

I. APPROVAL OF SCHOOLS, PROGRAMS OR INSTRUCTORS

Section 1: Course Approval – Courses offered to satisfy NJDEP exam requirements for licensing operators shall be approved by the Advisory Committee. The Committee will then advise the Examinations & Licensing Unit of its review and determination. Courses shall be offered under the auspices of Educational Institutions certified by the New Jersey Department of Education. Courses offered must follow, at minimum, course curricula developed and approved by the Advisory Committee for cause.

Section 2: Instructor Approval – Instructors for approved courses shall be pre-qualified by the Advisory Committee. Instructors shall have exhibited:

a) For Introductory Water and Wastewater Courses:

- 1) Possession of a valid NJDEP operators license of the level Four (4) in any category
or
- 2) Possession of a level Three (3) license in a Wastewater field AND at least a level One (1) license in a Water related field
or
- 3) Possession of a level Three (3) license in a Water related field AND at least a level One (1) license in a Wastewater related field
or
- 4) Possession of a valid NJ Professional Engineer's license or a Ph.D. in Environmental Related Sciences, AND experience commensurate with related licensing requirements of a level Four (4) license in the field being taught.

b) For Advanced Water, Wastewater and Collection System Courses:

- 1) Possession of a valid NJDEP level Four (4) license in the field being taught
or

- 2) Possession of a valid NJ Professional Engineer's license, or a Ph.D. in Environmental Related Sciences, AND experience commensurate with related licensing requirements of a level Four (4) license in the field being taught.

c) For Industrial Wastewater Courses:

- 1) Possession of a valid N-4 or S-4 license

or

- 2) Possession of a valid NJ Professional Engineer's license, or Ph.D. in Environmental Related Sciences, AND experience commensurate with related licensing requirements for either the N-4 or S-4 licenses.

b) For Very Small Water Systems

- 1) Possession of a valid T-3 or W-3 license

or

- 2) Possession of a valid NJ Professional Engineer's license, or Ph.D. in Environmental Related Sciences, AND experience commensurate with related licensing requirements for either the T-3 or W-3 licenses

Instructors may be required to obtain teaching certificates from the NJ Department of Education

Section 3: Application and Conduct – Application for either course or instructor approval shall be made to the Advisory Committee and should, as a minimum, adopt the Committee proposed course outline, name of the instructor and evidence of the instructor's qualifications. Persons who have materially and significantly contributed to the Department's examination question bank, may not be certified by the Advisory Board as the lead instructor or instructor of record. Instructors should not directly participate in challenges to decisions of the Licensing Board but may direct students to resources supporting challenges. Annual re-certification of courses shall take place during the meeting of the Advisory Committee held during the second quarter.

Section 4: The Advisory Committee may establish a pre-approved list of instructors

to be maintained as a resource to be used by the various educational institutions wishing to offer approved training courses.

Section 5: Grandfather Approval – The Advisory Committee wishes to recognize that certain instructors may not meet the above requirements, but have demonstrated experience in teaching one or more than one, of the operator training courses. So as not to exclude past, approved instructors, the Committee has established the following criteria to “Grandfather” instructors who meet these requirements:

- a) Ten (10) years experience in the field of water, wastewater, or industrial wastewater treatment and operations, or related sciences or engineering.
- b) Five (5) years experience as an instructor of a water, wastewater, or industrial course. The five years experience shall be as of January 13, 1994.

Section 6: Appeals – An instructor or school which has been denied approval, or otherwise not granted approval under any section contained in VI, may file a written appeal to the Committee. Such written appeal shall state the reasons why the school or instructor should be reconsidered. The entire Committee shall review the appeal, making a decision and respond in writing to the party making the appeal.

NAME OF INSTITUTION: _____

CONTACT PERSON: _____ TELEPHONE _____

Email _____

I. COURSE NAME/LOCATION	INSTRUCTOR, NAME, HOME ADDRESS, EMAIL, FAX #	COURSE FEE
_____	_____ _____ _____ email: _____ fax: _____ initial request Y OR N renewal request Y OR N	_____
_____	_____ _____ _____ email: _____ fax: _____ initial request Y OR N renewal request Y OR N	_____
_____	_____ _____ _____ email: _____ fax: _____ initial request Y OR N renewal request Y OR N	_____

II. ARE TESTS ADMINISTERED? YES _____ NO _____

INDICATE THE NUMBER OF TESTS GIVEN: _____

ON WHAT BASIS IS THE COURSE CERTIFICATE ISSUED? _____ ATTENDANCE
_____ PASSED TESTS

III. I certify that the above course(s) will meet all required course curriculum and utilize the mandatory textbooks.

SIGNATURE OF CONTACT PERSON

DATE

NOTE: Approval is contingent upon the instructor meeting the requirements outlined in the criteria. Current instructor resumes must be submitted with your request unless you were approved for the identical request last year.