



University of Minnesota Onsite Sewage Treatment Program 2018 SSTS Certification and Continuing Education Schedule



Water Resources Center
Onsite Sewage Treatment Program

UNIVERSITY OF MINNESOTA
Driven to DiscoverSM

Educating professionals and the public in safe,
cost-effective and environmentally sound wastewater
treatment practices since 1973

For classes in 2018, you will continue to be able to register via our online registration system. If the last time you registered online was prior to 2016, a new account will need to be created. You must enter an email to register which will act as your account user name. Workshop enrollments are filled on a first-come, first-served basis. Seats at workshops are limited and are only reserved if your fee accompanies the enrollment form.



WAYS TO REGISTER:

- Register online with a credit card.
- OR -
- Complete the enrollment form on page 7 of this brochure and mail it in with a check or purchase order (PO). Please use a separate registration form if enrolling more than one participant. One check or PO may be sent for multiple individuals. A \$30 penalty will be added to any returned checks.

REGISTRATION NOTES:

- Online registration no longer allows for multiple registrations with one email address. Each registrant must have their own email and login account.
- **We can no longer accept:**
 - Fax/Telephone registrations
 - Transfers/Substitutions (see below)
 - Cash payments for registration fees or materials.
- A detailed email confirmation will be sent to you when you register. Please check the confirmation for the venue address, dates and times, and other important information. Be sure to check your spam filters for messages from septic@umn.edu

LATE FEES, SUBSTITUTIONS, AND CANCELLATIONS:

Late Fees: If you enroll after the registration deadline, a mandatory \$45 late fee will be automatically added to your workshop price. If mailing your enrollment, please be sure it is postmarked no later than the registration deadline.

Transfers/Substitutions: Transfers between classes and attendee substitutions are no longer accepted. The original registration must be cancelled (see below) and a new form or online enrollment submitted.

Cancellations: All cancellations must be received in writing by OSTP staff (SEPTIC@UMN.EDU) one business day prior to the workshop. Refunds are only issued for cancellations received in writing before the workshop begins. All refunds will be made in the same manner as payment minus a \$30 cancellation fee. Classes must be cancelled and rebooked before the start date of the course to avoid forfeiting your entire course fee.

In the rare event an OSTP course is cancelled, a full refund will be issued. Courses are not cancelled due to inclement weather. See you at the workshop: drive safely and plan ahead.

Attendance is required at all sessions of each workshop to receive a Certificate of Attendance. OSTP will forward your attendance certificate to the Minnesota Pollution Control Agency.

University of Minnesota Onsite Sewage Treatment Program (OSTP):

OSTP staff can answer questions about workshop availability, publications, soils, design forms, research, small community issues, and technical assistance.

Please contact the OSTP staff in writing with registration changes or when cancelling participants from a workshop. Please note that transfers from one workshop to another can no longer be processed in the new system.

Enroll early, registration is limited.

All courses begin at 8:00 am unless otherwise noted.

PHONE: 800-322-8642 EMAIL: septic@umn.edu WEBSITE: septic.umn.edu

ADDRESS: OSTP - 173 McNeal Hall - 1985 Buford Ave - St. Paul, MN 55108

REGISTRATION LOGIN ASSISTANCE: 612-301-4357

Minnesota Pollution Control Agency (MPCA):

MPCA SSTS staff can answer questions about your business license, professional certification, certification examinations, state rule interpretation, local ordinance assistance, and business complaints.

Has your Certification expired? Contact the MPCA about recent rule changes that may allow you to work under a Conditional Certification.

PHONE: 800-657-3659 -OR- 651-757-2201

EMAIL: ssts-info.pca@state.mn.us

WEBSITE: www.pca.state.mn.us/ssts

SSTS Design Forms Training

4 hours Continuing Education
January 18 • Cologne, MN

A hands-on review of the
SSTS Design Forms!

This is a chance to have in-person instruction on the use of the current design forms in a computer lab. We will review how the forms interact in order to complete a new system design.
Limited enrollment!

