



Developer and Owner – WWOTC

Online Course – Instructor Led

Record Keeping

May 12, 2021 (1:00 – 5:00 AST)

Course Objective / Description

This half-day knowledge based course is geared towards the target audience of water and wastewater operators.

What will be covered:

- Importance of good record keeping
- Review provincial regulations
- Learn why log books and records are necessary
- Efficient and effective report writing
- Best practice documentation

Lesson	Description	Contact Hours
Lesson 1	Introduction and Overview of the Importance of Record Keeping	0.5
Lesson 2	Background, Types of Records, Regulations, Log Book Benefits and Concerns	1.5
	Break	0.25
Lesson 3	Written Communications, Briefing Notes, Efficient Writing	0.75
Lesson 4	Writing Exercises	0.75
Lesson 7	Review and Test	0.75
	Total Instruction/Contact Time:	4.0

Instructor:

Zobia Jawed - Training Specialist

CEU: 0.3

Record Keeping

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Name: _____

Company: _____

Company Mailing Address _____

City, Province: _____ Postal Code: _____

Phone: _____ Email: _____

ACWWA Membership #: _____ WEF Membership #: _____

If no membership number is listed, you will be invoiced as a non-member. See pricing below.

Fee for ACWWA or WEF Members & Employees of UTILITY Members

Course: $\$172.50 + \$25.88 \text{ HST (15\%)} = \198.38

Fee for Non – Members

Course: $\$185.00 + \$27.75 \text{ HST (15\%)} = \212.75

Invoices will be sent to the address listed above.

PO number to be included on the invoice _____

Payment can be made by Visa, Master Card or cheque.

Card Holder's Name _____

Credit Card Number _____ Expiry _____

Signature _____

Email address for credit card receipt _____

Cheques should be made payable to:

ACWWA

PO Box 28141 · Dartmouth, NS · B2W 6E2

Phone 902-434-6002 Fax 902-435-7796