

GUIDELINES FOR SETTING-UP TCP STUDY SESSIONS

NOTE: All preparations should be made 5-6 months prior to the Study Session date.

1. Facilities Requirements

- 6 classrooms to hold approximately 30 people each
- set-up should be classroom style
- audio visual equipment – determine instructors’ requirements, but anticipate overhead projectors for each classroom

2. Instructor and Volunteer Requirements

- Grades 1 and 2 are usually offered in the morning, and Grades 3 and 4 in the afternoon for Collection System Maintenance, Laboratory Analyst, and Environmental Compliance Inspector. Industrial Waste Treatment Plant Operator and Biosolids, with only a single class, can be offered in the morning or the afternoon (check with the office to see if two classes will be needed, and to confirm that people have signed-up for these disciplines). Plant Maintenance Grade 1 and Grade 4 should be in separate sessions during the same part of the day (morning or afternoon). The two Plant Maintenance specialties, Electrical/Instrumentation and Mechanical Technology, should each have one session covering Grades 2 and 3 either in the morning or afternoon (opposite the Plant Maintenance Grades 1 and 2 sessions). This will allow those who attend the specialty classes to also attend a Grade 1 or 4 Plant Maintenance session. Electrical/Instrumentation Grades 2 and 3 Determine if instructor for Grades 1 and 2 is also willing/able to teach Grades 3 and 4 in the afternoon.

Sample Schedule:

8:30 AM - 9:00 AM	9:00 AM - 12 noon	12:30 - 1:00 PM	1:00 PM - 4:00 PM	notes
R E G I S T R A T I O N	Plant Maintenance Mechanical Technologist 1,2 Grades 2 -3	R E G I S T R A T I O N	Plant Maintenance Grade 4	<p>1. Those attending the Plant Maintenance Grade 2 classes should consider also attending the Plant Maintenance Grade 1 class.</p> <p>2. Those attending the Plant Maintenance Grade 3 classes should consider also attending the Plant Maintenance Grade 4 class.</p>
	Plant Maintenance Electrical/Instrumentation 1,2 Grades 2 -3		Plant Maintenance Grade 1	
	Collection System Maintenance Grades 1 -2		Collection System Maintenance Grades 3 -4	
	Environmental Compliance Inspector Grades 1 -2		Environmental Compliance Inspector Grades 3 -4	
	Laboratory Analyst Grades 1 -2		Laboratory Analyst Grades 3 -4	
	Industrial Waste Treatment Plant Operator Grades 1-4		Biosolids Grades 1-4	

- 1 or 2 volunteers will be needed to complete registration, and handle sale of study guides. Be sure and arrange for back-up, in case a volunteer cancels at the last minute.

3. Administrative Requirements

- Determine if a certificate of insurance is required by the facility. If one is required, contact Brian Murray, Finance Director, at the CWEA office (bmurray@cwea.org) or 510-382-7800, and request one. Brian will need the name and address of the facility, and a fax number, and the date of the event. The CWEA Insurer will fax the certificate directly to the facility.
- If payment is required for renting the facility, complete a check request form. One can be obtained from Brian Murray at CWEA.
- If instructor guides are available, obtain copies from the CWEA office. Nicole Schlosser, TCP Assistant can ship them (nschlosser@cwea.org) 510-382-7800.
- Coffee and donuts are customarily provided for break. Arrange for delivery and payment.
- Determine if lunch will be included in the registration cost, and if so, make arrangements for timely delivery and for payment on delivery.
- Don't forget to request Contact Hours for the sessions that you can include on the flyer.
- Design registration form. Samples can be obtained from Nicole Schlosser at CWEA. Be sure to meet deadline for submittal.
- Registration form is sent to the CWEA office for distribution to all test applicants by the CWEA staff with test notification notices.
- Upon completion of the session, provide a written report to CWEA TCP Director Christopher Lundeen (clundeen@cwea.org) 510-382-7800.