Design Field Day

6 hours Continuing Education
July 25 • Grand Rapids, MN

Discuss the process of SSTS design with an afternoon field session! We will review the requirements for design and items to be submitted for proper reporting to Local Governing Units, then visit a field site to evaluate soil characteristics and complete the design report.

2018 OSTP Certification Course Descriptions and Offerings

Introduction to Onsite Systems (15 Direct Credits)

Fee: \$360

Exam: Yes

This 15-hour workshop is the foundation for all SSTS certification courses and is best completed prior to the other workshops. It prepares participants for the Basic exam and provides an overview of onsite treatment options and concepts. Enrollment in this workshop includes a copy of the *Manual for SSTS Professionals in Minnesota*.

Topics include:

- Treatment of wastewater
- Wastewater characteristics
- Site evaluation
- Soil treatment systems

10-1	Grand Rapids - Timberlake Lodge & Hotel	1/8-10/18	Deadline: 1/2/18
10-2	St. Cloud - Moose Lodge	3/19-21/18	Deadline: 3/12/18
10-3	Mankato - AmericInn	11/12-14/18	Deadline: 11/5/18

Installing Onsite Systems (12 Direct Credits)

Fee: \$265

Exam: Yes

This 12-hour workshop prepares attendees for the Installer exam and provides information about proper installation practices.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Construction planning
- Construction practices
- Tools for installing
- Pipelayer certification

112-1	Grand Rapids - Timberlake Lodge & Hotel	1/11-12/18	Deadline: 1/4/18
112-2	St. Cloud - Moose Lodge	3/22-23/18	Deadline: 3/15/18
112-3	Mankato - AmericInn	11/15-16/18	Deadline: 11/8/18

Basic Design of Onsite Systems (21 Direct Credits)

Fee: \$440

Exam: Yes

This 21-hour workshop teaches attendees to properly design various septic systems in preparation for the Basic Designer exam. Enrollees must have the current manual to use during the workshop. Onsite Manuals are available for \$50.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Flow determination
- System design
- Tank design
- Pumps and pressure design

20-1	Mankato - AmericInn	2/13-16/18	Deadline: 2/6/18
20-2	Grand Rapids - Timberlake Lodge & Hotel	4/17-20/18	Deadline: 4/10/18

Intermediate Design & Inspection of Onsite Systems (21 Direct Credits)

Fee: \$440

Exam: Yes

This 21-hour course prepares individuals for the Intermediate Design and Inspection exam. Intermediate Designers can design Type I - IV systems for domestic strength wastewater up to 2,500 gpd. Intermediate Inspectors can review these designs, inspect these systems, and administer on-going compliance with their operating permits. Enrollment in this workshop includes copies of the MPCA Design Guidance.

PREREQUISITE: Full Certification as a Basic Designer or Inspector; Repeating the OSTP Basic Design course is highly recommended and can be counted as continuing education.

Topics include:

- ATUs
- Flow equalization
- Media filter applications
- Soil treatment design reductions

27-1	Alexandria - Douglas County Public Works Building	2/27-3/2/18	Deadline: 2/20/18
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Advanced Design & Inspection of Onsite Systems (21 Direct Credits)

Fee: \$440

Exam: Yes

This 21-hour course includes a field portion and focuses on the design and inspection of Type IV systems with flows greater than 2500 gpd.

This course explores high strength waste, site assessment techniques, and prepares attendee for the Advanced Design exam.

PREREQUISITE: Full Certification as a Basic Designer or Inspector and successful completion of Intermediate exam.

Topics include:

- Collection system design
- Groundwater mounding
- Nitrogen & phosphorus removal
- High strength waste

29-1	Alexandria - Douglas County Public Works Building	3/27-30/18	Deadline: 3/20/18
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Inspecting Onsite Systems (12 Direct Credits)

Fee: \$265

Exam: Yes

This 12-hour workshop identifies Minnesota requirements for existing and new system inspections and prepares participants for the Inspector exam.

PREREQUISITE: Introduction to Onsite Systems.

