

Spring 102/105 Basic Technical Training

Wyndham Garden State College, Boalsburg, PA

March 19-21, 2019

This training was funded through a grant from the PA Department of Environmental Protection, and made possible through the cooperation of the PA Association of Conservation Districts and Pennsylvania's conservation districts.

TARGET AUDIENCE

This training is designed for conservation district technicians and DEP employees who are new or relatively new to their position, have never taken a similar training, would like a refresher, or would like guidance and skill enhancement for field inspections

COURSE CONTENT

This intensive three-day training is open only to conservation district staff and DEP employees. The training will take participants through the fundamentals of plan reviews and proper inspections using rigorous class instruction, as well as an introduction to Chapter 105 as it pertains to all conservation districts, regardless of delegation. Participants may attend any or all days, but attendance at all three days is recommended, particularly for new technicians.

PREREQUISITES - NEW THIS YEAR

Starting this year, 102/105 Basic Technical Training has two parts:

1. Online - prerequisites to be completed via the Clean Water Academy
2. In-class - sessions taking place March 19-21, 2019

Participants must complete the prerequisite courses in the Clean Water Academy prior to attending Basic Technical Training. Once you have registered for Basic Technical Training, DEP will enroll you in the appropriate CWA courses. If you have any questions or concerns about these requirements, please contact [Molly Burns](#) with PACD.

CERTIFICATES OF ATTENDANCE AND COMPLETION

A Certificate of Attendance will be emailed to those attending the Spring 102/105 Basic Technical Training session after the training session is completed. A Certificate of Completion will be provided through the Clean Water Academy when enrollees have completed all prerequisite courses in the Clean Water Academy AND completed all three days of Basic Technical Training.

REGISTRATION FEES

Participant registration fees are waived. Funding is provided through a grant from the PA Department of Environmental Protection.

LODGING INFORMATION

Registrants are responsible for making their own overnight reservations.

Wyndham Garden State College
310 Elks Club Road
Boalsburg, PA 16827

Reservation Phone Number: 814.808.2231

Group Code: CG17PA

Group Rate: \$99.00 plus tax

Be sure to make your reservation before the room block expires on February 17, 2019

[Click here](#) for directions in Google Maps

LODGING AND MILEAGE REIMBURSEMENT

A travel and lodging reimbursement form will be provided at the training and must be submitted by each district for reimbursement after the training concludes. PACD will reimburse conservation districts for **up to two nights** of lodging at the group rate for each participant. PACD will reimburse conservation districts **up to \$300 per district** for travel to and from the training at the state mileage reimbursement rate.

MEALS

A morning break, lunch, and afternoon break will be provided. Dinner and breakfast will not be provided. However, the Wyndham provides a complimentary breakfast buffet for overnight guests.

EVENT CONTACT

Molly Burns

PA Association of Conservation Districts

717-238-7223 x110

mburns@pacd.org

SIGN UP DEADLINE

The last day to sign up is March 1, 2019.

HOW DO I SIGN UP?

Please see the next page for instructions.

How to Sign Up for 2019 102/105 Technical Training

These instructions will help you sign up for 2019 102/105 Basic Technical Training and 2019 102/105 Topic-based Technical Training. You will need to sign up for each event separately.

STEP 1. Create an account in Clean Water Academy (CWA)

If you already have an account, skip Step 1 and go to Step 2.

1. [Click here](#) or use the link below to go to the CWA.
2. Click the *Create new account* button and follow the instructions to create an account.
3. You will receive an email with a link to confirm your email. If you don't see the email, please check your spam folder.
4. Once a CWA administrator approves your account, you will receive an email confirmation. This may take a few days.

Full link to CWA: <https://pacleanwateracademy.remote-learner.net/login/index.php>

STEP 2. Enroll and sign up for the training event(s)

1. Log in to the CWA
2. Click on *Home* and scroll down to *Chapter 102 - Construction Stormwater*
3. Click on the course in which you wish to enroll (2019 102/105 Basic Technical Training or 2019 102/105 Topic-based Technical Training)
4. Click the *Enroll me* button
5. The course page will open automatically. If it doesn't open, click on *Dashboard* and look for the course name under *Current Learning*.
6. Scroll down and sign up for **each day** you plan to attend. New staff are strongly encouraged to attend all three days.

It is important that you both Enroll in the course AND Sign Up for each day.

102/105 Basic Technical Training registrants will need to complete the prerequisite coursework:

1. If you are not already enrolled in the prerequisite Chapter 102 Training Program for new staff (*Chap 102/NPDES for New Staff*) in the CWA, a CWA administrator will enroll you.
2. When you receive notification you are enrolled in *Chap 102/NPDES for New Staff*, sign into the CWA, go to your dashboard, and click on the course name under *Current Learning*.
3. We recommend everyone complete the course *How to Use Clean Water Academy*.

For questions related to the CWA, contact Jay Braund at jbraund@pa.gov.

For questions about the technical training sessions, contact Molly Burns at mburns@pacd.org.