



## **NCPC Pretreatment Certification Information and Eligibility Requirements 2019**

**2019 School Location:** The Village Inn Golf & Conference Center, Clemmons, NC. Each Applicant is responsible for making their hotel arrangements. The group rate is \$72.00 + taxes/night. The cutoff date for the group rate is March 28, 2019.

**Dates of School:** April 29 - May 3, 2019 (Exam administered Friday May 3, 2019)

**Class Times:** Class times vary based on the needs of each grade level. Lunch, breaks and class end times vary and are subject to change based on class needs and instructor availability. Please be prepared for this if you are riding with someone who is in another Grade level and prepare accordingly.

**Cost of School:** All Grades are \$300.00 which includes the exam.

A \$25.00 LATE FEE WILL BE CHARGED FOR ANY APPLICATION POSTMARKED AFTER THE DEADLINE. (March 29, 2019)

Make Checks payable to the NC Pretreatment Consortium.

We also accept credit cards as payment.

Credit Card payments can be made through PayPal by going to the website [www.ncpretreatment.com](http://www.ncpretreatment.com) and going into the Certification area and click "BUY NOW" at the bottom of the page. This will take you to PayPal and you can make a payment.

You will still need to complete the application (make sure you and your supervisor both sign it) and send it to the address listed below along with a copy of the PayPal receipt. You may also scan (PDF format) the completed application along with the payment receipt and email it to [NCPCCertification@gmail.com](mailto:NCPCCertification@gmail.com)

**Fees are not refundable unless space in the class is unavailable and we have a waiting list. Substitutions are accepted as long as the person substituting meets the qualification requirements of the Grade Level.**

**All courses have a maximum of 20 students. Class slots are on a first come, first served basis. Your application is not complete until a fully completed application along with payment is received. Applications received above 20 will be added to a waiting list in the order they were received. If a cancellation occurs the first person on the waiting list will be contacted. If they cannot attend the next person will be contacted and so on.**

**All courses require a minimum of 10 students in order to be held. If the class is canceled due to a lack of sufficient registration, course registration fees will be refunded.**

**Mail completed application and payment to:**

**Bill Gintert  
North Carolina Pretreatment Consortium  
Pretreatment Certification  
Charlotte Water  
4222 Westmont Dr.  
Charlotte, NC. 28217**

**For questions please call Bill Gintert at 704-336-4636.**

**CERTIFICATION:**

Exams will be administered by the NCPC Pretreatment Program Certification Board on a specified exam date. The Board will issue a Grade I, Grade II or Grade III Pretreatment Program Specialist Certificate when all criteria have been satisfied. A minimum score of 70% is required to pass the exam.

**DEFINITIONS:**

Municipality/Utility Districts Pretreatment Experience includes:

Industrial sampling, industrial field analyses, data entry/review, compliance determination, headworks analyses, long term monitoring, inspections, industrial waste survey, permit writing, categorical determination, allocation tables, sewer use ordinance, enforcement, pretreatment annual reports, authorization to construct, and/or oil & grease experience.

State/EPA Pretreatment Experience includes:

Approval authority over POTW pretreatment programs, including but not limited to inspections, audits, PAR review, LTMP review, headworks review, SUO review, SIU

permit review, industrial inspections, industrial waste survey, conducting pretreatment training, allocation tables and enforcement.

Industrial Pretreatment Experience includes:

Operation and/or maintenance of a pretreatment system, industrial sampling, data entry/review, compliance determination, industrial inspections, wastewater application completion and submittal, environmental regulations review, development of environmental management plans and pretreatment SOP's, etc.

ELIGIBILITY FOR CERTIFICATION:

The voluntary certification program shall address anyone who meets the following criteria:

**Grade I:**

Experience Requirements:

- Accumulation of at least 6 months (900 hours) of actual pretreatment, wastewater laboratory and/or wastewater operator experience.

Course Description: The Grade I course is geared towards Sampling Technicians and FOG personnel. This course will provide a basic understanding of the pretreatment program and how the program relates to the POTW as well as the importance of proper sampling to the Pretreatment Program.

**\*\*\*Grade I students will be visiting an industrial site in order to conduct a sampling practical. Please bring long pants, closed toe shoes (safety shoes if you have them), hard hat and safety glasses. (We will have a limited number of hard hats and safety glasses for those without their own.)\*\*\***

**Grade II:**

Experience Requirements:

- **Must hold a valid Grade I Pretreatment Program Specialist Certification**
- Accumulation of 12 months (1800 hours) of actual pretreatment experience
- Prerequisite: Pretreatment 101

Course Description: The Grade II course is geared towards Compliance Specialists, Inspectors and Laboratory Personnel. Students registering for this course should have practical experience from being directly involved in the day to day workings of a pretreatment program. Students need to be familiar with what makes an industry a Significant Industrial User and/or a Categorical Industrial User, inspection procedures as well as the permitting process.

### **Grade III:**

#### Experience Requirements:

- **Must hold a valid Grade II Pretreatment Program Specialist Certification**
- Accumulation of 24 months (3600 hours) of actual pretreatment experience

Course Description: The Grade III course is geared towards the Pretreatment Coordinator or the Administrator of the Pretreatment Program. Students enrolling in this course should have practical experience from being directly involved with the day to day workings of a Pretreatment Program. Students need to be familiar with Headworks, Pretreatment Annual Report (PAR), Sewer Use Ordinance (SUO), Long-Term Monitoring Plan (LTMP) and Resource Conservation and Recovery Act (RCRA).

The Course Descriptions are provided as a means to make each student aware that as they progress through the Certification Program the material being taught is progressively more technical and may require firsthand experience.

#### EXAM ONLY OPTION

The Exam Only Option is only available to those who have already attended and completed the class and for some reason need to take or re-take the test.