

**Mitchell Training, Inc.
5414 SW 177 Street
Archer, FL 32618**

Mitchell Training, Inc.
MTI

Training and CEU Catalog

**Water Distribution, Wastewater Collection,
Stormwater Management, Water Treatment
Plant, Wastewater Treatment Plant,
Mechanical Maintenance, Maintenance of
Traffic, Customer Service Personnel, and
Reclaimed Water Inspector Training**

**Attention Water and Wastewater
Treatment Plant Operators!!
MTI is an FSAWWA/DEP approved provider
of CEU courses for license renewal.**

**MTI is an approved provider of FDOT's
required Intermediate Work Zone Traffic
Control training. See page 6 for details.**

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5414 SW 177th Street
Archer, FL 32618

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General Information

Mitchell Training, Inc. is dedicated to providing quality training and educational experiences. MTI's Board of Directors has over 68 years of educational experience and over 26 years of experience in environmental training. A variety of training courses are offered as well as different scheduling options.

On-site training is available for those who need more flexible training schedules and is a good way to involve more people without travel costs. Call the office at **(352) 495-3767** to schedule a class.

Correspondence courses are available in several different areas of study. These courses are designed for individuals who are unable to attend a scheduled class.

Distance learning via the website is provided as a convenient way for individuals to participate. These courses include interactive participation opportunities and may require the individual to pass a voluntary certification exam. Some courses include a training manual which is provided as part of the registration fee.

CEUs for Treatment Plant Operator License Renewal. MTI offers CEU courses that are approved by FS/AWWA for license renewal. Information on these courses is contained in this catalog.

Consulting Services. MTI provides consulting services in management, safety, permit writing, permit compliance, and career ladder program development. **Call for more information on these services.**

Registration fees include all course materials. Register by phone, fax, e-mail, or mail. MTI accepts company or personal checks, money orders, purchase orders, letters of intent, and credit cards (VISA, MasterCard, American Express). Make checks payable to Mitchell Training, Inc. and send to: 5414 SW 177th Street, Archer FL 32618. Fax registrations and letters of intent to: (352) 495-3592. Register on the web at www.mtrain.com or email to mtrain@mtrain.com. Space may be limited for some courses and registrations are taken on a first-come, first-served basis.

To receive a refund, MTI must receive written notice within 5 business days of the course date. This refund is subject to a \$25.00 processing fee. Courses may be subject to change or cancellation without notice. In the event of a course cancellation, MTI will refund all fees.

DEP Approved Courses for Water and Wastewater Plant Operators

Management of Water/Wastewater Facilities I and II

A course consisting of two modules which satisfy the State of Florida requirements of the "A" level preparatory course for water and wastewater treatment plant operators. Modules I and II may be taken in either order. The course is available in the Correspondence Format and is approved by the State of Florida DEP. **CEUs approved for license renewal. Fees: \$300 per person for both Modules, or \$150.00 each Module. CEUs: 3.5 for each Module or 7 for both**

Drinking Water Treatment Plant Operator C Level Preparatory Course

This course is for persons wishing to sit for the DEP Drinking Water C Level license. The approved curriculum is followed including special math and chemistry problem solving instruction. Traditional water treatment plant processes and operations are covered. The course is available in Correspondence Format. **CEUs approved for license renewal. Fees: \$275 per person. CEUs: 6**

The following course is being developed by MTI and will be available soon.

Wastewater Treatment Plant Operator C Level Preparatory Course

CEU Courses for Operator License Renewal

MTI's courses meet DEP's requirements for license renewal. MTI will issue certificates of attendance. FS/AWWA will issue CEU certificates for license renewal.

<u>Title</u>	<u>Contact Hours</u>	<u>CEUs</u>	<u>Fees</u>
Supervision	15	1.5	\$225
Water Distribution	15	1.5	\$225
Wastewater Collection	15	1.5	\$225
Water/Wastewater Math	5	.5	\$150
Advanced Water Math	10	1	\$175
Advanced Wastewater Math	10	1	\$175
Cross Connection Control	5	.5	\$150
Backflow Prevention Assembly Test & Repair	32	3.2	\$425
Legal Issues	5	.5	\$150
OSHA Excavation	5	.5	\$150
OSHA Bloodborne Pathogens	5	.5	\$150
Pump Theory and Application	5	.5	\$150
OSHA Hazard Communication	6	.6	\$150
Work Group Management	5	.25	\$150
Permit Required Confined Space Entry	6	.6	\$150
Electric Motor Controls	10	1	\$175
Activated Sludge Process Control & Troubleshooting Modules 1-5	10	1	\$225
Sodium Hypochlorite	15	1.5	\$425
Management of Water/Wastewater Facilities I	35	3.5	\$150
Management of Water/Wastewater Facilities II	35	3.5	\$150
Mechanical Maintenance Class C	20	2	\$225
Mechanical Maintenance Class B	20	2	\$225
Advanced Wastewater Treatment	16	1.6	\$295
Advanced Wastewater Treatment	20	2	\$375
Reclaimed Water Inspector - <i>New</i>	20	2	\$225

