

**Hawai'i Rural Water Association
Water Course Listing
updated 10/4/18**

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	COURE LENGTH (HRS)	WBOC APPROVED CEU'S
Abandoning Wells	4	0.4
Administration and Public Relations	4	0.4
Advanced Water Calculations	12	1.2
Advanced Water Treatment Examination Preparatory Course	30	3
Affordability of Water Service	3	0.3
Alternatives to Traditional Chlorine Disinfection	6	0.6
Alternative Water Sources	3	0.3
Applied Confined Space Safety (online via Suncoast)	4	0.4
Asbestos O&M Refresher Training	4	0.4
Asbestos O&M Working Training Initial Course	14	1.4
Asset Management for Water Systems	6	0.6
Backflow Prevention Assembly Tester Training Course	32	3.2
Basic Electric Motors	4	0.4
Basic Electrical Safety	6	0.6
Basic Equations for Pipes and Flows	6	0.6

Basic Functions, Purpose, O&M of PLC/SCADA	6	0.6
Basic Office Computer Skills	6	0.6
Basic Operations and Maintenance	6	0.6
Basic Understanding of Approved Assemblies	4	0.4
Basic Water Calculations	12	1.2
Basic Water Treatment Examination Preparatory Course	30	3
Basics of Electricity	4	0.4
Best Management Practices for Water Pollution	4	0.2
Bloodborne Pathogens First Aid and Maintenance	4	0.4
Board Construction Responsibilities	6	0.6
Booster Chlorination	4	0.4
Buckle-up (Seatbelt Safety)	4	0.2
Call Before You Dig	3	0.3
Capacity Development	4	0.4
CDL Training	12	0.6
Characteristics of Water	4	0.4
Chemical Calculations	12	1.2
Chemical Compliance Monitoring	6	0.6
Chemical Safety	5	0.5
Chlorine Handling and Safety	6	0.6
Chlorine Products and Related Handling Safety Procedures	6	0.6
Chlorine Usage and Application Practices	6	0.6
Clear, Effective Writing	4	0.2
Communication and Gossip	4	0.2
Comprehensive Review of Activated Carbon	4	0.4
Computer Security	3	0.3
Confined Space Safety	6	0.6
Consumer Confidence Reports	3	0.3
Contaminants, Sampling and Monitoring Water Quality	6	0.6
Contingency Planning	4	0.4
Coping With Droughts	4	0.4
Corrosion Control Treatment and Maintenance	4	0.4
Corrosion Control Treatment Optimization (online via Suncoast)	4	0.4

Creating a Hydrant Flushing Program to Include Hydrant & Valve Maintenance	6	0.6
Creative Problem Solving	4	0.2
Cross-Connection Control Program	6	0.6
Customer Relations	3	0.3
Damage Assessments	4	0.4
Dealing with Unknown Chemicals	3	0.3
Defensive Driving (General)	4	0.2
Defensive Driving Commercial Vehicles	4	0.4
Defensive Driving Non-Commercial Vehicles	4	0.4
Defensive Emergency Measures	3	0.3
Delegation Techniques	4	0.2
Determining Chemical Pump Feeds	6	0.6
Developing and Emergency Response Program	8	0.8
Disinfection and Disinfection Options	6	0.6
Disinfection By-Products	4	0.4
Disinfection By-Products (online via Suncoast)	7	0.7
Distribution System Control Valves O&M and Troubleshooting	6	0.6
Distribution System Flushing Programs	6	0.6
Distribution System Preventative Maintenance	6	0.6
Distribution System Valves	4	0.4
Distribution Systems Examination Preparatory Course	30	3
Effective Communications for Supervisors	4	0.2
Effective Decision-Making Strategies	3	0.15
Effective Presentations	4	0.2
Electrical Motors Overview and Safety	6	0.6
Electrical Safety	3	0.3
Electrical Troubleshooting	4	0.4
Emergency Action Plans	4	0.4
Emergency Generators O&M & Troubleshooting	6	0.6
Emergency Management	4	0.4
Emergency Response Classifications	4	0.4
Emergency Response for Water and Wastewater Systems	6	0.6

Emergency Response Plans and Vulnerability Assessments	6	0.6
Employee Safety (General)	4	0.4
Energy Efficiency for Water and Wastewater	6	0.6
Enhancing Professional Development of Employees	3	0.15
Evaulate Operation Equipment	6	0.6
Excelling in Worksheets & Logs	6	0.6
Fire Extinguishers	4	0.4
Fire Hydrant Flow Testing	4	0.4
First Aid Training	6	0.6
Forklift Safety and Operations Certification	4	0.4
Foul Weather Driving	2	0.2
Fundamentals of a Cross Connection Control Program	6	0.6
Fundamentals of Meter Selection and Service Configuration	4	0.4
General Preventative Maintenance Procedures	4	0.4
General Water and Wastewater System Calculations	10	1
Good Housekeeping	4	0.4
Ground Water and Total Coliform Rules	6	0.6
Groundwater Rule	3	0.3
Groundwater Systems	15	1.5
Hazard Communication	4	0.4
Hazard Communication (online via Suncoast)	2	0.2
Hazard Communicatons Globally Harmonized System	6	0.6
Hazardous Waste Safety	4	0.4
How to Complete a Consumer Confidence Report	6	0.6
How to Manage Challenging Employees	5	0.25
How to Read and Update As-Builts Manually	4	0.4
How to Read Blueprints and Maps	6	0.6
How to Read Schematics	4	0.4
How to Set Rates	4	0.4
How to Write an Emergency Response Plan	6	0.6
Hydrant Installation Procedures	4	0.4
Importance of Proper Rate Structures	4	0.4

