



## Spring 2020 Training Courses

CONNECTICUT  
MAINE  
MASSACHUSETTS  
NEW HAMPSHIRE  
NEW YORK  
RHODE ISLAND  
VERMONT

### Train-The-Trainer

Wednesday-Thursday, April 29-30, 2020  
Hazen & Sawyer, White Plains, NY  
8:30 a.m. – 3:30 p.m. Sign-in begins at 8:00 a.m.

With the rapidly changing technology in our field and the ever-present need to prepare operators to qualify for and pass certification exams, quality training for water and wastewater professionals has never been more important. This program is designed for environmental professionals who are responsible for developing and delivering training programs for water and wastewater operators.

Participants will gain an understanding of the basic characteristics of adult learners, the ways to overcome resistance to learning, and the instructor's role in the success of the training experience. We will look at what the training needs of our workforce are, and what material is available to help create effective training sessions. Participants will learn how to design and develop a training program, present material to an audience, create a learning environment that is conducive to learning, and lead a training session with greater confidence and credibility. This workshop will be presented by Jon Jewett. Jon received a Masters of Public Administration from the University of Vermont, has 30 years of experience in training and is a Nationally Certified Environmental Trainer.

**Instructor:** Jon Jewett, formerly Town of Hardwick, Vermont

**Cost:** \$190

**Credits:** 12 TCH

**Course #:** etc1830



[CLICK HERE TO REGISTER ONLINE](#)

Course Title \_\_\_\_\_ Course # \_\_\_\_\_

Your Name \_\_\_\_\_

Wastewater License # \_\_\_\_\_ State \_\_\_\_\_

Company/Facility \_\_\_\_\_

Street \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Emergency Contact Phone Number (cell or home)  
(in case of class cancellation/instructor illness, etc.) \_\_\_\_\_

Indicate method of payment \_\_\_\_\_ Amount Enclosed \$ \_\_\_\_\_

☐ Check No. \_\_\_\_\_ ☐ or PO No. \_\_\_\_\_ ☐ or Credit Card \_\_\_\_\_  
indicate Visa, MC or Discover

Credit Card # \_\_\_\_\_

CVV or SEC code \_\_\_\_\_ Expiration \_\_\_\_\_ / \_\_\_\_\_  
located on back of card month year

Name on Card \_\_\_\_\_

Signature Required \_\_\_\_\_ Date \_\_\_\_\_

#### Mail form and payment to:

NEIWPCC - Training; 650 Suffolk St., Ste. 410, Lowell, MA 01854

Or fax with a purchase order to: (978) 323-7919.

Registrations CANNOT be completed over the phone. Hard copies MUST be mailed, emailed or faxed.

**PLEASE NOTE:** Enrollment is on a first-come, first-served basis, so please return your application as soon as possible. We appreciate you taking time to notify us if you cannot attend a course for which you have registered.

• **Checks/Money Orders:** Should be made payable to "NEIWPCC Training". Note New Policy: There is a \$15.00 fee for checks returned due to insufficient funds.

• **Registration Deadline:** You must register at least seven days in advance of the first day of the course. Registrations after this time will incur a \$15 late fee.

• **Cancellations/No-Shows:** Seven days notice is required for you to cancel at no cost. Cancellations received after this time will be charged \$25 for programs under \$125 and \$50 for programs over \$125. Registrants who do not cancel and who fail to show are responsible for full payment.

• **Credits:** Students are responsible for signing in at the beginning of every class, and signing out at the end of every class, in order to receive their certificate/TCHs. Students who do not sign in or out will not receive any TCHs. Multi-day classes require sign-in and sign-out each day of class. Students must attend 50% of the class in order to receive TCHs for the time they were present. Certificates of attendance, documenting TCHs awarded, will be emailed within 10 business days of the completion of the class.

• **Use one form per course.** Photocopy this page to apply for multiple courses.

• NEIWPCC reserves the right to postpone, reschedule or cancel any course as attendance dictates.