Sodium Hypochlorite. This 15 hour course focuses on chemical and physical properties, stability of hypochlorite solutions, production methods, additional safety consideration, handling, storage and equipment, packaging and shipping, emergency response and disposal, and analytical procedures. **Fees: \$425 per person. CEUs: 1.5**

Supervision. This 15 contact hour course deals with first-line supervision. Topics include: supervision and human relations, management theory, methods, skills, and situations. **Fees: \$225 per person. CEUs: 1.5**

Water Distribution This 15 contact hour course covers aspects of water distribution including safety, hydraulics, water chemistry, construction and maintenance, testing and troubleshooting. **Fees: \$225 per person. CEUs: 1.5**

Wastewater Collection This 15 contact hour course covers aspects of wastewater collection including: construction, maintenance, inspection, testing, corrosion control, cleaning, rehabilitation, and safety issues. **Fees: \$225 per person. CEUs: 1.5**

Water/Wastewater Math. This 5 contact hour course provides a refresher in math before continuing on to the advanced math course and includes working with equations, formulas, fractions, percentages, decimals, and word problems. **Fees: \$150 per person. CEUs: .5**

Advanced Water Math. This 10 contact hour course provides the operator with practical math and applied applications of the treatment process. Topics include: problems in loading, solutions, filtration, coagulation, softening, demineralization, fluoridation, sampling and statistics. **Fees: \$175 per person. CEUs: 1**

Advanced Wastewater Math. This 10 contact hour course provides the operator with practical math and applied applications of the treatment process. Topics include: problems in sedimentation, loading, activated sludge, digestion, hydraulics, pumping, and laboratory measurements. **Fees: \$175 per person. CEUs: 1**

Cross Connection Control. This 5 contact hour course provides an introduction to cross connection control. Topics include: program development, case histories, waterborne diseases, legal aspects, survey and inspection techniques, methods and mechanisms for preventing backflows. **Fees: \$150 per person. CEUs: .5**

Backflow Prevention Assembly Tester & Repairer. This 32 contact hour course covers types and causes of backflow, case histories, waterborne diseases, types of assemblies, regulations, installation techniques, testing procedures, troubleshooting and repair. **Fees: \$425 per person. CEUs: 3.2.**

Supervision and Leadership. A 3-day course for the first-line supervisor and for those individuals who are interested in becoming supervisors. The course meets the supervision requirement of the B level preparatory course for water and wastewater treatment plant operators. **Fees: \$225 per person. CEUs: 1.5**

Legal Issues. This 5 contact hour course provides information and training to allow each member of the organization to function within accepted practices and legal parameters of the workplace. Topics include: ADA, discrimination, sexual harassment, collective bargaining, and workplace diversity. **Fees: \$150 per person. CEUs: .5**

OSHA Excavation Competent Person. This 5 contact hour course follows OSHA regulations. Topics include: site inspection, soil identification and testing, shoring considerations, spoil banks, worksite set-up, field demonstration, and exam. **Fees: \$150 per person. CEUs: .5**

OSHA Bloodborne Pathogens. This 5 contact hour course focuses on OSHA regulations with emphasis on HBV and HIV. Topics include: bloodborne pathogens, OSHA guidelines, potential bloodborne hazards in the workplace, and safe health practices. **Fees: \$150 per person. CEUs: .5**

Pump Theory and Application. This 5 contact hour course focuses on selection, specifications and operations of pumps used in water & wastewater. Topics include: types of pumps, service, operation, usage, electrical considerations, hydraulics, identification, troubleshooting, and observation. **Fees: \$150 per person. CEUs: .5**

OSHA Hazard Communication - 1910-1200 (Z): Right-to-Know. This 6 contact hour course focuses on OSHA regulations pertaining to the employee's right-to-know about chemicals in the workplace and responsibilities of the employer and chemical manufacturer. **Fees: \$150 per person. CEUs: .6**

Work Group Management. This 5 contact hour course focuses on work group concepts and activities in an organizational framework consisting of group interactions and management skills including the goal setting process. **Fees: \$150 per person. CEUs: .25**