Intermediate Math for Water and Wastewater	6	0.6
Intermediate Water Calculations	10	1
Intermediate Water Treatment Examination Preparatory Course	30	3
Internal Combustion Engine Safety	4	0.4
Laboratory and Handheld Instruments	4	0.4
Lead and Copper Rule	3	0.3
Leak Detection Methods & Monitoring	6	0.6
Maintenance of Centrifugal Pump Packing, Seals and Bearings	6	0.6
Maintaining Equipment	6	0.6
Maintaining External Combustion Engines	4	0.4
Maintaining Pumping Stations	4	0.4
Maintaining Seals	4	0.4
Maintaining Your Website	4	0.4
Management & Leadership	4	0.2
Managing Non-English Speaking Employees	3	0.15
Math Conversions and Practical Application	6	0.6
Meters and Meter Testing Procedures	6	0.6
Multi Testers	3	0.3
Office Hazards	4	0.4
On-Site Blueprints and Maps Interpretation & Review	6	0.6
Operator Role in Water System Compliance	4	0.4
OSHA Inspections, Citations and Penalties	4	0.4
Overview of Distribution System Operations	6	0.6
Overview of Electrical and Instrumentation Systems and SCADA	6	0.6
Overview of Microfiltration and Ultrafiltration Membrane	6	0.6
Overview of Positive Displacement Pumps	6	0.6
Overview of Water Main Components and Installation	6	0.6
Overview of Water Storage Facilities O&M & BMPs	6	0.6
Personal Protective Equipment and Safety	6	0.6
pH and Corrosion Control	3	0.3
Pipeline Repair Methods and Monitoring	6	0.6
Planning Leak Control Programs	4	0.4

Plugging Abandoned Wells	4	0.4
Positive Displacement Pumps	4	0.4
Power Tool Safety	3	0.3
Preparing for Weather Emergencies	3	0.3
Pressure Testing Mains	4	0.4
Preventative Maintenance Overview	6	0.6
Preventing Cross-Connections	4	0.4
Preventing Discrimination	4	0.2
Preventing Slips, Trips and Falls	4	0.4
Proactive O&M for Pumps and Motors	6	0.6
Process Control Calculations	12	1.2
Proper Hiring and Firing Procedures	3	0.15
Proper Hydrant Fittings Installations	4	0.4
Public Notification	3	0.3
Pump Rebuilding	6	0.6
Public Relations for Utility Workers	3	0.3
Pump Types and Charts	4	0.4
Pumps and Motors Operation and Maintenance	6	0.6
Pumps, Motors and the Importance of Hydraulic Integrity	6	0.6
Rate Management	6	0.6
Rating Your Rates	4	0.4
Reducing Turnovers and Increasing Retention	4	0.2
Rehabilitation of Water Mains	6	0.6
Repairing Leaking Pipes	4	0.4
Reservoirs and Intake Structures	6	0.6
Risk Management	4	0.4
Sanitary Surveys	6	0.6
Self Contained Breathing Apparatus	3	0.3
Small System Priorities	4	0.4
Small System Response to Terrorism	4	0.4
Sodium Hypochlorite	3	0.3
Sodium Hypochlorite vs. Chlorine	3	0.3
Soil Classifications	3	0.3

Solutions to Dilution	4	0.4
Standard Operating Procedures	6	0.6
Supervising an Aging Workforce	3	0.15
Supervising Young Employees	4	0.2
Supplemental Treatment Processes	4	0.4
Surface Water Systems	15	1.5
Surface Water Treatment Processes	6	0.6
System Mapping	6	0.6
System Security	6	0.6
Taste and Odor Controls	4	0.4
Time Management Skills	4	0.2
Tools to Assist with Regulatory Reporting	6	0.6
Transporting Chemicals	3	0.3
Trenching/Shoring Safety	6	0.6
Troubleshooting Centrifugal Pumps	4	0.4
Troubleshooting Pumps	4	0.4
Troubleshooting Submersible Pumps	4	0.4
Troubleshooting Turbine Pumps	4	0.4
Trust and Ethics	6	0.3
Turbidity, Causes and Effects	4	0.4
Unaccounted-for Water	6	0.6
Understanding Cross-Connections	4	0.4
Use and Maintenance of Cla-Val Valves	6	0.6
Utility Emergency Preparedness	6	0.6
Valve & Hydrant Installation and Maintenance	6	0.6
Valve and Hydrant Maintenance (online via Suncoast)	3	0.3
Valves and Valve Installation	4	0.4
Violence in the Workplace	5	0.25
Vulnerability Assessments	6	0.6
Water and Wastewater Utility Safety	6	0.6
Water Audits	3	0.3
Water Filtration Processes	6	0.6

Water Financial Calculations	6	0.6
Water General Maintenance	16	1.6
Water Laboratory Calculations	10	1
Water Management and Financial Calculations	10	1
Water Quality Testing and Supply Management	6	0.6
Water Regulatory Compliance and Updates	6	0.6
Water Sampling Procedures	6	0.6
Water System Math	6	0.6
Whistle Blowing	4	0.2
Working in Hot Conditions	4	0.4
Working with Engineers	4	0.2
Workplace Safety for Supervisors	4	0.4
You and Your Employees	4	0.2