



CALIFORNIA WATER ENVIRONMENT ASSOCIATION



LOCAL SECTION CHAIR CWEA Technical Certification Program Annual Itinerary

Jim Denton of Irvine Ranch Water District originally composed this Itinerary in January 1993. Jim was the SARBS TCP Chair and the Southern Regional TCP Liaison at the same time. He was the first Southern Regional TCP Liaison, a position established to provide regional preparation classes due to problems with the smaller local sections trying to have prep. classes with little or no attendance. He prepared this document in order to help his local section replacement, Ed Hodges of County Sanitation Districts of Orange County. Linda Dougherty of Irvine Ranch Water District also assisted Jim in conducting local section prep. classes at the University of California at Irvine.

TWO (2) SIX-MONTH CYCLES

CYCLE 1: FEBRUARY TO JULY

- February:** Prepare and submit applications package for the "Clarifier" before February 15th (for March issue). Package to include TCP application, manual/guidebooks order form, CWEA membership form, and a paragraph stating information about TCP exams, the local section contact's name, phone number and application deadline date.
- March:** Consider sponsoring the Southern Regional TCP Preparation Class to be held in June or hosting local section prep. Class.
- April:** Review and evaluate received TCP exam applications, send to CWEA office each week. Grade IV Oral exams are tentatively scheduled by the Southern Regional Liaison for the first week of April.
Ensure "Clarifier" Editor receives Southern Regional Prep. Class applications/flyers for inserting into newsletter before April 15th.
TCP Exam application deadline is **April 30th**.
- May:** Send final TCP exam applications to CWEA office. (Solve and relinquish all problem applications.)
Ensure Exam site locations (normally Fountain Valley and Perris) for the July exam is secured in writing by the last week of this month. OCSD Plant 1 is usually used in Fountain Valley (coffee service is available at



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this site) and Eastern Municipal Water District Administration is used in Perris.

June: Support and attend the Southern Regional TCP Prep. Class. Also, coordinate the local section Prep. Class, if having one.

July: Ensure Proctors are committed for exams at both sites during the first week of the month.

Tests for both sites should be received by the third week. Inspect test material to ensure ALL tests are accounted for and in test number order using the provided "run sheets" (notify CWEA office immediately of any problems.) Plan and prepare exam-seating chart for the sites, involving the proctors. Ensure the Perris site coordinator get the exams for that site in a timely manner.

The exam is given on the fourth Saturday of the month. All exams are started at 9:00 a.m. Check-in is held from 8-9:10 a.m. depending upon the time it takes to get people situated. The site coordinator explains the rules and location of restrooms; the proctors help monitor exam participants.

After giving an exam, make sure ALL exams are accounted for, make notes of any problem exams, pack exams in box they were originally sent in (each site separate), place provided mailing labels, and ship boxes registered mail as soon as possible.

CYCLE 2: AUGUST TO JANUARY

August: Prepare and submit applications package for the "Clarifier" before August 15th (for September issue). Package to include TCP application, manual/guidebooks order form, CWEA membership form, and a paragraph stating information about TCP exams, the local section contact's name, phone number and application deadline date.

September: Consider sponsoring the Southern Regional TCP Preparation Class to be held in December/January or hosting local section prep. Class.

October: Review and evaluate received TCP exam applications, send to CWEA office each week. Grade IV Oral exams are tentatively scheduled by the Southern Regional Liaison for the first week of April.



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Ensure "Clarifier" Editor receives Southern Regional Prep. Class applications/flyers for inserting into newsletter before April 15th.
TCP Exam application deadline is **October 31st**.

November: Send final TCP exam applications to CWEA office. (Solve and relinquish all problem applications.)

Ensure Exam site locations (normally Fountain Valley and Perris) for the July exam is secured in writing by the last week of this month. OCSD Plant 1 is usually used in Fountain Valley (coffee service is available at this site) and Eastern Municipal Water District Administration is used in Perris.

December: Support and attend the Southern Regional TCP Prep. Class. Also, coordinate the local section Prep. Class, if having one.

January: Ensure Proctors are committed for exams at both sites during the first week of the month.

Tests for both sites should be received by the third week. Inspect test material to ensure ALL tests are accounted for and in test number order using the provided "run sheets" (notify CWEA office immediately of any problems.) Plan and prepare exam-seating chart for the sites, involving the proctors. Ensure the Perris site coordinator get the exams for that site in a timely manner.

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Attachments: CWEA Flow Chart of TCP Process, Local Section Chair Listing and state map of the sections, CWEA TCP Committee Roster, and CWEA Organizational Chart. [These are from 1993 and are outdated.]



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TCP SARBS CHAIRS

-1993:	Jim Denton, Irvine Ranch Water District (also SR-TCP Liaison)
1993-1995:	Ed Hodges, County Sanitation Districts of Orange County
1995-1996:	Jeff Carter, Eastern Municipal Water District (also SR-TCP Liaison, 1996-1998)
1996-1998:	Mitch Trivanovich, Orange County Sanitation Districts (also SR-TCP Liaison, 1998)
1998-2000:	George Charette, Orange County Sanitation District
2000-Current:	Tom Blanda, Orange County Sanitation District