



# JETCC Training Catalog

FALL 2008

Online Registration Available with Credit Card Payment!

DATE	TOPIC	LOCATION
Oct 7 - Nov 18	Basic Wastewater Treatment (6 sessions).....	Augusta
October 8	Pump Maintenance & Troubleshooting .....	Portland*
October 9	Basic Math .....	Fairfield*
October 16	Process Control Math .....	Fairfield*
October 21 - 23	Operation & Maintenance of Wastewater Collection Systems with optional NEWEA Exam in cooperation with NEIWPC	Yarmouth
October 22	BOD Review and Use of Luminescent DO Probes .....	Presque Isle
October 28	Out of Sight, Out of Mind: How Healthy is Your WWCS? .....	Bangor
October 29	Out of Sight, Out of Mind: How Healthy is Your WWCS? .....	Portland
October 31	Nitrification and Settleability Problems w/Loss of Solids with Mike Gerardi in cooperation with NEIWPC	Kennebunkport
November 5 & 6	Introduction to National Incident Management Systems (NIMS) & Incident Command System (ICS) for Water & Wastewater Personnel.....	Portland*
November 6	HDPE Piping with Practical Applications for Trenchless Technologies .....	Presque Isle*
November 13	Microbiology Methods for Compliance Testing with Review of EPA-Approved Test Methods.....	Vassalboro
November 20	Facility Operation in Cold Climates .....	Wells*
December 4	Pump Rebuild & Maintenance Workshop .....	Ellsworth*

Programs listed here are approved by ME DEP for Wastewater Operator certification renewal credits.  
 \*Programs are approved by ME DHS for Drinking Water Operator certification

NORTH COUNTRY CONVENTION COMING APRIL 2009

MAINE JETCC

JETCC, P.O. Box 487, Scarborough, Maine 04070-0487

# Basic Wastewater Treatment (6 sessions)

This course provides thorough instruction in how to safely and effectively operate and maintain a wastewater treatment plant, and is an excellent means of preparing for the Maine Wastewater Operator I & 2 Exam. Through a combination of classroom presentations and tours of the treatment facility in Augusta, a wide variety of topics will be covered, including the reasons why waste must be treated, the roles and responsibilities of a treatment plant operator, the use of safe practices and procedures, and the equipment and processes used in wastewater facilities. Participants will learn how to operate and maintain racks, screens, comminutors, sedimentation tanks, trickling filters, rotating biological contactors, package activated sludge plants, oxidation ditches, ponds, and chlorination facilities. Other subjects to be covered include how to analyze and solve operational problems and how to perform mathematical calculations relating to wastewater treatment process control.

All participants will receive Operation of Wastewater Treatment Plants (Volume I), prepared by California State University, Sacramento.

**Instructor:** Paul Collins, Augusta Sanitary District

**Tuesday afternoons**  
**Oct 7, 14, 21, 28**  
**Nov 4 & 18**

**Augusta Sanitary District**  
Jackson Avenue  
**Augusta, ME**  
Tel: 207/623-4633

**Course # J0901**  
24 Hours

12:30 p.m. to 4:30 p.m.  
Sign-in at 12:00 noon

**Cost: \$250**  
Registration Deadline:  
September 30, 2008

# Pump Maintenance & Troubleshooting

Through classroom presentations and hands-on exercises, this course will cover the basic hydraulics, troubleshooting, and maintenance of self-priming sewage centrifugal pumps. A fully operational glass-faced pump will be used to demonstrate self-priming pump operation, cavitation, and troubleshooting techniques. An actual-size display pump will also be available for teardown and reassembly training, including the setting of wearplate/impeller clearances. While the pump breakdown and cavitation principles covered in the class are common in many filter plants and sewage handling facilities, this course will be particularly beneficial for Gorman Rupp pump users working in water and wastewater facilities.

