

## ***Hosting a Backflow Prevention Assembly Tester Course***

This checklist is for agencies wishing to host the Foundation's *Course for the Training of Backflow Prevention Assembly Testers*. This is a general overview. Specific locations may have different amenities with which the Foundation's Training Staff can work.

**Announcement:** Once the course is confirmed the Foundation will add the course to the Foundation's course schedule. The hosting agency is expected to promote the course as much as possible in their region through various means. The Foundation office will handle registration directly.

**Confirmation:** Upon receipt of a registration form and payment, the applicant will be advised of the confirmation by mail. Included with this confirmation letter will be a list of local accommodations and a map to facilitate the location of the facilities. The hosting agency will need to provide these to the Foundation Office to include in the confirmation letter.

**Parking:** If parking could be a problem for the twenty-six (26) students, adequate provisions should be made; and instructions given to the Foundation office in advance. This information will then be included in the confirmation packet for the students. Please provide signs from the parking area to the classroom, so students can locate the classroom on Monday morning.

**Lodging:** The Local Host should provide information regarding lodging in the vicinity of the course location. The Foundation Office will forward this information to course registrants.

**Meeting Place:** The morning meeting place should be in a room large enough to accommodate the twenty-six (26) people who will be attending the five-day course. The room should be suitable for multimedia presentations. In addition, a blackboard with chalk or a whiteboard with pens is required for the lectures. Please be sure that the room is dark enough so that presentations can be seen easily. The afternoon sessions should be held in a suitable location where the twenty-six participants can test and troubleshoot the backflow prevention assemblies. An adequate supply of water will be necessary in order to supply water to the backflow prevention assemblies. A fire hydrant is the most common means of providing the necessary water. Additionally, this location must be either indoor or protected from the weather and have adequate drainage for the water, which will be discharged, in the area.

**Refreshments:** Each morning before class and at breaks in the morning and afternoon coffee should be available for the students. The hosting agency should make arrangements for a coffee machine, cups, stirrers, coffee, cream and sugar.

The Foundation will provide additional refreshments and soft drinks.

Training Aids: The instructors will be using various tools for the lecture portions of the course. The hosting agency should provide the following:

- Whiteboard with pens or blackboard with chalk
- Overhead projector
- Projection Screen
- Projector Stand
- DVD Player
- LCD Projector

Equipment: Backflow prevention assemblies of various manufacturers will be shipped to the location of the course by the Foundation. The assemblies will be set-up with garden hose connections and, therefore, require that an adequate supply of water is available. Supply from a hydrant with a 2 ½ inch connection is preferred. All tools and gages will be provided by the Foundation.

Examinations: The written examination will be prepared by the Foundation. The written exam requires three hours beginning at 9:00 am Friday morning. The performance exam is given individually to the students directly following the successful completion of the written exam and is administered by Foundation personnel.

Certificates: The Foundation will issue a Certificate of Completion to each member of the class who successfully completes the written and performance portions of the final exam.

CEUs: Continuing Education Units will be issued to those students who attend all sessions of the course. The Course for the Training of Backflow Prevention Assembly Testers provides 2.4 CEUs. For CEU's to be beneficial to attendees for specific requirements the state may need to review the course contents before the courses. The hosting agency should determine what is required for the course to meet state CEU requirements and coordinate with the Foundation staff in order for the course to meet state requirements.

Hosting Agency Participation: The Foundation will provide complimentary registration for two people to the hosting organization. An application should be completed for each of these students and returned to the Foundation office.

If you are unable to meet any of the requirements for hosting a Foundation Training Course, please contact the Foundation office to discuss the details. In many cases, arrangements other than those specified here may be made.