



**Massachusetts Water Works Association, Inc.
TCH Certification Policy for Prerequisite Course Offerings
(Adopted by the Board of Directors, March 20, 2014)**

The following Training Contact Hour (TCH) Certification policy is in effect for all ***Prerequisite Courses*** offered by MWWA and its affiliates on the topic matter of:

- Concepts and Practices of Basic Water Treatment (T2)
- Concepts and Practices of Advanced Water Treatment (T3 and T4)
- Concepts and Practices of Drinking Water Distribution

For students to receive TCH's for participation in one of the above name courses whether they ***pass*** or ***fail*** the course, students must adhere to the following requirements listed below:

- 1) **Participation**: Students must attend 80% of the program. There are only two (2) absences allowed. More than two (2) absences will result in automatic failure of the course per the Board of Certification's policy.
- 2) **Absences**: Students that attend all scheduled days of a prerequisite course will receive the maximum number of TCH's allotted for that course. Treatment courses (T2 and T3/T4) have 10 scheduled classes and Distribution has 11 scheduled classes. Students that miss one (1) class will be deducted 3.5 TCH's from the maximum number of TCH's given. Up to a maximum 7.0 TCH's will be deducted. Absences resulting in more than two (2), students will have not meet the requirements to receive TCH's for that course.
- 3) **Payment**: All students must pay for courses in full prior to the first day of the course to receive certificates at the end of the course.

Maximum TCH's awarded per course is as follows:

- **30 TCH**-Concepts and Practices of Basic Water Treatment (T2)
- **30 TCH**-Concepts and Practices of Advanced Water Treatment (T3 and T4)
- **34 TCH**-Concepts and Practices of Drinking Water Distribution