**Instructors:** Dave Mackey, Northeast District Manager - Gorman-Rupp Pumps;  
Steve Thayer - Hayes Pump Inc.

**Wednesday**  
**October 8**

**Jeff Nixon Development Center**  
**Portland Water District**  
225 Douglas Street  
**Portland, ME**  
Tel: 207/774-5961

**Course # J0904**  
6 Hours  
**DW Credit Approved**

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
October 1, 2008

*Mark Your Calendar for:*

**Maine Wastewater Control Association Convention**

**September 24 - 26, 2008**

# Basic Math

This class provides a step-by-step review of basic math principles, and will give participants a foundation for using mathematical calculations in a variety of water and wastewater facility operations. The presenters will begin with a review of basic arithmetic, using examples from the water and wastewater industry, and will then proceed to a discussion of basic algebra and how to manipulate the equations in the ABC test booklet to solve simple problems. Through examples and exercises, participants will gain a full understanding of how to solve math problems encountered in plant operations and in Maine's operator exams. Problem-solving techniques for common math problems will be shared, and a workbook with questions and answers will be provided.

**Please bring a calculator to this course.**

**Instructors:** Dean Dadmun - Clean Harbors Environmental Services, and Richard E. Darling, P.E. - Maine Department of Environmental Protection

**Thursday  
October 9**

**John E. Dority Safety & Performance Training Center**  
10 Mountain Road  
**Fairfield, ME**  
Tel: 207/453-7377

**Course # J0905**  
3 Hours  
**DW Credit Approved**

8:30 a.m. to 11:30 a.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$50**  
Registration Deadline:  
October 2, 2008

# Process Control Math

This class is designed for those who have already taken JETCC's Basic Math Review class or who already have a solid understanding of basic mathematics. It will explore the more complex mathematical calculations used in water and wastewater facility operations. The presenters will begin with a review of basic algebra, and then move on to the more intricate calculations and conversions required to solve higher level math problems for daily application and for Maine's operator exams. Participants will work with the presenters and in small groups to solve grade-specific math problems. As with the Basic Math Review class, helpful problem-solving techniques will be shared, and a workbook with questions and answers will be provided.

**Please bring a calculator to this course.**

**Instructors:** Dean Dadmun - Clean Harbors Environmental Services, and Richard E. Darling, P.E. - Maine Department of Environmental Protection

**Thursday  
October 16**

**John E. Dority Safety & Performance Training Center**  
10 Mountain Road  
**Fairfield, ME**  
Tel: 207/453-7377

**Course # J0906**  
3 Hours  
**DW Credit Approved**

8:30 a.m. to 11:30 a.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$50**  
Registration Deadline:  
October 9, 2008

# Nitrification and Settleability Problems w/Loss of Solids

*with Mike Gerardi in cooperation with NEIWPC*

Michael Gerardi, the author of a number of widely referenced books on wastewater topics, will lead this two-part course. In the nitrification portion, he will examine the occurrence of complete and incomplete nitrification in the activated sludge process, and provide a comprehensive review of nitrifying bacteria and the operational conditions that affect their activity and growth. He will review the impact of alkalinity and pH, temperature and MCRT, DO, toxicity, and soluble cBOD. Operational measures for maintaining or improving nitrification during harsh operational conditions will be discussed.

The other portion of the course will focus on settleability problems and the loss of solids. It will include a review of the occurrence, detection, and control of poor compaction and loss of solids from secondary clarifiers in the activated sludge process. Topics include undesired filamentous organism growth, denitrification, nutrient deficiency, fine solids production, and viscous floc production. The production, identification, and control of biological foam and scum will also be discussed.

**Instructor:** Michael Gerardi

**Friday  
October 31**

**Kennebunkport Fire Station**  
32 North Street  
**Kennebunkport, ME**  
Tel: 207/967-2245

**Course # ETC0910**  
6 Hours

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$110**  
Registration Deadline:  
October 24, 2008

# Operation & Maintenance of Wastewater Collection Systems

with optional NEWEA Exam in cooperation with NEIWPCC

Communities must properly manage, operate, and maintain wastewater collection systems to prevent sanitary sewer overflows, contamination of groundwater, and the spread of waterborne diseases. In this two-and-a-half day course, participants will receive basic to intermediate instruction in all aspects of collection system O&M.

**Students must bring a basic calculator.**

IN ORDER TO TAKE THE EXAM, YOU MUST APPLY DIRECTLY TO NEWEA. You do not need to take the course to take the exam. Please download the exam application at [http://www.newea.org/CS\\_appl.pdf](http://www.newea.org/CS_appl.pdf) or by calling NEWEA at 781-939-0908.

