

Operator Training Committee of Ohio, Inc.  
3972 Indianola Avenue  
Columbus, Ohio 43214-3158

## NEED CONTACT HOURS?



## Distance Learning Correspondence (DLC) Courses

*“Ohio’s Environmental Training Center”*



**Operator Training Committee of Ohio, Inc.**  
(A 501 (c)(3) Non-Profit Training Center)  
3972 Indianola Avenue  
Columbus, Ohio 43214-3158  
(614) 268-6826 \* (614) 268-3244 FAX  
[www.otco.org](http://www.otco.org)

## DISTANCE LEARNING COURSES

### **Operator Certification Renewal For:**

- Class A Water
- Water I, II, III, & IV
- Water Distribution I & II
- Class A Wastewater
- Wastewater I, II, III, IV
- Wastewater Collection I & II

### **Overview**

Distance Learning Correspondence (DLC) Courses is a home study course designed to allow participants to earn approved Ohio EPA contact hours by reading various field related textbooks and completing an open book exam.

Students are required to read the text and complete the exam with a minimum grade of 70% or higher. Once the materials are received, students are allotted 90 days to complete the course. Upon successful completion of the course, a Certificate of Completion is provided to the student.

### **Contact Hours**

Contact Hours for the DLC courses will be included in the student’s official OTCO student transcript page and the Ohio EPA’s eBusiness Center portal.

### **Payments**

Payment for this event can be made by check, or credit card. In order to invoice your company, a purchase order must accompany registrations. **NO REFUND ONCE THE ORDER IS PROCESSED.**

### **How To Order**

Once your application is processed your materials will be forwarded with-in 10 business days (*pending materials in-stock*). Fax, e-mail, or mail the completed order form to:

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3972 Indianola Avenue  
Columbus, Ohio 43214-3158  
(614) 268-3244 FAX  
[otco@otco.org](mailto:otco@otco.org)



## DISTANCE LEARNING CORRESPONDENCE (DLC) COURSES

In the  field to indicate your selection

N/A = Textbook Not Available via OTCO

<input checked="" type="checkbox"/>	#	<b>WASTEWATER TREATMENT &amp; COLLECTION SYSTEMS</b>	OEPA APPROVAL #	HRS	Textbook & Exam Fee	Exam Only Fee
	<b>A1</b>	A Wastewater Microbiology Laboratory Manual For Operators (OTCO 2011)	OTCO-S11576-OM	6.00	N/A	\$90
	<b>B1</b>	Recommended Standards for Wastewater Treatment Facilities (2004)	OEPA-S419929-OM	6.00	\$130	\$90
	<b>C1</b>	Manual of Practice Volume 1 - MOP 11 5th Edition (WEF 1996)	OEPA-S419917-OM	15.00	N/A	\$150
	<b>D1</b>	Manual of Practice Volume 2 - MOP 11 5th Edition (WEF 1996)	OEPA-S419926-OM	14.00	N/A	\$150
	<b>E1</b>	OAC 3745-3 Pretreatment Rules	OTCO-S11943-OM	3.00	\$75	\$50
	<b>F1</b>	OAC 3745-33 Ohio NPDES Permit	OTCO-S11983-OM	2.50	\$75	\$50
	<b>G1</b>	OAC 3745-42 Permit To Install And Plan Approval For Water Pollution Control	OTCO-S11982-OM	4.50	\$90	\$60
	<b>H1</b>	OAC-3745-40 Sewage Sludge	OTCO-S11981-OM	4.50	\$90	\$60
	<b>I1</b>	OAC 3745-38 General NPDES Permit	OTCO-S11945-OM	1.00	\$50	\$30
	<b>J1</b>	Small Wastewater System Operation And Maintenance Volume I	OTCO-S31002-OM	15.00	N/A	\$150
	<b>K1</b>	Small Wastewater System Operation And Maintenance Volume II	OTCO-S11440-OM	13.00	N/A	\$150
<input checked="" type="checkbox"/>	#	<b>WATER TREATMENT &amp; DISTRIBUTION SYSTEMS</b>	OEPA APPROVAL #	HRS	Text & Exam	Exam Only
	<b>A2</b>	Water Treatment Operator Handbook (AWWA)	OEPA-D300734-OM	9.50	N/A	\$100
	<b>B2</b>	Water Treatment Operator Handbook 3 <sup>rd</sup> Edition (AWWA)	OTCO-D12162-OM	9.50	\$150	\$100
	<b>C2</b>	Iron & Manganese Removal Handbook (AWWA)	OEPA-D419935-OM	6.00	N/A	\$90
	<b>D2</b>	Water Treatment 2 <sup>nd</sup> Edition (AWWA) (may substitute Water Treatment 3 <sup>rd</sup> Edition)	OEPA-D419938-OM	24.00	N/A	\$200
	<b>E2</b>	Recommended Standards for Water Treatment Facilities (2012) available 12/1/2013	OEPA-D419932-OM	6.00	\$130	\$90
	<b>F2</b>	Water Distribution Operator Training Handbook 2nd Edition (AWWA)	OEPA-D419941-OM	9.00	N/A	\$100
	<b>G2</b>	Water Distribution Operator Training Handbook 4 <sup>th</sup> Edition (AWWA)	OTCO-D12815-OM	12.00	\$200	\$150
	<b>I2</b>	OAC 3745-9 Water Well Standards	OTCO-D11942-OM	2.00	\$65	\$50
	<b>J2</b>	OAC 3745-81 Primary Drinking Water	OTCO-D11985-OM	2.00	\$80	\$50
	<b>L2</b>	Small Water Operator and Maintenance	OTCO-D71012-OM	12.00	N/A	\$150
<input checked="" type="checkbox"/>	#	<b>WATER AND WASTEWATER (APPROVED FOR BOTH)</b>	OEPA APPROVAL #	HRS	Text & Exam	Exam Only
	<b>A3</b>	OAC 3745-7 Operator Certification for Public Water & Wastewater Treatment	OTCO-B11944-OM	3.00	\$75	\$50
	<b>B3</b>	OAC 3745-95 Backflow	OTCO-B11984-OM	0.50	\$50	\$30
	<b>C3</b>	Backflow Prevention and Cross-Connection Control (2015)	OTCO-B12656-OM	6.00	\$150	\$90

<b>STUDENT #</b>		<b>FIRST NAME</b>	<b>LAST NAME</b>
<b>EMPLOYER</b>		<b>PHONE</b>	
{ } Please send my materials via email		{ } Please send my materials to the address below	
<b>EMAIL:</b>		<b>MAILING ADDRESS:</b>	
PAYMENT OPTIONS:			
<b>AMOUNT DUE:</b>	\$ _____	{ } PLEASE INVOICE MY COMPANY	PO # _____
<b>BILLING ADDRESS</b>			
<b>CREDIT CARD</b>	VISA	MASTERCARD	AMEX
	DISCOVER	EXPIRATION DATE	____ / ____
<b>CREDIT CARD ACCOUNT NUMBER</b>		3 or 4 DIGIT CCV CODE	
<b>NAME AS APPEARS ON CARD (print)</b>			