Topics include:

- Administrative requirements
- Existing system inspection
- New system inspection
- Tools and procedures

30-1	Alexandria - Douglas County Public Works Building	6/6-7/18	Deadline: 5/30/18
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Maintaining Onsite Systems (15 Direct Credits)

Fee: \$310

Exam: Yes

This 15-hour workshop gives participants an overview of system management, the federal requirements for land application of septage, and prepares people for the Maintainer exam.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Land application rates
- Maintaining Type I SSTS
- Record keeping
- Soil survey use

415-1	Alexandria - Douglas County Public Works Building	4/2-4/18	Deadline: 3/26/18
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Service Provider (21 Direct Credits)

Fee: \$490

Exam: Yes

This 21-hour workshop prepares attendees for the Service Provider exam and offers an in-depth look into the care of all system types. This course is based on the National O&M Service Provider materials and will include a field component. It is intended for system maintainers, designers or MPCA certified operators who need training for soil-based system management.

PREREQUISITE: Introduction to Onsite Systems

Topics include the management of:

- Type I O&M
- Collection system O&M
- Type IV O&M
- System troubleshooting

49-1	Mankato - AmericInn	5/1-4/18	Deadline: 4/24/18
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Soils (15 Direct Credits)

Fee: \$310 or \$475 with *Munsell Color Guide*

Exam: Yes

This 15-hour workshop prepares attendees for the Soils exam and provides participants with a detailed understanding of how particular soils affect the treatment of sewage. Participants will also receive instruction at a field location. *Munsell Color Guides* are available for \$165 and Sand Cards for \$10. This class does NOT meet the 6-hour soils continuing education requirement for all Designer and Inspector categories.

PREREQUISITE: Introduction to Onsite Systems

Topics include:

- Percolation testing
- Field evaluations
- Soil characteristics
- Soil survey use

515-1	Grand Rapids - Timberlake Lodge & Hotel	5/22-24/18	Deadline: 5/15/18
515-2	Faribault - Rice County Gov't Services Center	6/12-14/18	Deadline: 6/5/18

2018 OSTP Continuing Education Course Descriptions and Offerings

Installer Continuing Education (12 Direct Credits)

Fee: \$265 Exam: No

This 12-hour workshop will meet the continuing education requirements for any certification but is specifically tailored for Installers. All information will be provided from the perspective of a system installer.

Topics Include:

- Construction safety
- Keys to proper installation
- Pumps and dosing
- Rule change implications

69-1	St. Cloud - Moose Lodge	1/22-23/18	Deadline: 1/16/18
69-2	Mankato - Americlnn	3/6-7/18	Deadline: 2/27/18
69-3	Grand Rapids - Itasca County Government Center	12/6-7/18	Deadline: 11/29/18

General Continuing Education (12 Direct Credits)

Fee: \$265 Exam: No

This 12-hour workshop is designed to meet the continuing education requirement for SSTS professional registration. The topics will be varied to give a wide range of information for SSTS professionals.

Topics include:

- Rule change implications
- Pressure distribution
- Working on difficult sites
- MPCA update

60-1	Cloquet Forestry Center	1/4-5/18	Deadline: 12/27/17
60-2	St. Cloud - Moose Lodge	2/19-20/18	Deadline: 2/12/18
60-3	Alexandria - Douglas County Public Works Building	11/6-7/18	Deadline: 10/30/18
60-4	Mankato - Americlnn	12/11-12/18	Deadline: 12/4/18

Maintainer Continuing Education (12 Direct Credits)

Fee: \$265 Exam: No

This 12-hour workshop is specifically designed as continuing education for those involved in maintaining septic systems.

Topics include:

- 503 regulations
- Troubleshooting
- System care
- Other establishments

46-1	St. Cloud - Moose Lodge	4/5-6/18	Deadline: 3/29/18
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Design/Inspector Continuing Education (12 Direct Credits)

Fee: \$265 Exam: No

This 12-hour workshop is designed to meet the continuing education requirement of SSTS professional holding a designer and/or inspector certification. The course is will focus on design and inspection issues.

Topics include:

- Rule/policy updates
- Commercial systems
- How to add capacity
- Challenging inspections
- System design with new forms

82-1	Mankato - Americlnn	4/12-13/18	Deadline: 4/5/18
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SSTS Design Forms Training Continuing Education

(4 Direct Credits) Fee: \$100 Exam: No

This 4-hour workshop will review and use the current design forms for completing and submitting a new system design. This will allow for people that are new to the use of the design forms to have a hands-on look of the forms. This workshop will be in a computer lab and have limited enrollment.

