

BECOME A TRAINER

WWOA TRAIN-THE-TRAINER PROGRAM



Are you passionate about water and wastewater training? Are you ready to share your expertise to help develop the next generation of utility professionals? WWOA is recruiting dedicated professionals to participate in our Train-the-Trainer program — join us to create and deliver impactful, high-quality training for the industry.

The Water and Waste Operators Association of Maryland, Delaware, and the District of Columbia

(WWOA) is pleased to offer a “Train-the-Trainer” program for operators. The course is designed for those interested in becoming an instructor in their field of operations, or for experienced trainers who are looking to improve their skills.

This valuable opportunity will be made available for up to 24 operators, and will be FREE for those who are selected. The class will be held in the Fall of 2025.

Once the training is complete, WWOA will support this group of instructors in developing specific coursework and then delivering the training at a WWOA-sponsored event.

WWOA knows that there is a serious need for qualified operator instructors in every discipline, and every water/wastewater system. Our goal is to help develop the next generation of instructors with skills to build effective training courses, and confidence to deliver them.

What's Included:

- How to Develop Coursework
- How to Teach Adults
- Instructor Tools and Tricks
- Compensation for approved course content and delivery

Trainers Needed for:

- Water and Wastewater Treatment
- Operations and Maintenance (O&M)
- Distribution and Collection Systems
- Industrial Wastewater
- Supervision and Leadership



WWOA will accept applications through July 31, 2025. Final selection will be based on the following:

- The individual's area of expertise (water treatment, collection systems, etc.)
- Years of experience in the trade
- Experience in providing training
- Your Bio/Resume
- Letter of Recommendation

Expectations:

WWOA Membership: Applicants must be, or will become a member of WWOA, and continue that membership through the period of this agreement.

Session Attendance: Applicants must attend all sessions (three ½-day virtual, one in-person, final session late fall). The cost of these sessions is covered in full, by WWOA, and *we want to be sure that the limited seats available stay filled.*

Course Development: All applicants are expected to develop a minimum of seven (7) hours of training. This can be two sessions that are 3.5 hours each; or one session that is seven hours. The deadline to complete is 6 – 12 months after the final workshop, and will be compensated at \$750 for developing 7 hours of training, either in one single class, or 2 discreet 3.5-hour classes.

WWOA will participate in determining class topics to be sure that a diverse catalog is developed. **The class must be approved by Maryland and Delaware licensing boards as appropriate**, and WWOA will complete these applications as the Sponsor. Payment for content development will be made in one installment when the course is approved for operator credits.

After development, WWOA will be the sole owner of the class content, including slide decks, handouts, and tests. Instructors who successfully develop the materials will be permitted to deliver the content outside of WWOA **as long as the instructor does not receive compensation for doing so.**

WWOA is committed to supporting participants in developing materials, but we expect that those selected for the program will be able to research and produce most of the content.

Selected participants must commit to:

- Attending all sessions (three ½-day virtual, one in-person, final session, late fall)
- Developing a minimum of seven (7) hours of training. This can be two sessions that are 3.5 hours each; or one session that is seven hours.
- Deliver the course at a WWOA-sponsored event



Couse Delivery: Once the course is developed and approved, instructors agree to deliver the content at a future WWOA training event, within 2 years of completing the Instructor Training workshop. Opportunities include a Section Training offered throughout the year, the Tri-Association Conference, or at the instructor's discretion.

About the Program:

WWOA has established a contract with A. Kelly & Associates to deliver this Trainer Development program. The firm brings specialized expertise in Train the Trainer, Leadership Development, Communications, Strategic Thinking, Goal Setting, Customer Service and Presentation Skills.

The program will include three half-day virtual segments, to meet the operators' busy schedule. The sessions will be facilitated from September - November 2025, with a final session in-person, in Annapolis, MD.

For this effort, WWOA will establish a "cohort" or class of operators and industry professionals who are interested in providing training and assistance to the water and waste operators in Maryland, Delaware, and the District of Columbia.

The size of the group will be dependent on applications received, but will be capped at 24 individuals.

How to Apply:

Enclosed is an application that individuals must complete and **submit by 5:00 pm, July 31, 2025 in order to be eligible** – NO EXCEPTIONS, no late submissions will be accepted.

WWOA "TRAIN THE TRAINER" APPLICATION



Please complete this form, and send by email to info@wwoa.net before 5pm on July 31, 2025. Late Submissions will not be accepted, NO EXCEPTIONS.

Name: _____ Email: _____

Phone: _____ Employer: _____

Address: _____ City, State, Zip: _____

1. **Geographic coverage:** _____
(where are you willing to travel to deliver training?)

2. **Subject coverage:**

Rank your top three (3) study areas for developing a class, with 1 being highest, and 3 being lowest:

_____ Water	_____ Superintendent
_____ Advanced Water	_____ O & M
_____ Wastewater	_____ Distributions Systems
_____ Advanced Wastewater	_____ Collection Systems
_____ Industrial Wastewater	_____ Stormwater Management

3. **Do you already conduct training, and/or have any base content to start with for new class development? Describe briefly:**

4. **Please tell us why you are interested in the program (2-3 sentences):**

5. **Attach a Bio or Resume, and Letter of Recommendation from someone in the industry, such as a coworker or supervisor.**