



Operator Training Committee of Ohio, Inc.

CORRESPONDENCE COURSES

WATER COURSES



- ☐ Basic Water Treatment
- ☐ Advance Water Treatment
- ☐ Water Distribution Systems

WASTEWATER COURSES



- ☐ Basic Wastewater Treatment
- ☐ Advance Wastewater Treatment
- ☐ Wastewater Collection Systems

COURSE OBJECTIVE

Correspondence courses are to allow individuals who chose not to attend classroom courses, the opportunity to complete the related coursework. Students are assigned a counselor to assist them with completion. The responsibility of the counselor is to grade the homework assignments, exams, and to comment via mail, email, or telephone.

The textbooks for the correspondence courses are the same textbooks utilized in the classroom courses. All counselors are Ohio EPA certified operators. Students are given 12 months to complete the coursework with a 6 month optional extension. Please allow 2-3 week for delivery of material.

THE MISSION OF OTCO

The primary focus of Operator Training Committee of Ohio is to design develop, and deliver various types of training programs for individuals in water and wastewater occupation in business, industry, and government.

THE PURPOSE OF OTCO

The purpose or purposes for which said corporation is formed are training of water & wastewater works operators; collecting and disseminating information on water and wastewater works operation; and doing any and all things necessary or incident thereto.

THE PHILOSOPHY OF OTCO

Since 1947, OTCO'S philosophy has always been to make broad comprehensive training available in order to produce well-informed, technically qualified water and wastewater personnel who are firmly grounded in the fundamentals--not just to train individuals for passing examinations.

BASIC WATER TREATMENT

The Basic Water Course is designed to provide students with a basic understanding in the daily operations of a water treatment facility. By the completion of the Basic Water Course, students should be able to analyze and solve operational problems encountered in operating any type of water treatment facility. The goal of a water treatment plant operator is to produce the highest quality drinking water possible; the goal of this course is to provide the guidance necessary to accomplish that task.

Textbooks Include:

- ☐ [AWWA/ABC Water Operator Certification Exam Prep Guide](#)
- ☐ [AWWA - WSO Water Treatment, Grade 1](#)
- ☐ Water Treatment Course Student Materials Binder

ADVANCE WATER TREATMENT

The Advance Water Course is the logical “next step” from the Basic Water course or completion of the Class I Water certification. Reasonably good grasp of basic mathematics is necessary for this course. Students are exposed to the theory of water treatment and the practical operational problems encountered in operating a water treatment system. They will be provided with an understanding of the sources of water supply, the unit treatment processes, the major types of water treatment plants used throughout Ohio, maintenance, management, record keeping, safety and emergency planning and the key provisions of drinking water regulations.

Textbooks Include:

- ☐ [AWWA - WSO Water Treatment, Grade 2](#)
- ☐ [AWWA - WSO Water Treatment, Grade 3&4](#)
- ☐ [AWWA/ABC - Water Operator Certification Exam Prep Guide](#)
- ☐ Water Treatment Course Student Materials Binder

WATER DISTRIBUTION SYSTEMS

AWWA’s Water System Operations (WSO) series is the leading operator certification training, aligned with current Association of Boards of Certification (ABC) Need-to-Know criteria and offering training based on experience and certification level.

“WSO Water Distribution, Grades 1 addresses core test content on certification exams. Chapters discuss regulations, operator math and chemistry, and specific distribution processes in detail. Other chapters cover water use and system design, water mains, hydrants and valves, water system supply security and public relations.” AWWA Quote

Textbooks Include:

- ☐ [AWWA – WSO Water Distribution Grades 1 & 2](#)

- ☐ Water Distribution Systems Workbook

Online Reference Materials for ALL Water Courses

- ☐ [Recommended Standards for Water Facilities 2012 \(on website\)](#)
- ☐ The Ohio Administrative Code (OAC) - DDAGW

BASIC WASTEWATER TREATMENT

The Basic Wastewater Course is for individuals interested in wastewater treatment plant operations that lack experience or background in wastewater treatment. Students will be exposed to the operation and maintenance procedures of a wastewater treatment facility, analyze and solve operational problems, operator responsibilities, contingency operating procedures, wastewater terms, and equipment.

Textbooks Include:

- ☐ [Operation of WW Treatment Plant Volume I 8th Ed. \(CSUS\)](#)
- ☐ OTCO Basic Wastewater Workbook

ADVANCE WASTEWATER TREATMENT

In the Advance Wastewater Course, students will be exposed to the design and planning of wastewater treatment facilities. They are provided with an understanding in hydraulics, chemistry, laboratory, preliminary and primary treatment, ponds, natural systems, trickling filters, activated sludge, chemical treatment and filtration, membrane filtration, disinfection, nutrients removal, aerobic and anaerobic digestion, residuals solids management, and plant management. A reasonably good grasp of basic mathematics is necessary for this course.

Textbooks Include:

- ☐ [Advance Wastewater Treatment \(CSUS\)](#)
- ☐ OTCO Advance Wastewater Workbook

WASTEWATER COLLECTION SYSTEMS

The Wastewater Collection System course is designed to train operators in the practical aspects of wastewater collection system operation and maintenance (O&M), safety practices and procedures, and their role and responsibilities as a collection system operator. Focus on the knowledge and skills operators need to identify system problems and select appropriate methods to solve them. This course also teaches operators critical aspects of effectively administering a wastewater collection agency or department. Operators also learn to solve math problems related to collection system O&M.

Textbooks Include:

- ☐ OTCO Wastewater Collection System Workbook

- ☐ [Wastewater Collection Systems Volume I 8th Edition \(CSUS\)](#)

- ☐ [Wastewater Collection Systems Volume II 8th Edition \(CSUS\)](#)

Online Reference Material for ALL WW Courses

[OTCO Environmental Math for Water and Wastewater](#)
The Ohio Administrative Code (OAC) – Surface Water

OTCO CORRESPONDENCE COURSE

As of 5/12/2022

| | |
|---|-------------------------|
| OTCO STUDENT ID # | |
| FIRST NAME | |
| LAST NAME | |
| TITLE | |
| EMPLOYER | |
| SHIPPING ADDRESS | |
| CITY | |
| STATE | ZIP |
| BUS. TELEPHONE () | - EXT |
| EMAIL ADDRESS | |
| <input type="checkbox"/> YES! Please update my student information | |
| <input type="checkbox"/> Please invoice my company | |
| CHECK/MONEY ORDER / P.O. # | |
| BILLING ADDRESS: | |
| BILLING EMAIL ADDRESS: | |
| <input type="checkbox"/> Charge to my credit card account: | |
| <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover <input type="checkbox"/> AMEX | |
| Billing Zip Code | (For security purposes) |
| CARD NUMBER: | |
| NAME ON CARD | |
| EXP. DATE / | CCV Code: |
| x _____ CARD HOLDER SIGNATURE | |

Please indicate your selection below:

- ☐ \$610 Basic Water
- ☐ \$610 Advance Water

☐ \$610 Water Distribution

☐ \$610 Basic Wastewater

☐ \$610 Advance Wastewater

☐ \$610 Wastewater Collection

MAIL OR FAX THE COMPLETED FORM TO:

OPERATOR TRAINING COMMITTEE OF OHIO, INC.

3972 Indianola Avenue * Columbus, OH 43214

(614) 268-6826 * Fax (614) 268-3244

www.otco.org