Topics include:

- Design forms
- Management plans
- Preliminary and field evaluation forms

21-1	Cologne - Carver County Public Works	1/18/18	Deadline: 1/11/18
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Soils Continuing Education (6 Soils-Specific Direct Credits)

Fee: \$240 or \$405 with *Munsell Color Guide* Exam: No

This 6-hour course couples classroom and field training to meet soils-specific MPCA continuing educational requirements for designers and inspectors. *Munsell Color Guides* are available for \$165 and Sand Cards for \$10.

Topics include:

- Regional geology and soils
- Local soil hydrology information
- Soils observations
- System siting and design

55-1	St. Cloud - Moose Lodge	5/15/18	Deadline: 5/7/18
55-2	Rushford - MiEnergy Co-op	6/19/18	Deadline: 6/12/18
55-3	Pine City - Pine County Courthouse	6/28/18	Deadline: 6/21/18
55-4	Fergus Falls - Otter Tail County Gov't Services Center	7/12/18	Deadline: 7/5/18
55-5	Grand Rapids - Blandin Fdn	7/24/18	Deadline: 7/17/18
55-6	Two Harbors - Superior Shores Resort	9/6/18	Deadline: 8/30/18
55-7	Waseca - Southern Research and Outreach Center	10/10/18	Deadline: 10/3/18

Design Field Day Continuing Education

(6 Direct Credits) Fee: \$150 Exam: No

This 6-hour workshop combines a classroom and field component to discuss the process of design. The course will review the requirements for designing a system and the required aspects to be submitted to the LGU. The field portion will be an evaluation of the soil characteristics and completion of the design report.

Topics include:

- Required design steps
- System loading
- Working with elevations
- Soil applications and concerns

63-1	Grand Rapids - Blandin Fdn	7/25/18	Deadline: 7/18/18
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To help you navigate the complexities of SSTS licensing and certification, here's a list of some commonly asked questions. Visit "SSTS Professionals" at septic.umn.edu for more detailed information and a list of the appropriate MPCA or OSTP contacts to address your questions.

Who needs a Subsurface Sewage Treatment Systems license?

All private businesses in Minnesota that design, install, maintain, inspect and service subsurface sewage treatment systems must be licensed with the MPCA. Licenses must be renewed every year and proof of insurance, proof of an SSTS Surety Bond and an annual fee are required. For licensing details visit: www.pca.state.mn.us/water/ssts-business-licensing-individual-certification-and-enforcement.

Who must be certified?

Minnesota law requires that at least one employee with each MPCA-licensed subsurface sewage treatment system business be certified in each of the business' areas of specialty. Certain job tasks for each of the specialty areas can only be completed by the certified individual that has been designated by the licensed business. Additionally, individuals who conduct certain SSTS job tasks for state, county, township or city government must be certified in the specialty area(s) specific to the work they complete.

What kind of certification do I need?

Specialty Area Certification Categories and Training Requirements		
<i>To do this type of work</i>	<i>You need this type of training & examination[^]</i>	<i>Certification in this specialty area</i>
Install SSTS	Introduction, Installing	Installer
Sewage tank evaluation, cleaning, and repairs, portable toilets & septage management	Introduction, Maintaining	Maintainer
SSTS operational assessment, adjustment, sampling and interpretation of operational performance, repair, groundwater monitoring, or collection system maintenance	Introduction, Service Provider	Service Provider
Design of Type I – Type III systems ≤ 2,500 gpd	Introduction, Installing, Basic Design, Soils	Basic Designer
Design of Type I – V* systems ≤ 2,500 gpd	Introduction, Installing, Basic Design, Soils, Intermediate Design and Inspection	Intermediate Designer
Design of Type I – Type V* systems ≤ 10,000 gpd	Introduction, Installing, Basic Design, Soils, Intermediate Design and Inspection, Advanced Design and Inspection	Advanced Designer
Inspection of Type I – Type III systems ≤ 2,500 gpd	Introduction, Installing, Basic Design, Inspecting, Soils	Basic Inspector
Inspection of Type I – V* systems ≤ 2,500 gpd	Introduction, Installing, Basic Design, Inspecting, Soils, Service Provider, Intermediate Design and Inspection	Intermediate Inspector
Inspection of Type I – Type V* systems ≤ 10,000 gpd	Introduction, Installing, Basic Design, Inspecting, Soils, Service Provider, Intermediate Design and Inspection, Advanced Design and Inspection	Advanced Inspector
* Type V SSTS require the expertise of an appropriately licensed AELSLAGID professional		
[^] Any individual who has a physical or mental impairment or limitation may request a special accommodation or special arrangement to take an examination by contacting the MPCA at least 10 days prior to the examination date.		