Permit Required Confined Space Entry. This 6 contact hour course follows the federal OSHA regulations dealing with permit required confined space entry. Individuals who successfully complete this training will meet the guidelines established by OSHA. **Fees: \$150 per person. CEUs: .6**

Electric Motor Controls. This 10 contact hour hands-on course includes understanding and troubleshooting electric motor controls and control circuits. Participants will engage in hands-on design, construction and troubleshooting of electric motor control circuits. **Fees: \$175 per person. CEUs: 1**

Advanced Wastewater Treatment 16 or 20 Contact Hour Courses. The 16 contact hour course includes: strainers, nitrification and denitrification, coagulation, flocculation, sedimentation, sand filtration, UV disinfection, odor control, and safety. The 20 hour course includes the 16 hour topics plus process math, chlorine storage and handling, and OSHA safety. **Fees: \$295 or \$355 per person. CEUs: 1.6 or 2.**

Mechanical Maintenance Class C. This 20 hour course includes: chemical hazards, OSHA safety, basic math, water chemistry, hydraulics, pump theory and application, equipment functions, and valves. **Fees: \$225 per person. CEUs: 2**

Mechanical Maintenance Class B. This 20 hour course includes: pumps, documentation, color coding, basic electricity, equipment repair, paint, intermediate math, and safety. **Fees: \$225 per person. CEUs: 2**

Reclaimed Water Inspector Certification. This 20 contact hour training and voluntary certification course is designed for persons who work or plan to work in reclaimed water. Topics include the basics of wastewater treatment, advanced treatment processes, federal and state regulations, waterborne pathogens, cross connection control, and sampling. The course concludes with a voluntary certification exam. **Fees: \$225 per person. CEUs: 2**

Safety Training Courses

Intermediate Work Zone Traffic Control - FDOT Provider

#099 This 16 hour course is approved by the **Florida Department of Transportation**. The purpose is to train personnel who may be required to work or direct others to work within the street and highway right-of-way in the proper methods and techniques of work zone traffic control. Topics include: general procedures & terms - covers Procedure No. 625-010-010, traffic channeling & control devices, FDOT design standards, traffic control zone problem solving, and flagger (traffic controller) operations.

Fees: \$275 per person. CEUs: 1.6

OSHA Bloodborne Pathogens

This one-day program will focus on federal regulations pertaining to bloodborne pathogens with emphasis on HBV, HIV, and the safety requirements for water quality professionals. The program includes: bloodborne pathogens, application of federal OSHA guidelines, bloodborne hazards associated with wastewater, universal precautions, workplace controls, and personal protective equipment. **Fees: \$150 per person. CEUs: .6**

OSHA Excavation Safety

This one-day program covers state and federal regulations pertaining to excavation safety, including trenching and shoring methods, emergency exit procedures, and shoring box usage. Topics include: review of applicable laws, use of personal protective systems, and soil type identification and testing.

Fees: \$150 per registration CEUs: .6

OSHA Permit Required Confined Space Entry

This one-day program will focus on federal OSHA regulations pertaining to permit required confined space entry with emphasis on safety requirements. The program includes: review of state laws and federal OSHA, permit required confined space entry procedures, policy content according to federal OSHA, and determining authorization of entry.

Fees: \$150 per person. CEUs: .6

OSHA Permit Required Confined Space Entry Rescue

A 24 hour hands-on training course which meets OSHA requirements for entry rescue operations. Topics include: review of federal OSHA regulations, identification and care of rescue equipment, proper use of SCBA, set-up and operation of rescue equipment, and practice rescues.

Fees: \$445 per person. CEUs: 2.4

OSHA Hazard Communication - 1910-1200(Z)

This one-day course will focus on federal OSHA regulations pertaining to the employee's right-to-know about chemicals in the workplace. Topics include: container labeling and other forms of warning, material safety data sheets, checklist for compliance, and survey of hazardous chemicals.

Fees: \$150 per person. CEUs: .6

OSHA Hazardous Materials Emergency Response Training

A series of courses, ranging from 8 to 40 hours in length, fulfilling the training requirements of OSHA regulations regarding HAZMAT responder training at various levels. Initial training at all levels as well as subsequent annual refresher training are available. Call MTI for pricing and scheduling.

Visit MTI's Web page at www.mtrain.com or call 352-495-3767 to register or schedule a class.

Correspondence Courses

Management of Water/Wastewater Facilities I and II

This correspondence course is approved by the State of Florida as meeting the requirements for the "A" level water and wastewater operator preparatory course. The course is comprised of the two manuals used in the residence course and two companion workbooks. Complete instructions are contained in each workbook. A final exam is given at the completion of the two modules.

