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September 22, 2020

Attn: Eric Casey – NOWRA
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We are pleased to inform you that the Massachusetts Title 5 Onsite Advisory Committee, on behalf of MassDEP, has approved the following course/seminar/conference for Title 5 TCHs (Training Contact Hours):

2020 Virtual Onsite Wastewater Mega-Conference, 11/16-11/18/2020, Virtual

This training has been approved for up to **12 TCHs** *for renewal or activation* under the Massachusetts Title 5 program. *In addition to the students' names, course title, date, and number of hours awarded, please use the following tracking code on letters or certificates of course completion, as well as on all correspondence with your students/attendees:*

T520-040

If this training/seminar/conference is offered again in the future, you should be able to use the same approval tracking code if the agenda has not significantly changed – if unsure, you may contact us (NEIWPC) prior to the next offering. For any significant changes to the agenda or speakers, a new submittal and subsequent approval number will be required.

Please make sure to convey to all attendees that **it is the responsibility of the individual student/attendee** to retain proof of their attendance and to submit it to NEIWPC when they are notified about their renewal. They will need to submit proof of attendance (i.e., copy of the Certificate of Attendance/Completion) with their renewal notice in order to receive the TCH credit. NEIWPC does **not** maintain attendance records for these courses. It is the responsibility of the training provider to maintain course attendance records in case of student audit.

NEIWPC maintains a web page with approved TCH courses for Title 5 professionals. This course will be added to that list at the time of the next update to the list. The web site is located at http://neiwpc.org/our_programs/wastewater/mass-title-5/approved-title-5-tch-courses/, and will be updated periodically.

Sincerely,
Michelle Jenkins
Information Officer
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