What's involved in certification and licensing?

Depending on the septic system work you're doing, the state's certification and licensing process requires a combination of training, examination, observation, hands-on mentored experience, continuing education and periodic SSTS Business License renewal. OSTP offers multiple workshops each year to help you meet the training and continuing education requirements of each certification level. Details about the entire process and a certification application are available at: www.pca.state.mn.us/water/ssts-business-licensing-individual-certification-and-enforcement or for customized support, use SSTS quick tips: www.pca.state.mn.us/water/ssts-quicktips

Continuing Education Requirements for Different SSTS Certification Examinations	
<i>Qualifying Exams Completed</i>	<i>Required Continuing Education</i>
Introduction to Onsite Systems Installing Onsite Systems Service Provider	12 credit hours, at least ½ direct*
Maintaining Onsite Systems	12 credit hours, at least ½ direct* OR 9 hours specifically related to pumping SSTS and/or land application
Designing Onsite Systems Inspecting Onsite Systems Soils Intermediate Design & Inspection of Onsite Systems Advanced Design & Inspection of Onsite Systems	18 credit hours, at least 6 of which are of soils education with a field component. At least ½ must be direct* credits
Each individual has one continuing education requirement, regardless of how many exams taken, that is based on the qualifying exam with the most required continuing education . Maximum hours required every 3 years = 18.	
*Direct does not mean that Installers must take Installer CE, Designers must take Designer CE, etc. Direct accreditation means that the training includes the administration and technical parts of Minn. Rule Chapters 7080-7083. Check with your training provider to determine what type and amount of credits they offer.	

Onsite Sewage Treatment Program 2018 Certification Classes and Continuing Education

Visit septic.umn.edu for easy online registration • Enroll early - registration is limited • All courses begin at 8 a.m. unless otherwise noted

INTRODUCTION TO ONSITE SYSTEMS \$360 **Includes manual**

- 10-1 Grand Rapids 1/8-1/10/2018 Deadline: 1/2/2018
- 10-2 St. Cloud 3/19-3/21/2018 Deadline: 3/12/2018
- 10-3 Mankato 11/12-11/14/2018 Deadline: 11/5/2018

INSTALLING ONSITE SYSTEMS \$265 **Manual included w/Intro**

- 112-1 Grand Rapids 1/11-1/12/2018 Deadline: 1/4/2018
- 112-2 St. Cloud 3/22-3/23/2018 Deadline: 3/15/2018
- 112-3 Mankato 11/15-11/16/2018 Deadline: 11/8/2018

BASIC DESIGN OF ONSITE SYSTEMS \$440

- 20-1 Mankato 2/13-2/16/2018 Deadline: 2/6/2018
- 20-2 Grand Rapids 4/17-4/20/2018 Deadline: 4/10/2018

INTERMEDIATE DESIGN AND INSPECTION \$440

- 27-1 Alexandria 2/27-3/2/2018 Deadline: 2/20/2018

ADVANCED DESIGN AND INSPECTION \$440

- 29-1 Alexandria 3/27-3/30/2018 Deadline: 3/20/2018

INSPECTING ONSITE SYSTEMS \$265

- 30-1 Alexandria 6/6-6/7/2018 Deadline: 5/30/2018

MAINTAINING ONSITE SYSTEMS \$310

- 415-1 Alexandria 4/2-4/4/2018 Deadline: 3/26/2018

SERVICE PROVIDER \$490 (includes CIDWT O/M Manual)

