2021 Application Package for the
NH Drinking Water & Wastewater Managers School

The New Hampshire Department of Environmental Services (DES), the NH Water Pollution Control Association (NHWPCA) and the NH Waterworks Association (NHWWA) will co-host a Drinking Water & Wastewater Managers School for 2021. This program will provide students with instruction on basic skills and knowledge necessary for managing drinking water and wastewater facilities. Training format features instruction from a variety of experts, texts, and assignments.

The program is open to current managers and supervisors who wish to improve their management skills. This program is also for drinking water & wastewater operators preparing to become candidates for future management or supervisory positions. All applicants must complete this form and return it to the DES by November 20, 2020. If we receive more applicants than available slots the NH Wastewater Operator Education Committee will review all application forms received by that date and select students to participate. Each applicant will be notified of individual selection results no later than January 15, 2020. Full payment is due by February 1, 2021.

Program Details
The training program will commence in March 2021. Training will be conducted on the 3rd Tuesday of every month from March through November 2021. Scheduled Dates are: March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19 and November 16. December 21th will be reserved if for some reason one of the scheduled classes needs to be rescheduled.

All classroom sessions will take place at the Franklin Training Center on 529 River St, Franklin NH 03235, from 8:00 a.m. to 3:00 p.m. The classes offered will be similar to those offered in the past; the actual 2021 courses will vary depending on funding and speaker availability. Since 2017 the program has also included experts on issues pertaining to drinking water. Please be advised that due to the ongoing pandemic, this event is subject to modifications and/or changes to accommodate state and local health guidelines.

The 2021 Drinking Water & Wastewater Managers School will provide students with a total of 7.0 CEUs (70 hours of training). Students must complete this 70 hours of management training to be awarded a certificate of completion. In addition, a portion of the hours earned can be applied to drinking water and wastewater license renewals see Table 1.
Table 1 – Application of Credit Hours to Renewal of Operator Licenses.

<table>
<thead>
<tr>
<th>NH Drinking Water Certification ALL Grades</th>
<th>2-year renewal period 20 TCHs (14 Technical/Regulatory, 6 Managerial)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NH Wastewater Certification Grade</td>
<td>Education credit approved for 2-year renewal period, includes carry-over credit</td>
</tr>
<tr>
<td></td>
<td>1.5 CEUs</td>
</tr>
<tr>
<td></td>
<td>3.0 CEUs</td>
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</tbody>
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Note: 10 TCHs = 1 CEU

CEU’s will be awarded as follows: 6.3 CEUs through 63 hours of classroom instruction and take home assignments. In addition to the classroom hours students will be required to complete a 7 hour job shadowing worth 0.7 CEUs by October 15, 2021. A list of facilities willing to host a student will be supplied, but students will be responsible for arranging the job shadowing hours directly with assigned facilities. Students are encouraged to arrange the hours to maximize their educational experience in the areas of management in wastewater and drinking water facilities. Upon completion of the job shadow experience, students must document their experience.

**Program Costs**
The tuition cost will be $650 per student; students accepted into the program will be invoiced. Payment must be made by **February 4, 2021**. Tuition assistance or scholarships may be available for members of the NHWPCA, contact us for more information.

The tuition 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. Students will also have an opportunity to obtain certification from California State University–Sacramento and earn an additional 4.5 CEUs which can not be applied to the graduation requirement of this program.

**How to Apply**
The application form contains two parts. Each part is to be filled out by the indicated person and **returned to NHDES by December 31, 2020**. 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. We will use the email address supplied to communicate with the students, so please use an address you will check frequently. Please use the name you wish to be printed on your certificate,
including your middle initial and any Suffix. The last 4 digits of the Social Security are used to order your Manage for Success – Effective Utility Leadership Practices exam form the Office of Water Programs Sacramento State.

2) **Education Level** – Circle your 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, drinking water treatment 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 2021 Drinking Water & Wastewater Managers School. This statement should be no more than 250 words in length. In the statement describe your motivation 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 and/or water supply industry.

5) **Supervisor/Employer Certification** – In this section, list the name of the employer/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 classroom sessions for all 9 months as well as participate in the job shadow experience.