**Instructors:** Don Kennedy and James LaLiberte, NEIWPCC

**Tuesday - Thursday  
October 21-23**

**American Legion  
Log Cabin  
Main Street  
Yarmouth, ME  
Tel: 207/846-2415**

**Course # ETC0909  
15 Hours**

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$190**  
Registration Deadline:  
October 14, 2008

## REQUEST FOR A NEWEA EXAM APPLICATION FORM

In cooperation with NEIWPCC's Environmental Training Center, the New England Water Environment Association (NEWEA) offers certification exams to encourage professional growth.

**IN ORDER TO TAKE THIS EXAM YOU MUST APPLY SEPARATELY TO NEWEA. USE THE FORM BELOW TO REQUEST A FULL APPLICATION. THE EXAM COSTS \$35.00 (checks made payable to NEWEA).**

**YOU DO NOT HAVE TO ATTEND TRAINING TO TAKE THE EXAM.**

If you have any questions regarding this exam, please contact NEWEA at 781/939-0908.

### NEWEA Voluntary WWCS Exam

Exam Location: Yarmouth, Maine • Time: 12:00 Noon • Date: October 23, 2008

Name \_\_\_\_\_ Facility/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please Check that you have read statement below:

I have enclosed a check for \$35 made payable to NEWEA. Please send me the full exam application. (I understand this fee is refundable only if I am not eligible to take the exam.)

Mail completed form and payment requesting your NEWEA Exam Application Form to:

New England Water Environment Association  
10 Tower Office Park, Suite 601, Woburn MA 01801

**We would like to acknowledge the following host facilities and businesses for covering the cost of program refreshments & supplies during the Fall 2007 – Spring 2008 training schedule.**

**JETCC sends a most grateful thank you to:**

City of Ellsworth  
Wells Sanitary District  
Brewer Water Pollution Control Facility  
McCain Foods  
South Portland Water Resource Authority  
Yarmouth Wastewater Treatment Facility  
Boothbay Harbor Sewer District  
Orono Water Pollution Control Facility  
Bangor Wastewater Treatment Facility  
Kennebunkport Wastewater Treatment Facility  
Spears Manufacturing  
Augusta Sanitary District  
Hydro International  
Woodard & Curran

**If you are interested in any sponsorship opportunities, please contact JETCC at 207/253-8020 or by email at [jetcc@maine.rr.com](mailto:jetcc@maine.rr.com).**

**Thank you also to:**

Maine Department of Environmental Protection  
Maine Department of Health and Human Services  
Maine Wastewater Control Association  
Maine Water Utilities Association

**for continued support through partnership**

## **BOD Review and Use of Luminescent DO Probes**

The objective for this course is simple: to help operators learn everything they ever wanted to know about five-day biochemical oxygen demand. BOD is a chemical procedure for determining how fast biological organisms use up oxygen in a body of water, and it is used in water quality management and assessment, ecology, and environmental science. It is also used as a gauge of the effectiveness of wastewater treatment plants. The BOD test is used to evaluate waste loadings and the BOD-removal efficiency of the treatment process, as well as for compliance reporting purposes.

In addition to a detailed review of BOD, the presenter of this class will introduce participants to the use of the new luminescent dissolved oxygen (LDO) technology, as well as review DO sensors with traditional chemical cells. Operators will also learn how to correctly conduct BOD5 testing, a frequently confusing procedure, and be guided through the correct way to calculate the BOD5 seed correction and analytical results. The most common errors made when conducting the BOD5 test will be explained, and pointers for avoiding these errors will be provided. Operators will also be given useful checklists to use when conducting self-audits of BOD5 procedures.

**Instructor:** Matthew Sica, Laboratory Certification Officer – Maine Department of Health & Human Services

**Wednesday  
October 22**

**Presque Isle Inn &  
Convention Center**

U.S. Route One  
**Presque Isle, ME**  
Tel: 207/764-3321

**Course # J0907**  
6 Hours

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
October 15, 2008

# Out of Sight, Out of Mind: How Healthy is Your WWCS?

Sanitary wastewater collection systems are a vital part of a community's infrastructure and a crucial element of the wastewater treatment system. As this valuable infrastructure ages, the importance of preventive and predictive maintenance increases. This course will cover capacity, management, operation and maintenance (CMOM) programs, preventative and predictive maintenance, criticality and condition assessment, and priority setting. It should be particularly valuable for collection system managers, public works directors, municipal planners, and other decision makers responsible for evaluating collection system infrastructure for repair and replacement.

