

Developer and Owner – WWOTC
Online Course – Instructor Led

Record Keeping

October 27, 2026 (1:00 PM – 5:00 PM 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
1	Introduction and Overview of the Importance of Record Keeping	0.5
2	Background, Types of Records, Regulations, Log Book Benefits and Concerns	1.5
Break (0.25)		
3	Written Communications, Briefing Notes, Efficient Writing	0.75
4	Writing Exercises	0.75
7	Review and Test	0.75
Total Instruction:		4.0

CEU: 0.3

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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: $\$355.00 + \$49.70 \text{ HST (14\%)} = \404.70

Fee for Non – Members

Course: $\$380.00 + \$53.20 \text{ HST (14\%)} = \433.20

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: _____ CVV: _____

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