



**Developer and Owner – WWOTC**

**Online Course – Instructor Led**

## **Record Keeping**

**November 4, 2020 (1:00 – 5:00 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

<b>Timeline</b>	<b>Lesson</b>	<b>Description</b>	<b>Contact Hours</b>
Day 1			
01:00-01:30	Lesson 1	Introduction and Overview of the Importance of Record Keeping	0.5
01:30-03:00	Lesson 2	Background, Types of Records, Regulations, Log Book Benefits and Concerns	1.5
03:00-3:15		<b>Break</b>	0.25
03:15-04:00	Lesson 3	Written Communications, Briefing Notes, Efficient Writing	0.75
04:00-4:45	Lesson 4	Writing Exercises	0.75
04:45-05:30	Lesson 7	Review and Test	0.75
		<b>Total Instruction/Contact Time:</b>	4.0

Instructor:

**Zobia Jawed - Training Specialist**

**CEU: 0.4**

# Record Keeping

**November 4, 2020 (1:00 – 5:00 AST)**

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: \$345.00 + \$51.75 HST (15%) = \$396.75

**Fee for Non – Members**

Course: \$370.00 + \$55.50 HST (15%) = \$425.50

**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 \_\_\_\_\_

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