Workshop topics will include state reporting requirements, emergency response procedures, and the first-hand experiences of several municipalities in confronting various collection system problems. The presenters will discuss the causes of different types of condition deterioration, some that have led to sanitary sewer overflows (SSOs). They will also fully explain the strategies that can be followed to preserve a collection system's infrastructure, prevent unauthorized discharges, and put sustainable programs in place. An introduction to EPA tools and assistance in this area will be provided.

**Instructors:** Jack Healey and Gina Snyder, EPA Region One; others to be announced

**Tuesday, October 28  
or  
Wednesday  
October 29**

**Tuesday, October 28  
Bangor WWTF**  
760 Main Street  
**Bangor, ME**  
Tel: 207/992-4470  
**Course # J0908**

**Wednesday, October 29  
Jeff Nixon Development  
Center - Portland Water  
District**  
225 Douglas Street  
**Portland, ME**  
Tel: 207/774-5961  
**Course # J0909**

**Both Locations:**  
6 Hours  
8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
October 21, 2008

## Introduction to National Incident Management Systems (NIMS) & Incident Command System (ICS) for Water and Wastewater Personnel

The importance of responding appropriately to disasters, whether man-made or natural, cannot be overestimated. Proper incidence response requires the cooperation of multiple state, federal, and municipal agencies and jurisdictions. Of course, the initial response to a disaster may be the most important, and the list of first responders now includes personnel in public works departments, municipal administration, and drinking water and wastewater utilities. To play this crucial role, training in the Incident Command System (ICS) and National Incident Management System (NIMS) is a must. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries; NIMS provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

This three-part course will provide an interactive classroom experience that will help water and wastewater operators understand ICS, integrate with other first responders, and implement NIMS concepts and principles to help utilities provide aid and assistance to one another. The first part (**ICS-100**) will review the history, principles, and organizational structure of the ICS. Part two (**ICS-200**) will provide training on and resources for those likely to assume a supervisory position within the ICS. The third portion (**IS-700**) explains the purpose, key components, and benefits of NIMS.

Participation in this two-day session will ensure that treatment plant personnel are trained to the minimum standards required for public agencies to apply for federal grants or FEMA reimbursement for emergency response activities.

**Instructors:** Trainers from FEMA and the U. S. Department of Homeland Security

**Wednesday & Thursday  
November 5 & 6**

**Jeff Nixon Development  
Center**  
**Portland Water District**  
225 Douglas Street  
**Portland, ME**  
Tel: 207/774-5961

**Course # J0910**  
12 Hours  
**DW Credit Approved**

8:00 a.m. to 5:00 p.m.  
Sign-in begins at 7:30 a.m.

**Cost: \$150**  
Registration Deadline:  
October 22, 2008

# HDPE Piping with Practical Applications for Trenchless Technologies

In the past the only way to install or rehabilitate an existing pipeline was to dig and replace. In the first part of this course, we will examine what is becoming the preferred method for installing and rehabilitating water, sewer, storm, electrical, gas, and other utility lines—trenchless technologies. In the Northeast many projects have been completed with trenchless approaches, and the result has been less disruption to the public, less impact on the environment, and often less cost. Presented by members of the Northeast Trenchless Association, this hands-on session will discuss how the use of trenchless technologies such as HDD (horizontal directional drilling), pipebursting, sliplining, and other methods can benefit a utility or municipality.

In part two of the course, the focus will shift to high density polyethylene (HDPE) pipe, which is used worldwide for water, sewer, gas and other utilities. Speakers representing various manufacturers and distributors will explain the characteristics of HDPE piping systems and proper installation. The fusion process used to connect the pipes will be explained through a live demonstration.

**Instructors:** Matt Timberlake – Ted Berry Company; Robbie Chadwick – E.J. Prescott; Scott Kelly and Bruce Hubbard – ETTI Direction Drilling

**Thursday  
November 6**

**Presque Isle Inn & Convention Center**  
U.S. Rte. One  
**Presque Isle, ME**  
Tel: 207/764-3321

**Course # J0911**  
6 Hours  
**DW Credit Approved**

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
October 30, 2008

# Microbiology Methods for Compliance Testing with Review of EPA-Approved Bacteria Test Methods

This hands-on course is designed to help operators improve laboratory skills, with a specific focus on measurements for total coliform, fecal coliform and E.Coli as well as heterotrophic bacteria. Participants will learn how to correctly conduct microbiological testing for regulatory work, and receive instruction in test methods such as membrane filtration techniques, multiple tube techniques, as well as the chromogenic substrate tests for coliform bacteria and E.coli.

