



CALL FOR COURSES

**Do you have a great course or an idea for a course
and want to partner with PRWA?**

INSTRUCTIONS:

- Complete pages 2 and 3 of this form and submit to PRWA.
- Proposals are accepted year-round using this form.
- PRWA will respond within a few weeks whether or not your proposal is accepted.
- If accepted, you will be asked to submit your draft course material for internal PRWA review (see *review process below for details*).

Special Instructions for Annual Conference Course Proposals

- MOST sessions at the PRWA Annual Conference are 3 hours in length.
 - A few morning sessions are 2 hours in length.
 - Proposals for other lengths will not be considered for conference.
- All accepted conference course proposals must be followed by a draft presentation and agenda by August 31st each year. Proposals without follow-up material will not be considered for that year's conference.
- If accepted, you will be asked to submit your draft course material for internal PRWA review (see *review process below for details*).

Review Process:

- PRWA internal review may take 30-60 days
- PRWA will respond with a list of revisions/recommendations needed in order to meet PRWA criteria and PaDEP guidance for Operator Contact Hours.
 - PRWA can provide assistance with revisions and converting your content into a course format and quiz development.
- Once your revisions are submitted to PRWA, then PRWA will complete the PaDEP application for Contact Hours.
- PaDEP will respond with a list of revisions/recommendations needed for their approval.
- This process usually takes 2-4 months (*or longer if many proposals are received*).
- PRWA only schedules courses after PaDEP approval is received.
 - Scheduling of classes is done 3-4 months in advance of event date.

Please return the proposal via mail, email or fax :

Joel Jordan
Pa Rural Water Association
Director of Education
138 West Bishop Street
Bellefonte, PA 16823

Phone: (814) 353-9302 ext. 201
E-Mail: jjordan@prwa.com
Fax: (814) 353-9341

You can also complete this form online at: <https://www.prwa.com/call-for-courses>



CALL FOR COURSES PROPOSAL

Please type or print on application.

All sessions must be instructional and cannot promote a company, product or service.

Session Category:

- Water Wastewater Both Water and Wastewater Utility System Management
- Other (explain: _____)

Course Title: _____

Instructor Name(s): _____

Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Attach a copy of a brief description or abstract on a separate sheet

Learning Objective: (“after this course, student will be able to...”)

Length of course: 2 hrs 3 hrs 4 hrs 5 hrs 6 hrs Other: _____
Specify number of hours

Reminder: Only 2-hour and 3-hour courses will be considered for the PRWA Annual Conference.

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