- 49-1 Mankato 5/1-5/4/2018 Deadline: 4/24/2018

SOILS \$310/\$475 with Munsell Color Guide

- 515-1 Grand Rapids 5/22-5/24/2018 Deadline: 5/15/2018
- 515-2 Faribault 6/12-6/14/2018 Deadline: 6/5/2018

INSTALLER CE \$265

- 69-1 St. Cloud 1/22-1/23/2018 Deadline: 1/16/2018
- 69-2 Mankato 3/6-3/7/2018 Deadline: 2/27/2018
- 69-3 Grand Rapids 12/6-12/7/2018 Deadline: 11/29/2018

GENERAL CE \$265

- 60-1 Cloquet 1/4-1/5/2018 Deadline: 12/27/2017
- 60-2 St. Cloud 2/19-2/20/2018 Deadline: 2/12/2018
- 60-3 Alexandria 11/6-11/7/2018 Deadline: 10/30/2018
- 60-4 Mankato 12/11-12/12/2018 Deadline: 12/4/2018

MAINTAINER CE \$265

- 46-1 St. Cloud 4/5-4/6/2018 Deadline: 3/29/2018

DESIGN CE/INSPECTOR CE \$265

- 82-1 Mankato 4/12-4/13/2018 Deadline: 4/5/2018

SSTS DESIGN FORMS TRAINING CE \$100

- 21-1 Cologne 1/18/2018 Deadline: 1/11/2018

SOILS CE \$240/\$405 with Munsell Color Guide

- ~~**SOLD OUT!** St. Cloud 5/15/2018 Deadline: 5/7/2018~~
- 55-2 Rushford 6/19/2018 Deadline: 6/12/2018
- 55-3 Pine City 6/28/2018 Deadline: 6/21/2018
- 55-4 Fergus Falls 7/12/2018 Deadline: 7/5/2018
- 55-5 Grand Rapids 7/24/2018 Deadline: 7/17/2018
- 55-6 Two Harbors 9/6/2018 Deadline: 8/30/2018
- 55-7 Waseca 10/10/2018 Deadline: 10/2/2018

DESIGN FIELD DAY CE \$150

- 46-1 Grand Rapids 7/25/2018 Deadline: 7/18/2018

Please do not staple checks or cut the form!

1. *EMAIL _____
2. *NAME _____
Please Print First Middle Initial Last
3. *PREFERRED ADDRESS _____
4. *CITY _____ 5. *STATE _____ 6. *ZIP _____
 Home Business
7. COMPANY _____
8. *PHONE () _____
10. PAYMENT OPTION: Check or Money Order Local Government PO attached

**Indicates required field*

Total for selected workshops:	\$ _____
Late fee (\$45 per workshop):	\$ _____
Updated Manual (\$50):	\$ _____
<small>A manual is provided with enrollment in Introduction to Onsites; Purchase only if you want the 2011 version (purple cover).</small>	
Munsell Color Book (\$165):	\$ _____
<small>Recommended for Soils and Soils CE courses</small>	
Sand Card (\$10):	\$ _____
<small>Recommended for Soils and Soils CE courses</small>	
Total Amount Due:	\$ _____

Payment is required to reserve a spot in any course.

Confirmation with instructions will be
EMAILED along with a receipt.

Questions?
Call: 1-800-322-8642

PLEASE MAIL ENROLLMENT FORMS TO:

University of Minnesota OSTP
173 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108

MAKE CHECKS PAYABLE TO:
Regents of the University of Minnesota

Onsite Sewage Treatment Program
University of Minnesota
Water Resources Center
173 McNeal Hall
1985 Buford Avenue
St. Paul, MN 55108

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University of Minnesota Onsite Sewage Treatment Program 2018 Certification Classes and Continuing Education

Training professionals and the public in safe, cost-effective and environmentally sound wastewater treatment practices since 1973.



The Onsite Sewage Treatment Program is delivered by the University of Minnesota Water Resources Center which provides leadership in freshwater management through cutting-edge research, educational opportunities for students and professionals, and community outreach.