General microbiological quality assurance and quality control (QA/QC) will also be covered, including the requirements for equipment, media, and records.

**Instructors:** Mathew Sica, Laboratory Certification Officer – Maine Department of Health & Human Services; June Mooney- Greater Augusta Utilities District; Peter Rush & Rebekah Sirois – Portland Water District

**Thursday  
November 13**

**Kennebec Water District**  
462 Main Street  
**Vassalboro, ME**  
Tel: 207/923-3358

**Course # J0912**  
6 Hours

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
November 6, 2008

# Facility Operation in Cold Climates

There are many challenges to consider when operating a water or wastewater facility in a climate where ice, cold, and extreme winter weather come with the territory. The key is to be ready ahead of time, and not wait until disaster strikes. By taking the proper steps, you will never have to say "If only I knew then what I know now..."

This interactive session will broaden your awareness of preparedness and preventive maintenance measures that can be taken to ensure effective management of an operation during a "big chill." Experts in the field will explain what they've learned from mishaps experienced or averted. We will discuss operational issues including the biological effects that happen in winter and snowmaking as a method of effluent disposal. The presenters will also examine less well-known safety issues that should be considered when running a water or wastewater plant in Maine's winter. Learn how to protect your facility, your infrastructure, and yourself through foresight, common sense, and creative thinking.

**Instructors:** Dick Darling and Bill Sheehan - Maine DEP; Al Jellison - Bangor WWTF; David Keith - Carrabassett Valley WPCF

**Thursday  
November 20**

**Wells Municipal Building**  
208 Sanford Road  
**Wells, ME**  
Tel: 207/646-3115

**Course # J0913**  
6 Hours  
**DW Credit Approved**

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
November 13, 2008

# Pump Rebuild & Maintenance Workshop

This workshop is designed for water and wastewater personnel who are responsible for pump maintenance and reliability. In addition to receiving instruction in maintenance techniques, participants will learn how to solve common failures and improve pump efficiency.

The instructor will utilize a cutaway pump to explain common pump problems. Students will learn how attention during pump assembly and installation affects the long-term efficiency and reliability of pump components such as the bearing frame and housing, lubrication system, frame adapter, gland assembly, and pump casing. Drawing on his extensive experience in pump repairs, the instructor will review how normal pump use impacts bearing frame oil seepage, casing/impeller wear, keyway/key stock, coupling, pump base mounting, and pump base grouting.

There will also be a review of hands-on applications for fasteners, retaining products, and Magna-Crete concrete repair.

**Instructor:** Jim Hallene - Henkel Corporation

**Thursday  
December 4**

**Ellsworth Town Hall**  
1 City Hall Plaza  
**Ellsworth, ME**  
Tel: 207/667-2168

**Course # J0914**  
6 Hours  
**DW Credit Approved**

8:30 a.m. to 3:30 p.m.  
Sign-in begins at 8:00 a.m.

**Cost: \$95**  
Registration Deadline:  
November 26, 2008

**Maine Wastewater Operator Exam: November 19, 2008**

**Applications must be received by October 3, 2008**  
**For more information visit [www.jetcc.org](http://www.jetcc.org)**

NEIWPC /JETCC  
PO Box 487  
Scarborough, ME 04070-0487

Non-Profit Org.  
U.S. Postage  
PAID  
Portland, ME  
Permit No.518



## JETCC Maine's Environmental Training Resource

The Joint Environmental Training Coordinating Committee (JETCC) was established in 1985 to coordinate environmental training to meet the needs of Maine's environmental professionals. JETCC continues to meet this goal by networking the training needs of the environmental work force with the best instructional and technical support available.

JETCC organizes and coordinates training in water pollution control and water quality protection. To ensure that training meets the needs of the environmental work force, JETCC uses focus groups to address issues and direction for training in specific environmental topics.

Where training is needed and not provided by other agencies or organizations, JETCC offers it. We take pride in our close working relationship with the Maine DEP, other regulatory agencies and related professional associations and training organizations. For issues dealing with water pollution control, JETCC works closely with the Maine Wastewater Control Association (MWWCA).

