*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 experienced conservation district technicians and DEP employees.

## COURSE CONTENT
This intensive three-day training is open only to conservation district staff and DEP employees.

## CERTIFICATES OF ATTENDANCE
A Certificate of Attendance will be available to those attending the 2019 102/105 Topic-based Technical Training session after the training session is completed.

## 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: CG31PC
Group Rate: $109.00 plus tax

Be sure to make your reservation before the room block expires on March 1, 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, but the Wyndham provides a complimentary breakfast buffet for overnight guests.

## EVENT CONTACT
Molly Burns | PACD | 717.238.7223 x110 | **mburns@pacd.org**

## HOW DO I SIGN UP
The last day to register is March 8, 2019. 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**.