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 February 4, 2021 and accept the fact that the payment is non-refundable. The candidate should mail the completed application with all supporting information to: NHDES Wastewater Engineering Bureau, Attn: Anthony Drouin, P.O. Box 95, Concord, NH 03302-0095. The application must be received by **December 31, 2020**.

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. All information will be kept confidential.

6) **Candidate Name** – Identify the applicant by full first and last name.

7) **Supervisor/Employer Contact Information** – This section is designed to collect basic information about the candidates’ supervisor. This information will be used to contact the candidate’s supervisor during this program.

8) **Supervisor Statement** - On a separate piece of paper, prepare a statement as to why your candidate should be admitted to the 2021 Drinking Water & Wastewater Managers 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; or how the content of this program will benefit your candidate’s current and future job duties.
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 and/or drinking water facility. Students will learn what life is like as a facility manager and see firsthand some of the situations and issues a manager must handle daily. 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 permitted 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: Anthony Drouin, P.O. 95, Concord, NH 03302-0095 by **December 31, 2020**.

**Selection of Candidates**

All applications received by **December 31, 2020** will be processed by NHDES and considered. If more applications are received than available slots, 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. Efforts will be made to keep the candidate’s identity anonymous to the committee members during the selection process. The committee will review the applicant’s statement along with their supervisor’s statement.

We stress the importance that a complete application be submitted, the selection of candidates is based upon the information is provided by both the student and supervisor.

NHDES will notify all applicants of the outcome of the selection process. Applicants who are denied entry into the 2021 program are encouraged to reapply the next time the program is offered.

**For More Information**

For more information regarding the NH Drinking Water & Wastewater Managers School, please contact: Ray Gordon at ray.gordon@des.nh.gov or (603) 934-9936 or Anthony Drouin at Anthony.Drouin@des.nh.gov or (603) 271-2818.
# 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: Anthony Drouin, P.O. 95, Concord, NH 03302-0095. The application must be received by **12/31/2020**.

## 1) Contact Information:

<table>
<thead>
<tr>
<th>Name: ____________________</th>
<th>Suffix ______</th>
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<tr>
<td>WW Operator Number: _______</td>
<td>DW Operator Number: _______</td>
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<tr>
<td>Mailing Address: ______________________________________________________________</td>
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<tr>
<td>City/Town: ___________________</td>
<td>State _____ Zip__________</td>
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<tr>
<td>Telephone: ___________________</td>
<td>Fax: ___________________</td>
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<tr>
<td>Email: ___________________</td>
<td>Last 4 digits of the SS</td>
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## 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) Candidate Statement

Please attach a 250-word or less statement explaining why you wish to be admitted to the 2021 Drinking Water & Wastewater Managers 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 2021 Drinking Water & Wastewater Managers School. Furthermore, I will ensure that payment for the classes is made by me or my employer by February 4, 2021 and I understand that payment is non-refundable. |

| Candidate Signature: _____________________________ | Date: _____________________________ |
3) Relevant Job History Continued  
Copy this page and attach additional sheets as needed

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title</th>
<th>Years Employed</th>
<th>Supervisor</th>
<th>Description of Duties</th>
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</table>
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 in the program. Upon completion return it with all supporting information to NHDES Wastewater Engineering Bureau, Attn: Anthony Drouin, P.O. 95, Concord, NH 03302-0095. Return by **12/31/2020**.

6) Candidate Name

Candidates Name:_________________________________________

7) Supervisor/Employer Contact Information

Company/Facility: _____________________________________________

Mailing Address: _____________________________________________

City/Town: ____________________________ State ______ Zip___________

Supervisors Name:_____________________ Supervisors Title:_______________________

Telephone: ____________________________ E-mail: ___________ ___________

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

Please attach a brief statement as to why your candidate should be admitted to the 2021 Drinking Water & Wastewater Managers School. Please sign the statement.

9) Job Shadowing

This program will include one day of job shadowing. During this day the students will spend 7 hours with a manager of another water and/or wastewater facility. The student is expected to 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 drinking water facility agrees to host a participant for a day of job shadowing.

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

_____ NO, we cannot host a participant for a day of job shadowing.

I certify that the above information is accurate and true. As the employer of the candidate I also certify that the candidate (if accepted) will be permitted to attend **all** the classes that are part of the 2021 Drinking Water & Wastewater Managers School and that we understand that payment is non-refundable.

Supervisor Signature: __________________________________ Date:_____________
