



STATE OF MAINE  
 BOARD OF LICENSURE OF WATER SYSTEM OPERATORS  
 11 STATE HOUSE STATION  
 AUGUSTA, MAINE 04333-0011

**APPLICATION FOR APPROVAL OF TRAINING CONTACT HOURS (TCH)**

Courses must comply with the following criteria to receive Board Approval:

- Meet Association of Boards of Certification Need to Know Criteria for [Treatment](#) and/or [Distribution](#); OR
- Meet the Board’s definition of “relevant training”, defined as:
  - The training demonstrates a direct link to water quality, water supply, or protection of public health; **and**
  - The training is relevant to the management of operation and/or maintenance of public water systems; **or**
  - The training is relevant to the operation and/or maintenance of public water systems.

**Please complete the following section.**

Course Title: \_\_\_\_\_  
 Training Organization: \_\_\_\_\_  
 Training Organization Contact: \_\_\_\_\_  
 Name of Person Requesting TCH: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Use the **ABC Need to Know** criteria to complete the following section. (The ABC Need to Know documents are available at: [tinyurl.com/Need2KnowTreatment](http://tinyurl.com/Need2KnowTreatment) (for Treatment Operators) or [tinyurl.com/Need2KnowDistribution](http://tinyurl.com/Need2KnowDistribution) (For Distribution Operators).

Core Competency: \_\_\_\_\_

Required Capabilities: \_\_\_\_\_

How does the proposed training meet ABC Need to Know criteria?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of Training Contact Hours requested: \_\_\_\_\_

A training contact hour (TCH) equals one hour of “contact”. Contact is defined as “interaction between a learner and instructor, or between a learner and materials, which have been prepared to facilitate learning”.

Attach the agenda, brochures or materials that describe training topic(s) covered and the time allotted for each topic or class.

After training is completed, submit attendance records to the Board at:

Board of Licensure of Water Systems Operators  
 11 State House Station, Augusta, ME 04333-0011

Or by fax: (207) 287-4172 or email: [james.jacobsen@maine.gov](mailto:james.jacobsen@maine.gov).

Contact James Jacobsen by e-mail or at (207) 287-5695 with any questions.

OFFICE USE ONLY
Course Title: _____
Course ID: _____ - _____ - _____
Reviewed by _____
Date: _____