



Hawai'i Rural Water Association Water Course Listing



Updated 6-19-14

Following is a list of technical, financial and managerial training courses offered by the HRWA. Course length may vary. Attendees will be awarded credits as determined by and subject to the Hawai'i Water Board of Certification requirements. Courses may be combined or taught individually. The HRWA welcomes the opportunity to create a training schedule and agenda to meet the specific needs of your system personnel. Please contact us to schedule training.

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HRWA Course Title	Course Length (hrs)	WBOC Approved CEUs	HRWA Course Title	Course Length (hrs)	WBOC Approved CEUs
Intermediate Math for Water and Wastewater	6	0.6	Energy Efficiency for Water and Wastewater	6	0.6
Pumps and Motors Operation and Maintenance	6	0.6	Advanced Water Treatment Examination Preparatory Course	30	3.0
Intermediate Water Calculations	10	1.0	OSHA Inspections, Citations and Penalties	4	0.4
Office Hazards	4	0.4	How to Manage Challenging Employees	3	0.25
Chlorine Handling and Safety	6	0.6	Good Housekeeping	4	0.4
Foul Weather Driving	2	0.2	Fire Extinguishers	4	0.4
Maintain Equipment	3	0.3	Effective Presentations	4	0.2
Effective Decision-Making Strategies	3	0.15	Effective Communications for Supervisors	4	0.2
Managing Non-English Speaking Employees	3	0.15	Defensive Driving Non-Commercial Vehicles	4	0.4
Delegation Techniques	4	0.2	Defensive Driving Commercial Vehicles	4	0.4
Defensive Driving (General)	4	0.2	Creative Problem Solving	4	0.2
Clear, Effective Writing	4	0.2	Dealing with Unknown Chemicals	4	0.3
Buckle-up (Seatbelt Safety)	4	0.2	Water General Maintenance	16	1.6
Water Laboratory Calculations	10	1.0	Drinking Water Regulations	4	0.3
Water Management and Financial Calculations	10	1.0	Personal Protective Equipment and Safety	6	0.6
Basic Water Treatment Examination Preparatory Course	30	3.0	General Water and Wastewater System Calculations	10	1.0
Intermediate Water Treatment Examination Preparatory Course	30	3.0	Distribution Systems Examination Preparatory Course	30	3.0
Water and Wastewater Utility Safety	6	0.6	Water Sampling Procedures	6	0.6
Developing and Emergency Response Program	8	0.8	Water Regulatory Compliance and Updates	6	0.6
Trenching/Shoring Safety	6	0.6	Confined Space Safety	6	0.6
Soil Classifications	4	0.3	Preparing for Weather Emergencies	4	0.3
Preventing Discrimination	4	0.2	Preventing Slips, Trips and Falls	4	0.4
Sexual Harassment	4	0	Sexual Harassment (Supervisors)	4	0
Supervising Young Employees	4	0.2	Supervising an Aging Workforce	3	0.15
Enhancing Professional Development of Employees	4	0.15	Reducing Turnovers and Increasing Retention	4	0.2
Time Management Skills	4	0.2	Violence in the Workplace	5	0.25
Working in Hot Conditions	4	0.4	Workplace Safety for Supervisors	4	0.4