Our instructors are professional trainers, water pollution control professionals, water pollution control equipment and supply manufacturers' representatives, Maine DEP staff, regulatory agencies, municipal leaders and officials, engineering and consulting firms, and other qualified interested parties.

JETCC's training certificates are based on training hours that are awarded upon successful completion of each training program. These programs are approved by Maine DEP for initial, upgrade and renewal training credits toward the Maine DEP Wastewater Treatment Plant Operator Certification Program. Some of our programs are also approved by Maine Department of Human Services for Drinking Water Operator Certification and they are endorsed by Maine Water Utilities Association.

To offer more training in locations throughout the state, JETCC utilizes a local host system whereby interested individuals or organizations facilitate the program in localities where training will be offered. JETCC is managed by the New England Interstate Water Pollution Control Commission.

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**BOARD OF DIRECTORS** — Leonard Blanchette - Brunswick Sewer District - Board Chairman; Dennis Thayer - Wells Sanitary District - Vice Chairman; Brian Kavanah, Richard Darling & William Laflamme - Maine Department of Environmental Protection; Dan Welch - General Dynamics ATP; Dana Peck - Peck Environmental Associates; John Hart - City of Saco WTP; Darold Wooley - Lincoln Sanitary District; Nancy Beardsley - Maine Department of Health & Human Services

**STAFF** - Leeann L. Hanson - JETCC Coordinator

Tom Groves - NEIWPC Liaison

Debbie Merrill - Administrative Assistant

# Registration Form for 2008 JETCC Courses

MAIL TO: JETCC, P.O. Box 487, Scarborough, ME 04070-0487 • Phone: 207/253-8020, FAX: 207/771-9028

Course Title \_\_\_\_\_ Course Code\* \_\_\_\_\_

\*Note: For Joint NEIWPCC Courses, mail form to NEIWPCC at the address below.

Location \_\_\_\_\_ Date \_\_\_\_\_, 2007

Name \_\_\_\_\_ Company \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

WW Operator \_\_\_\_\_ DW Operator \_\_\_\_\_ Topics of Interest \_\_\_\_\_

Please indicate: Purchase Order # \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_

CREDIT  
CARD  
FORM

Credit Card \_\_\_\_\_ 3-digit code (Visa only) \_\_\_\_\_  
indicate Visa, Mastercard or Discover located on back of card

Credit Card # \_\_\_\_\_

Name on card \_\_\_\_\_ Expiration \_\_\_\_\_  
month/year

Signature \_\_\_\_\_ Date \_\_\_\_\_

For joint JETCC/NEIWPCC courses, please check:

- \_\_\_\_\_ **ETC0909 -O & M of WWCS**  
October 21 - 23, Yarmouth, ME
- \_\_\_\_\_ **ETC0910 - Nitrogen & Settability**  
October 31, Kennebunkport, ME

Mail payment for joint courses to:

**NEIWPCC**  
**116 John Street**  
**Lowell, MA 01852-1124**  
**Tel: 978/323-7929 • Fax: 978/323-7919**

## Registration Instructions

- **Copy the form above to submit your registration.**
- **Use one registration form for each course.**
- **For NEIWPCC courses only, please mail form to NEIWPCC office.**
- **Include all of the requested information.**
- **Non-Maine registrants add \$20 per registration for JETCC - only programs.**
- **Out-of-Country registrants please add \$20 per registration. Please make payment in U.S. dollars.**
- **Return completed form as designated.**

Courses and dates of courses are subject to change due to unavoidable scheduling conflicts.

Courses may be canceled by JETCC due to insufficient enrollment.

Program fees include lunch unless otherwise noted.

**Late Registrations:** Registration forms received after registration deadlines will incur an additional \$15 charge for full-day programs and \$10 for half-day programs. **Note:** There is a \$15 fee for checks returned due to insufficient funds.

**Cancellation Policy:** If you must cancel, four working days notice is required. Cancellations received after this date will incur a cancellation fee of \$20 for full-day programs and \$10 for half-day programs. If you do not cancel and do not attend, you are liable for the entire registration fee.

**In Case of Inclement Weather:** Please call host facility on the day of class to verify any schedule change. For joint NEIWPCC course cancellations call the NEIWPCC 24-Hour Training and Events Hotline at 866/824-9656.