

Developer and Owner – WWOTC

Online Course – Instructor Led

Record Keeping

November 6, 2025 (1:00-5:00 PM 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

Lesson	Description	Contact Hours
Lesson 1	Introduction and Overview of the Importance of Record Keeping	0.5
Lesson 2	Background, Types of Records, Regulations, Log Book Benefits and Concerns	1.5
	Break	0.25
Lesson 3	Written Communications, Briefing Notes, Efficient Writing	0.75
Lesson 4	Writing Exercises	0.75
Lesson 7	Review and Test	0.75
	Total Instruction/Contact Time:	4.0

CEU: 0.3



ATLANTIC CANADA
WATER & WASTEWATER ASSOCIATION
American Water Works Association
Atlantic Canada Section



Record Keeping

November 6, 2025 (1:00-5:00 PM 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: $\$182.50 + \$25.55 \text{ HST (14\%)} = \208.05

Fee for Non – Members

Course: $\$195.00 + \$27.30 \text{ HST (14\%)} = \222.30

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