Basic Water Calculations	12	1.2	Advanced Water Calculations	12	1.2
Rate Management	6	0.6	Financial Calculations	6	0.6
Chemical Calculations	12	1.2	Chemical Safety	5	0.5
Call Before You Dig	3	0.3	Power Tool Safety	3	0.3
Electrical Safety	3	0.3	CDL Training	12	0.6
Emergency Response for Water and Wastewater Systems	6	0.6	Distribution System Preventative Maintenance	6	0.6
Maintaining Equipment	6	0.6	First Aid Training	6	0.6
Board Construction Responsibilities	6	0.6	Trust and Ethics	6	0.3
Rating Your Rates	4	0.4	Importance of Proper Rate Structures	4	0.4
How to Set Rates	4	0.4	Standard Operating Procedures	6	0.6
Working with Engineers	4	0.2	Hydrant Installation Procedures	4	0.4
Distribution System Valves	4	0.4	Basic Electric Motors	4	0.4
Leak Detection	6	0.6	Fire Hydrant Flow Testing	4	0.4
Distribution System Flushing Programs	6	0.6	Electrical Troubleshooting	4	0.4
How to Read Blueprints and Maps	6	0.6	How to Read Schematics	4	0.4
System Mapping	6	0.6	Troubleshooting Pumps	4	0.4
Pump Rebuilding	6	0.6	Maintaining Seals	4	0.4
Groundwater Rule	3	0.3	Sanitary Surveys	6	0.6
Lead and Copper Rule	3	0.3	Transporting Chemical	3	0.3
System Security	6	0.6	Understanding Cross-Connections	4	0.4
Preventing Cross-Connections	4	0.4	Abandoning Wells	4	0.4
Affordability of Water Service	3	0.3	Public Notification	3	0.3
Coping With Droughts	4	0.4	Alternative Water Sources	3	0.3
Consumer Confidence Reports	3	0.3	pH and Corrosion Control	3	0.3
Disinfection By-Products	4	0.4	Plugging Abandoned Wells	4	0.4
Small System Priorities	4	0.4	Small System Response to Terrorism	4	0.4
Emergency Management	4	0.4	Emergency Action Plans	4	0.4
Computer Security	3	0.3	Security and Safety Procedures	3	0.3
Hazardous Waste Safety	4	0.4	You and Your Employees	4	0.2
Operator Role in Water System Compliance	4	0.4	Whistle Blowing	4	0.2
Maintaining Your Website	4	0.4	Employee Drug-Free Workplace	4	0
Communication and Gossip	4	0.2	Unaccounted-for Water	6	0.6
Booster Chlorination	4	0.4	Internal Combustion Engine Safety	4	0.4
Maintaining Internal Combustion Engines	4	0.4	Repairing Leaking Pipes	4	0.4
Multi Testers	3	0.3	Maintaining Pumping Stations	4	0.4
Use and Maintenance of Cla-Val Valves	6	0.6	Contingency Planning	4	0.4
Basics of Electricity	4	0.4	Basic Equations for Pipes and Flows	6	0.6
Planning Leak Control Programs	4	0.4	Positive Displacement Pumps	4	0.4
Proper Hydrant Fittings Installations	4	0.4	Self Contained Breathing Apparatus	3	0.3
Troubleshooting Centrifugal Pumps	4	0.4	Troubleshooting Submersible Pumps	4	0.4
Troubleshooting Turbine Pumps	4	0.4	Pump Types and Charts	4	0.4
Taste and Odor Controls	4	0.4	Valves and Valve Installation	4	0.4
Turbidity, Causes and Effects	4	0.4	Laboratory and Handheld Instruments	4	0.4
Asset Management for Water Systems	6	0.6	Proper Hiring and Firing Procedures	3	0.15
Characteristics of Water	4	0.4	General Preventative Maintenance	4	0.4
Water Audits	3	0.3	Risk Management	4	0.4
Vulnerability Assessments	6	0.6	Defensive Emergency Measures	3	0.3
Reservoirs and Intake Structures	6	0.6	Surface Water Treatment Processes	6	0.6
Water Filtration Processes	6	0.6	Supplemental Treatment Processes	4	0.4