Fees: \$150 for each module. CEUs: 3.5 for each module.

Water Distribution Class C

This voluntary certification course is designed for individuals who work or plan to work in the water distribution field. Topics include: safety issues, basic math, an overview of the distribution system including components and their functions, and water quality issues. Upon successful completion of the course and proctored final exam, a certificate will be issued. **Fees: \$225 per person. CEUs: 2.1**

Water Distribution Class B

This voluntary certification course requires a Class C certificate. Topics include: an in-depth view of the distribution system and its components, maintenance operations, hydraulics, water chemistry, and math. Upon successful completion of the course and proctored final exam, a certificate will be issued. **Fees: \$225 per person. CEUs: 2.1**

Water Distribution Class A

This voluntary certification course requires a Class B certificate. Topics include: supervision and human relations, management theory and supervision, supervision methods and skills, elements of supervision, situations in leadership. Upon successful completion of the course and proctored final exam, a certificate will be issued. **Fees: \$225 per person. CEUs: 2.1**

Wastewater Collection Class C

This voluntary certification course is designed for individuals who work or plan to work in the wastewater collection field. Topics include: safety issues, basic math, an overview of the collection system including components and their functions, and water quality issues. Upon successful completion of the course and proctored final exam, a certificate will be issued. **Fees: \$225 per person. CEUs: 2.1**

Wastewater Collection Class B

This voluntary certification course requires a Class C certificate. Topics include: an in-depth view of the collection system and its components, maintenance operations, lift stations, pumps, and math. Upon successful completion of the course and proctored final exam, a certificate will be issued.

Fees: \$225 per person. CEUs: 2.1

Wastewater Collection Class A

This voluntary certification course requires a Class B certificate. Topics include: supervision and human relations, management theory and supervision, supervision methods and skills, elements of supervision, situations in leadership. Upon successful completion of the course and proctored final exam, a certificate will be issued. **Fees: \$225 per person. CEUs: 2.1**

Operations and Maintenance

Electric Motor Controls

This ten hour hands-on course includes understanding the operation of electric motor control circuits. Students will participate in hands-on design and construction of electric motor control circuits. Topics include: common control circuits, line & ladder diagrams, electromagnetic energy, electrical circuit logic, contacts, switches, relays, transformers, & AC vs. DC. **Fees: \$175 per person. CEUs: 1**

Pump Maintenance and Repair

This two-day hands-on course provides an opportunity for learning troubleshooting, repair, and maintenance techniques in a hands-on setting. **Fees: \$265 per person. CEUs: 1.4**

Pump Theory and Application

This 5 contact hour course provides an opportunity for learning the operations of various types of pumps. Topics include: pump selection, pump operations, pump specifications, inspection, and troubleshooting. **Fees: \$150 per person. CEUs: .5**

Water Meter Installation and Troubleshooting

A practical course which provides hands-on training in the installation of meters and the care and troubleshooting of meters and service lines. **Fees: \$150 per person. CEUs: .6**

Voluntary Certification Programs

Water Distribution/Wastewater Collection Classes “C” - “B” - “A”

These training and voluntary certification programs are designed for individuals who work or plan to work in the water distribution or wastewater collection fields. The “C” water distribution and wastewater collection classes are offered as separate courses, but are designed to allow for combined classes and dual certifications.

Class “C” water distribution or wastewater collection covers safety issues, basic math, an overview of the system, including system components and their functions, math, and water quality issues.

Class “B” water distribution requires a Class “C” certificate and includes a review of the “C” class plus an in-depth view of system components, maintenance operations, hydraulics, water chemistry with hands-on table top experiments, and math.

Class “B” wastewater collection requires a Class “C” certificate and includes a review of the “C” class plus an in-depth view of system components, math, maintenance operations, and hands-on table top experiments.

Class “A” water distribution and wastewater collection classes are designed to allow for combined classes and dual certifications. For dual certification a Class “B” certificate is required in each. The class focuses on supervision and leadership issues.

MTI recommends 1 year actual experience for level “C”, 2 years for level “B” and 3 years for level “A”.

Fees: \$225.00 per person per class. CEUs: 2.1 for each class.

Stormwater Operator Classes “C”-“B”-“A”

This training and voluntary certification program is designed for individuals who work or plan to work in the stormwater management fields.

Class “C” covers safety issues, math, federal and state regulations, and an overview of the system, including system components and component functions.

Class “B” requires a Class “C” certificate and includes a review of the “C” class and an in-depth view of the system, system components, maintenance operations, erosion control methods, sampling techniques, and an inspection field trip.

