

## ADVANCED\* WASTEWATER COURSEWORK APPROVAL APPLICATION (FORM 3400-210) INSTRUCTIONS

Type your information directly within the fillable PDF. Complete one form per advanced course. To save a copy for your own records, click the “SAVE” button at the top of the form.



Figure 1: The buttons that allow the user to save, print, clear data or submit by email are found in the upper left corner of the fillable pdf

A complete [Advanced Wastewater Coursework Approval Application Form](#) with the syllabus of your course is required for this application. The application and syllabus must be emailed as an attachment to [DNROpCert@wisconsin.gov](mailto:DNROpCert@wisconsin.gov); in the subject line type: “Adv Wastewater Coursework Approval App - [Name of Course]”.

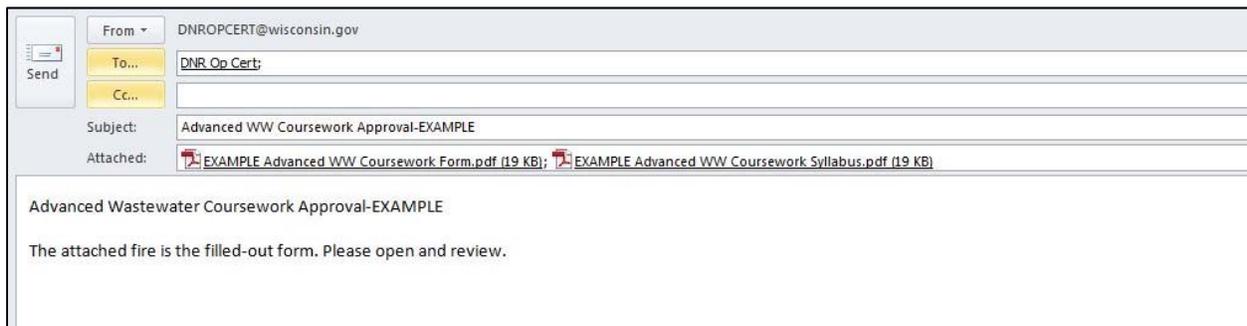


Figure 2: Clicking the “Submit by Email” button on the top left corner of the fillable pdf will result in an email resembling this sample.

To email through Microsoft Outlook, click on the “Submit by Email” button. To email through email providers such as Gmail, Hotmail, or Yahoo, click on the “Save” button to save it on your computer, and then attach it in an email.

### Part 1: Application Type

Select “New Course” if this course has not been previously approved as an Advanced Wastewater course. If previously approved, select either “Course Renewal With No Changes” or “Course Renewal With Changes”. If the syllabus has changed since the previous approval, then a new syllabus will need to be submitted highlighting the changes. If it is a course without any changes, you do not need to fill out Part 5: Course Syllabus.

If the application is for a course that has been previously approved, provide the course ID assigned to it by the DNR. It will be a combination of eight letters and numbers with a hyphen in the middle (e.i. 19xt-fwdg)

## Part 2: Contact Information

Provide the name and contact information for the individual who will serve as the contact with the DNR regarding this training. The email listed in this section will be used with communications regarding the training approval.

## Part 3: Course Information

Complete the Course Information in Part 3 as accurately as possible. For "Length of Course", provide the total number of hours minus time taken for breaks, lunch, and registration. Hours should only include actual time spent learning.

For the class format and when courses are offered, multiple boxes may be checked.

## Part 4: Course Registration Information

Provide the method of how to register for the course. Please only list one website. Complete the fields that apply.

## Part 5: Course Syllabus

If the course you are submitting has already been approved the previous year and has not changed, you do not need to fill out this section.

Explain in a few sentences why this coursework would be considered advanced\*. A syllabus with the course objectives, outline, and topics is also required beyond this description. In this section you will list the instructor(s) of the course and their qualifications that allow them to administer this course. Use the "+" button to add lines for additional instructors.

## Point Calculation

This section is informational only. It shows how the DNR assigns points according to the Wisconsin Administrative Code NR 114. Courses must be at least 20 hours in length to be considered for Advanced points.

\*Per NR114.52 (1): "Advanced coursework" means education that is beyond the basic knowledge of a particular aspect of wastewater treatment. It concentrates advanced wastewater studies in only a few subjects in blocks of a minimum of 20, 40, 60, or 80 hours. Technical talks or presentations at meetings, single- or part-day classes, or training sessions, seminars, or conferences are not included in this definition. Questions about what is considered "Advanced" should be directed to Jack Saltes at [Jack.Saltes@Wisconsin.gov](mailto:Jack.Saltes@Wisconsin.gov) or 608-264-6045.