person and **returned** to the Department of Environmental Services **by September 1, 2010**. To maintain confidentiality we recommend returning the Supervisor/Employer's Information separately from the Candidate's Information.

Application Form Part A - Candidate's Information

Part A is to be filled out by the candidate.

- 1) **Candidate Contact Information** - This section is designed to collect basic information on the candidate. This information will be used to contact students.
- 2) **Education Level** – Circle you highest level of education you have completed.
- 3) **Relevant Job History** - The relevant history would be any work experience in the area of water pollution control and or experience in supervision of employees or management. Attach additional sheets if needed, a template has been provided to photocopy. This information will be used to match course content to enrollee's experience.
- 4) **Candidate Statement** – On a separate piece of paper, prepare a statement as to why you wish to attend the Wastewater Manager Candidate School. This statement should be no more than 250 words in length. In the statement describe why you would like to attend this training program; what you hope to gain from participating; and how your participation will provide benefit to the water pollution control industry.
- 5) **Supervisor/Employer Certification** –In this section, list the name of the employer and supervisor that will complete Part B of your application form. Students must have discussed this program with their supervisor and supervisors must allow the student to attend the class room sessions for all 12 months.

Upon completing Part A, sign and date the certification statement indicating that you have provided correct information in the application. You are also certifying that if you are accepted you will be able to attend the scheduled course dates and that you will arrange payment by December 31, 2010. The candidate should mail the completed application with all supporting information to: NHDES Wastewater Engineering Bureau, Attn: Mary Jane Meier, P.O. 95, Concord, NH 03302-0095.

Application Form Part B - Supervisor/Employer's Information

Part B is to be filled out by the candidate's supervisor or another person authorized by the candidate's employer who can permit the student to attend the training program.

- 6) **Candidates Name** – Identify the applicant by full first and last name.
- 7) **Supervisor/Employer Contact Information** – This section is designed to collect basic information on the candidates' supervisor. This information will be used to contact candidate's supervisor to set up job shadowing as well as basic attendance.
- 8) **Supervisors Statement** - On a separate piece of paper, prepare a statement as to why your candidate should be admitted to the Wastewater Manager Candidate School, as well as why your candidate should be chosen over another candidate. This statement should be brief, but state the potential of the candidate to become a manager; how soon an opportunity to manage could be presented; or how soon the candidate could use training provided to them in an actual work setting.

- 9) **Participate with Job Shadowing** – This program includes an opportunity for each student to work a day along side a manager of a wastewater facility. Students will learn what life is like as a facility manager and see first hand some of the situations and issues a manager must handle daily at a wastewater facility. Check the YES box if you can host a student for a day or check the NO box if you cannot host a student.

The supervisor who can authorize the employee to attend all training sessions must sign the certification that the candidate (if accepted) will be able to attend all of the classes that are part of the Management Candidate School. The completed Part B supervisor/employer portion should be mailed to NHDES Wastewater Engineering Bureau, Attn: Mary Jane Meier, P.O. 95, Concord, NH 03302-0095.

Selection of Candidates

All applications received by September 1, 2010 will be processed by DES. The applicant information will be prepared for review by the NH Wastewater Operator Education Committee, which is comprised of various experts in the water pollution control industry. The members will evaluate applications, select the program registrants, and assign a priority ranking. Candidate identity will be kept anonymous to the committee during the selection process. The committee will review the applicant's statement along with their supervisor's statement.

Space is limited, so applicants will be judged on their desire to attend the Wastewater Management Candidate School, as well as how soon an applicant would need these management skills in their job.

DES will notify all applicants of the outcome of the selection process. Applicants who are denied entry into the 2011 program are encouraged to reapply the next time the program is offered.

For More Information

For more information regarding the NH Wastewater Management Candidate School, please contact:

Ray Gordon

Wastewater Engineering Bureau

NH Department of Environmental Services

PO Box 95

Concord, NH 03302-0095

Office: (603) 271-3571

Cell: (603) 491-6041

Fax: (603) 271-4128

ray.gordon@des.nh.gov

Application Form Part A - Candidate's Information

This part of the application form must be completed by the applicant. Upon completion return it with all supporting information to NHDES Wastewater Engineering Bureau, Attn: Mary Jane Meier, P.O. 95, Concord, NH 03302-0095.

1) Contact Information:	
Name: _____	WW Operator Number: _____
Mailing Address: _____	
City/Town: _____	State _____ Zip _____
Telephone: _____	Fax: _____
Email: _____	Member of NHWPCA: _____
2) Education Level – Circle you highest level of education you have completed	
7 8 9 10 11 12 13 14 15 16 17+	
3) Relevant Job History (Please attach additional sheets if needed)	
Employer: _____	Title: _____
Years Employed: _____	Supervisor: _____
Description of Duties:	
4) Candidates Statement	
Please attach a 250-word or less statement explaining why you wish to be admitted to the Wastewater Manager Candidate school. Include your full name on your statement.	
5) Supervisor/Employer Certification	
Please have the employer fill out part B of the application, they can either return it directly to DES or return it to you for submittal with Part A.	
Company/Facility: _____	Supervisor Name: _____

I certify that the above information is accurate and true. As a candidate I also certify that if accepted I will be able to attend all the classes that are part of the Management candidate school. Furthermore I will ensure that payment for the classes is made by me or my employer by December 31, 2010.

Candidate Signature: _____ **Date:** _____

3) Relevant Job History Continued

Copy this page and attach additional sheets as needed

Employer: _____ Title: _____

Years Employed: _____ Supervisor: _____

Description of Duties:

Employer: _____ Title: _____

Years Employed: _____ Supervisor: _____

Description of Duties:

Employer: _____ Title: _____

Years Employed: _____ Supervisor: _____

Description of Duties:

Application Form Part B- Supervisor/Employer's Information

This part of the application form must be completed by the candidate's supervisor or representative of the employer who can authorize the employee's participation. Upon completion return it with all supporting information to NHDES Wastewater Engineering Bureau, Attn: Mary Jane Meier, P.O. 95, Concord, NH 03302-0095.

6) Candidates Name

Candidates Name: _____

7) Supervisor/Employer Contact Information

Company/Facility: _____

Mailing Address: _____

City/Town: _____ State _____ Zip _____

Supervisors Name: _____ Supervisors Title: _____

Telephone: _____ Fax: _____

8) Supervisors Statement (Please attach additional sheets if necessary.)

Please attach a brief statement as to why your candidate should be admitted to the Wastewater Manager Candidate school.

9) Job Shadowing

This program will include one day of job shadowing. During this day the students will spend a day with a manager of another wastewater facility. The student will learn what a day as a manager is like directly from a manager.

Is your facility willing to host a student for this day of job shadowing?

_____ **YES**, our facility agrees to host a participant for a day of job shadowing.

_____ **NO**, our facility can not host a participant for a day of job shadowing.

I certify that the above information is accurate and true. As the supervisor of the candidate I also certify that the candidate (if accepted) will be able to attend all the classes that are part of the Management Candidate School.

Supervisor Signature: _____ **Date:** _____