



OPERATOR TRAINING AND CERTIFICATION UNIT (OTCU)  
 DRINKING WATER & ENVIRONMENTAL HEALTH SECTION  
 RESOURCE MANAGEMENT DIVISION  
 DEPARTMENT OF ENVIRONMENTAL QUALITY

### REQUEST TO PURCHASE DNRE-OTCU TRAINING MANUALS

This information is necessary under authority of Act 399, P.A. 1976 or Act 451, P.A. 1994, as amended, in order to obtain training manuals

#### SECTION ONE: REQUESTOR INFORMATION

Name & Organization: \_\_\_\_\_

Street Address (no PO Box): \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

#### SECTION TWO: DESCRIPTION OF MANUALS

QUANTITY	<u>Manuals</u>	PRICE
_____	Laboratory Manual for WWTP Operators	\$40.00 + \$2.40 tax ea. = _____
_____	WW Lagoon Operator Training Manual	\$40.00 + \$2.40 tax ea. = _____
_____	Chemistry Manual for Operators, by Fountain	\$15.00 + \$0.90 tax ea. = _____
_____	Mathematics Manual for Operators, by Way	\$15.00 + \$0.90 tax ea. = _____
_____	Hydraulics Manual for Operators, by Brown	\$15.00 + \$0.90 tax ea. = _____
_____	Water Distribution & Limited Chemical Treatment Review Manual	\$20.00 + \$1.20 tax ea. = _____
		Total Enclosed \$ _____

*NOTE: If claiming tax exemption, a tax exempt form must be attached. To obtain Form 3372, Michigan Sales and Use Tax Certificate of Exemption, go to the Michigan Department of Treasury website:  
<http://www.michigan.gov/treasury>*

#### SECTION THREE: INSTRUCTIONS FOR MANUAL REQUEST

PLEASE COMPLETE THE ABOVE INFORMATION. **ENCLOSE THIS REQUEST FORM WITH A CHECK OR MONEY ORDER PAYABLE TO: STATE OF MICHIGAN AND RETURN TO:**

CASHIER'S OFFICE  
 DEPARTMENT OF ENVIRONMENT QUALITY  
 PO BOX 30657  
 LANSING, MI 48909-8157

UPON RECEIPT OF REMITTANCE THE OPERATOR TRAINING UNIT WILL FORWARD YOUR REQUEST. QUESTIONS? PLEASE CONTACT: Operator Training and Certification Unit @ 517-241-7199

Please Do Not Write Below - For DNRE Cashier's Use Only: 37000 43602 9007 (Taxable)  
 37000 43602 9008 (Non-Taxable)

# ENROLLMENT FORM FOR MATH HOMESTUDY COURSES

Issued under authority of Act 399, P.A. 1976. Completion of this form is voluntary.

Two home study courses are offered through the Michigan Department of Environmental Quality and the Michigan Section, AWWA. Upon reading the chapters, course quizzes are completed and mailed in for grading. To receive continuing education credit for these courses, students must score an average of 70% or more on the chapter quizzes. Students meeting this requirement will receive CECs as noted below. To enroll, select the course(s). Send order form and a check for amount due (payable to MICHIGAN SECTION, AWWA) to:

Michigan Section, AWWA  
P.O. Box 609  
Grand Ledge, MI 48837

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	PRICE
_____ Basic Math Concepts Home Study Course	\$140.00

Basic Math Concepts is a course for water and wastewater operators and others interested in refreshing their knowledge of basic math concepts. Course takes approximately 30-40 hours to complete. Topics include: solving for the unknown value; fractions, decimals, and percents; averages; ratios and proportions; conversions; linear, area, and volume measurements; scales and graphs; powers, roots, and scientific notation; rounding and estimating; dimensional analysis; and more. Students satisfactorily completing this course will receive up to 2.4 CECs.

_____ Applied Mathematics Home Study Course	\$85.00
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Applied Mathematics is a course for water and wastewater operators and others interested in refreshing their knowledge of basic mathematical computations. Course takes approximately 30-40 hours to complete. Topics include: use of a calculator; fractions, decimals, and percents; basic algebra; units and conversions; calculation of areas and volumes; velocity; flow rates and detentions times; calculation of weight relationships; calculation of efficiencies. Students satisfactorily completing this course will receive up to 2.4 CECs.

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Date \_\_\_\_\_ Operator ID # \_\_\_\_\_ Total Enclosed \$ \_\_\_\_\_

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Employer: \_\_\_\_\_

Note: For individuals wishing to take the California State University, Sacramento (CSUS) Homestudy courses, you must contact CSUS directly at (916) 278-6142, or email at [wateroffice@csus.edu](mailto:wateroffice@csus.edu). The Department of Environmental Quality and MI-AWWA do not administer the CSUS Homestudy courses.

EQP3443 (01/11)