Class “A” requires a Class “B” certificate and focuses on supervision and leadership issues.

Fees: \$225.00 per person per class. CEUs: 2.1 for each class.

Stormwater Dry Weather Field Screening for Illicit Discharges Inspector

This 12 hour hands-on course meets EPA's NPDES permit training requirements. Students will learn sampling protocols, how to calculate flows in filled and partially filled pipes, source identification, proper documentation techniques, and use of the test kit. Sampling will include tests for chlorine, phenols, copper, detergents, and pH. Students will participate in a voluntary certification exam at the conclusion of the course. **Fees: \$345 per person. CEUs: 1.2**

Stormwater Erosion Control and Construction Site Runoff Inspector

This 12 hour training class utilizes videos, lectures, and a field trip to enhance the learning process. Students will participate in a voluntary certification exam at the conclusion of the course. Proper inspection techniques will be emphasized. **Fees: \$265 per person. CEUs: 1.2**

Backflow Prevention Assembly Tester and Repairer

This 32 hour training course presents guidelines for acceptable practices in testing, annual inspection, and repair of backflow prevention assemblies and follows AWWA's guidelines. The course is divided into two segments: the self-study segment using MTI's workbook and the two-day classroom and wet lab segment. Students must pre-order and complete the workbook prior to attending the classroom and wet lab segment. Testing will be conducted under wet conditions. The course concludes with a two-part exam. **Endorsed by FS/AWWA. Fees: \$425 per person. CEUs: 3.2**

Cross Connection Control Inspector

This one-day course is designed to give the participant an introduction to cross-connection control including program development, case histories, waterborne diseases, legal aspects, survey and inspection techniques, and methods and mechanisms for preventing backflows. Upon successful completion of the course and exam, a certificate will be issued. **Fees: \$150.00 per person. CEUs: .6**

Mechanical Maintenance Classes "C" - "B" - "A"

These courses are designed for those who work or plan to work in the mechanical maintenance field. Class C covers safety, basic math, equipment theory and use. Class B covers safety, intermediate math, pump maintenance, basic electricity, equipment repair, and paint. Class A covers safety, advanced math, supervision, equipment troubleshooting and repair. **Fees: \$225.00 per person. CEUs: 2**

Customer Service and Employee Relations

Phone Skills and Communication

This one-day training activity is designed for people who deal with customers over the phone. Course topics include:

- ◆ communication and when it occurs
- ◆ listening types
- ◆ phone etiquette
- ◆ steps in creating a positive personal interaction
- ◆ sending options

Fees: \$150.00 per registration. CEUs: .6

Stress in the Workplace

This one-day training program focuses on ways to effectively deal with change and the problems resistance creates. Topics include:

- ◆ the rationale for change
- ◆ the dynamics of change
- ◆ converting resisters to supporters
- ◆ maintaining stability during change

Fees: \$150.00 per registration. CEUs: .6

Creating the Life-Long Customer

This one-day training program is designed for people who deal directly or indirectly with customers. This course will help you develop skills necessary for providing excellent customer service. Course topics include:

- ◆ an overview of the organization
- ◆ building rapport
- ◆ communication skills
- ◆ listening skills
- ◆ dealing with customers
- ◆ handling complaints, and more

Fees: \$150.00 per registration. CEUs: .6

Team Building

This one-day course is designed to provide the knowledge and skills necessary for successful organizational involvement. The course covers team building skills, leadership, and communication techniques. Topics include:

MTI
Mitchell Training, Inc.

MTI Course Registration Form

Register by phone: (352) 495-3767
fax: (352) 495-3592
or mail

email: mtrain@mtrain.com
website: www.mtrain.com

Name _____

Operator License # (if applicable) _____

Company Name _____

Address _____

Street

Apt #

City

State

Zip

Phone (____) _____ Fax(____) _____

email _____

Course Title	Location	Date	Fee
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Payment Method: Check # _____ Purchase Order # _____

Credit Card Type: _____VISA _____MasterCard _____American Express

Credit Card # _____ Expiration Date _____

Name on Card _____

Make Check or Money Order payable to **Mitchell Training, Inc.** and mail with registration form to: **Mitchell Training, Inc.**

**5414 SW 177 Street
Archer FL 32618**

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Register by phone: (352) 495-3767
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or mail

email: mtrain@mtrain.com
website: www.mtrain.com

Name _____

Operator License # (if applicable) _____

Company Name _____

Address _____

Street

Apt #

City

State

Zip

Phone (____) _____ Fax(____) _____

email _____

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