TCP PREPARATION CLASS CHECK LIST

- _ Facility with six teaching rooms that can hold 30 people (LS)
- _ Provide teaching tools, overhead projectors, etc. (LS)
- _ Provide instructor guides to instructors in available vocations (Staff)
- _ Certificate of insurance can be obtained through CWEA office (CWEA Staff & LS)
- _ Request contact hours credit (LS & Staff)
- _ Create & print registration form (Staff & LS)
- _ Registration forms mailed with TCP test notification letters (CWEA Staff)
- _ Recruit volunteer instructors (LS with Staff help)
- _ Recruit 1 or 2 volunteers for registration and book sales (LS with staff help)
- _ Provide refreshments for break such as donuts & coffee (LS)
- _ Provide TCP study guides for sale (Staff mails to LS)
- _ Report on pre-exam review session to CWEA (LS)

PREPARING FOR YOUR TCP EXAM

presented by

California Water Environment Association, San Diego Section

Saturday, July 13, 2002

**City of San Diego, Metropolitan Biosolids Ctr
5240 Convoy Street
San Diego, CA**

<u>Class</u>	<u>9:00 am - 12:00 pm</u>	<u>1:00 pm - 4:00 pm</u>
Collection Systems Maintenance	Grades 1 & 2	Grades 3 & 4
Collection System Maintenance	Grades 1 & 2	Grades 3 & 4
Laboratory Analyst	Grades 1 & 2	Grades 3 & 4
Industrial Waste Inspection	Grades 1 & 2	Grades 3 & 4
Operator, Industrial Waste Treatment	Grades 1 & 2	Grades 3 & 4
Plant Maintenance - Elec / Inst	Grades 1 & 2	Grades 3 & 4
Plant Maintenance - Mechanical	Grades 1 & 2	Grades 3 & 4

REGISTRATION INFORMATION

Pre-Registration Fee - \$ 30.00 for members \$40.00 for non-members
Pre-Registration Deadline - July 1, 2002
On-Site Registration Fee - \$ 35.00 for members \$45.00 for non-members
On-Site Registration starts at 8:00 am.

*****Please Make checks payable to: San Diego Section CWEA*****

Mail this Form and Payment To:
Chuck Lockhart
City of San Diego
5240 Convoy Street
San Diego, CA 92111

For Information Contact:
Steven K. Taylor
(858) 614-5833
(858) 614-5830 fax
E-mail: sktaylor@sandiego.gov

NAME:

PHONE:

AGENCY:

ADDRESS:

CITY, STATE, ZIP:

Please circle the class and session/sessions you plan to attend.

<u>Class</u>		<u>Session</u>	
Collection System Maintenance	1&2	3&4	BOTH
Laboratory Analyst	1&2	3&4	BOTH
Industrial Waste Inspector	1&2	3&4	BOTH
Operator, Industrial Waste Treatment.....	1&2	3&4	BOTH
Plant Maintenance - Electrical / Instrumentation.....	1&2	3&4	BOTH
Plant Maintenance - Mechanical.....	1&2	3&4	BOTH

SAMPLE POST- EXAM REPORT

DATE HELD: June 8, 2005
 LOCATION: Lainey College, Oakland
 CHAIR: Althea Montezuma, Expert Engineers (510) 555-1515

Summary of Attendees

92	Total Paid	78	Members	14	Non-members
65	Pre-Registration	56	Members	9	Non-members
27	On-Site Registration	22	Members	5	Non-members

Breakdown of Attendees

Biosolids	1
Collection Systems	41
Environmental Compliance	12
Industrial Waste TP Operators	7
Laboratory	18
Mechanical Tech – E/I	6
Mechanical Tech – PM	5
Mechanical Tech – General	2

<u>Instructors</u>	<u>Vocation</u>	<u>Agency</u>
Frank Frankson	Biosolids	WMA
Karl Ngu	Collection Systems	CCCSD
Toni Marzuzi	Environ. Compliance	Hendrix Inc.
Betty Rise	Laboratory	Elli Labs
Don Marks	Mech Tech – All	City of San Francisco

Summary of Income and Expenses

<i>Income:</i>	<i>Expenses:</i>	<i>Total:</i>
\$2900 Total	\$ 50 Lunch for Instructors	Income (- differential)
\$2350 Registration	\$ 50 Donuts/Coffee breaks	<u>- Expenses</u>
\$ 550 Non-member differential	\$ 40 Mailing	\$ 2350 - \$1140 = \$1210
	<u>\$1000</u> Facility Rental	
	\$1140 Total	

Comments:

What worked well: _____

Things to watch for: _____