Sodium Hypochlorite vs. Chlorine	3	0.3	Sodium Hypochlorite	3	0.3
System Inspection	3	0.3	Customer Relations	3	0.3
Capacity Development	4	0.4	Determining Chemical Pump Feeds	6	0.6
Management & Leadership	4	0.2	Solutions to Dilution	4	0.4
Emergency Response Classifications	4	0.4	Damage Assessments	4	0.4
Pressure Testing Mains	4	0.4	Surface Water Systems	15	1.5
Groundwater Systems	15	1.5	Meters and Meter Testing Procedures	6	0.6
Disinfection and Disinfection Options	6	0.6	Hazard Communication	4	0.4
Operate Equipment	3	0.3	Characteristics of Source Water	3	0.3
Water System Math	6	0.6	Distribution	3	0.3
Storage, Distribution & Leak Detection	3	0.3	Customer Relations & Notification	3	0.3
Security & Emergency Preparedness	3	0.3	Safety	3	0.3
Basic Water Science & Lab	3	0.3	Treatment Techniques	3	0.3
Basic Math	3	0.3	Advanced Math	3	0.3
Pumps and Motors	3	0.3	Distribution System Operator Certification Test Review	6	0.6
Source Water Protection	3	0.3	Operator Math	3	0.3
Valve & Meters	3	0.3	Basic Operations & Maintenance	6	0.6
Evaluate Operation Equipment	6	0.6	Water Quality	3	0.3
Basic Electricity/Electronics & Safety	3	0.3	Basic Regulations	3	0.3
Emergency Preparedness	3	0.3	Basic Water	3	0.3
Meter & Valve Repair	3	0.3	Math II	3	0.3
Public Awareness	3	0.3	New Regulations	3	0.3
Treatment Options	3	0.3	Install Equipment	3	0.3
DSO Certification Test Review	6	0.6	Distribution	3	0.3
WTPO Certification Test Review	6	0.6	Safety	3	0.3
NRWA Webinar – Water Storage Tank Mixing Systems	1	0.1	Drinking Water Regulations	3	0.3
Certification Question Review	6	0.6	NRWA Webinar – Proper Disposal of Unused Medicines	1	0.1
Math Conversions	3	0.3	Process Control Calculations	12	1.2
On-Site Blueprints and Maps Interpretation & Review	6	0.6	Chlorine Gas Feed and Instrumentation	6	0.6
Bloodborne Pathogens First Aid and Maintenance	4	0.4	Best Management Practices for Water Pollution	4	0.2
Non-Revenue Water Reduction: Strategies and Best Practices (NRWA Webinar)	1	0.1	Chlorine Safety for Water and Wastewater Systems Operations Specialist (NRWA Webinar)	2	0.2
Using FracFocus Database to Understand Hydraulic Fracturing and Protect Groundwater Supplies (NRWA Webinar)	1	0.1	Ice Pigging: Using Ice to Clean Pipes (NRWA Webinar)	1	0.1
Chlorine Usage and Application Practices	6	0.6	Security Issues, Best Practices and Technology Options Part 1 (NRWA Webinar)	1	0.1
Cross-Connection Control Program	6	0.6	Security Issues, Best Practices and Technology Options Part 2 (NRWA Webinar)	1	0.1
Chemical Compliance Monitoring	6	0.6	Ground Water and Total Coliform Rules	6	0.6
How to Write an Emergency Response Plan	6	0.6	Distribution System Control Valves O&M and Troubleshooting	6	0.6
			Overview of Distribution System Operations	6	0.6

- All courses and CEUs are subject to the Hawai'i Water Board of Certification approval.
- Courses can be taught separately or combined to fit the utility's requirements. Each course has a designated amount of continuing education units (CEUs) to assist utility personnel with scheduling.

- Course materials will be tailored to fit the participants' knowledge and/or skill levels.
- Courses may be scheduled for any amount of attendees no minimum amount is required. No matter how big or small the class, HRWA strives to provide top quality training in every training session.
- Minimal costs may be involved in some preparatory or specialized training courses to off-set the costs incurred by the HRWA for conducting these courses.
- Annual scheduled training courses can be arranged to fit your system needs and schedule.
- If you are willing to host a regional training session please let us at the HRWA know and we will do all the planning and notifications for the session.
- If a training topic you want is not listed, please contact the HRWA and we will be glad to try and meet your needs.
- Some courses are taught through a hands-on approach which the attendees should be aware of.
- Some courses may be limited to participation due to the nature of the course materials or limited training aids.