



Water Technologies Training Institute

**WTTI**

A Division of David H. Paul, Inc.

# **Water Technologies Training Institute**

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## **Catalog and Student Handbook**

### **Reverse Osmosis Water Treatment Technician Program (ROTP)**

### **Open Enrollment**

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# Water Technologies Training Institute

A Division of David H. Paul, Inc.

**Admissions, Administration and Corporate office:**

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[www.wttionline.com](http://www.wttionline.com)

**Governing Body**

Water Technologies Training Institute (WTTI) is a division of David H. Paul, Inc. a New Mexico S-corporation currently owned solely by David Paul. The institute is controlled by David H. Paul, Inc. (DHP) from its corporate office located at 1911 Rustic Place, Farmington, NM. (505) 326-3431

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# General Information



## The Institute's Philosophy

### Mission Statement #1: Changing lives...One at a time

The philosophy of the Water Technologies Training Institute is to produce the best trained membrane water treatment and other high-tech water treatment technicians in the world. The opportunities for individuals that successfully complete the Reverse Osmosis Water Treatment Specialist Certificate, High Purity Water Treatment Specialist Certificate and the Advanced Water Treatment Specialist Certificate of the Advanced Water Treatment Program (AWTP) are immense. There are few places where in four semesters and no degree requirement that individuals can obtain outstanding high-paying jobs, and it's hard to imagine any other field with more job security. The need for water won't decrease.

### Mission Statement #2: Improving human life through improving water treatment

There is a dire need for trained water treatment personnel and the demand is increasing at an alarming rate. The human population doubled from 3 billion in 1960 to 6 billion in 2000. In 2007 the population was over 6.5 billion. That's a current increase of around 200,000 additional people per day. High tech water treatment isn't just a nice thing to have; it's a necessary requirement to the continuation of human life as we know it. Not only do our graduates get good jobs that can provide a good life for themselves and their families, they provide a service to their city, county, state, country and ultimately to the world.

## The Institute's History

Back in 1975-1977, David Paul, the founder and President of David H. Paul, Inc. (DHP) was teaching part time at a branch of New Mexico State University, which subsequently became San Juan College, located in Farmington, NM. He loved teaching but needed a Master's Degree to teach full time.

While completing his Master's Degree in Microbiology David started working at the San Juan Generating Station 20 miles west of Farmington. He started out as a "bottom-of-the-ladder" water treatment operator. He walked into the right spot at the right time. Over the next six years that plant designed, built and constructed one of the most complex, high-tech water treatment systems in the world. The systems were built to bring this huge plant to zero liquid discharge...in other words...zero water pollution.

High-tech water treatment was fun and paid better than teaching at a college so David stayed with it. He was an operator for 2.5 years, a first level supervisor for 1 year and the manager (second level supervisor) of the zero liquid discharge water systems for 8 years. All water treatment training at the plant basically had to be created in-house. There wasn't any training available anywhere on the new reverse osmosis water treatment technology.

Seeing this opportunity, in 1988 David formed David H. Paul, Inc. (DHP) dedicated to training existing water treatment personnel on the new membrane water treatment technologies. While training at dozens of facilities, it became clear that advanced water treatment was everywhere, growing rapidly and that water treatment professionals in every industry needed an in-depth training program.

Over a four-year period (1992-1996) DHP created a 4,000 page Water Treatment Certification Program, a comprehensive correspondence training program that taught people already in the industry what they needed to know to understand high-tech water treatment. Over the next two years that program was fine-tuned by the comments and suggestions of the program participants.

It became clear, even in 1997 that the demand for trained new hires was immense. There were no preparatory programs in high-tech water treatment. In 1998 San Juan College and DHP partnered on presenting the first-ever on-campus Industrial Water Treatment Program. This was a four-semester program from which a graduate could earn an Associate of Applied Science Degree in Industrial Water Treatment. This program used DHP's Water Treatment Certification Program as the course material, plus hands-on training with real reverse osmosis units and other equipment as part of the program.

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DHP partnered with three other colleges around the country to present similar training programs (Hillsborough Community College in Plant City, FL (Tampa area), Northwest Vista College in San Antonio, TX and Arizona Western College in Yuma, AZ).

With water treatment technologies, and training technologies changing so radically after 2000, DHP spent two years (2004-2006) to completely update the on-campus programs. All of DHP's new video, 3-D animations and computer-based training were incorporated into the new program. With the biggest growth in membrane water treatment being for municipal drinking water, the updated program's name was changed from the Industrial Water Treatment Program to the **Advanced Water Treatment Program (AWTP)**. Now to reach out to individuals across the country and with the ever growing dependence on the internet WTTI has released the Reverse Osmosis Technician Program (ROTP).

ROTP was created for the following reasons:

1. The graduates produced by college programs weren't making a dent in the need for trained people. This need continues to rise alarmingly fast.
2. Business owners were asking for program where they could train their employees effectively.
3. Potential students from around the United States were asking about a program they could take online yet still provide valuable Hands-On knowledge for use in the reverse osmosis water treatment industry.
4. To allow students to take courses on a pay-as-you-go system.
5. Most companies don't require a degree for the jobs obtained by most program graduates. They are looking for professionals trained specifically for water treatment operations and services.

## Educational Objectives of Program

The objective of the ROTP is to provide students with the knowledge and skills to successfully obtain jobs with companies that perform high-tech water treatment.

Without any previous water treatment experience or comparable life experience, most program graduates obtain entry-level jobs. With water treatment experience (any kind) or with comparable life skills (e.g. plumbing, maintenance, construction, troubleshooting, good with tools, etc.) graduates may obtain higher level jobs.

### Examples of Jobs That Graduates Obtain

- Water Treatment Operator
- Service Technician
- Lab Technician
- Sales Person
- Sales Engineer or Company Representative (usually requires a Bachelor's Degree)

### Different Industries That Require High-Tech Water Treatment

- Drinking Water
- Microelectronics (This industry requires additional training.)
- Pharmaceutical/Biotech (This industry requires additional training.)
- Food and Dairy
- Beverage
- Electric Power Generation (This industry requires additional training.)
- Petrochemical
- Water Treatment Service
- Many more

More examples of jobs and industries on page 39.



# Admissions



## Admission Requirements

Minimum age to enter program - 16 years old as of the date of application. Minors must have a parent or guardian approval.

Minimum level of education - Applicants must have a high school diploma, G.E.D., or approval of the instructor in order to enroll. A copy of either a diploma or G.E.D. will suffice, as will grade transcripts.

Entrance tests - None

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## Admission Process

The process is done online.

1. Visit <http://www.watertechtraining.com> or <http://www.wttionline.com>.
2. Click on the **Schedule/Prices** link to view the suggested schedule and prices and determine which elective courses might suit you best and what the price for the program will be. This is page is only a planner and will help you choose which elective courses you wish to register for.
3. Make the decision to enroll and click on the **Application** link. Submit the **Enrollment Application** and pay the \$50 application fee. Note: The application fee is non refundable.
4. Fax a copy of your GED or HS Diploma to 505-327-2934, or email to [cbedford@dhptraining.com](mailto:cbedford@dhptraining.com), or mail your HS transcripts to WTTI at Admissions Office: 1911 Rustic Place, Farmington, NM 87401.
5. Receive an Enrollment Acceptance Letter from WTTI with your login information and password.
6. Go to <http://www.wttionline.org> and log in to the learning system
7. Register and pay for each course as needed by clicking on the **Shopping cart** link

## Nondiscrimination

The Institute does not discriminate on the basis of race, color, creed, religion, national origin, ancestry, gender, age, sexual orientation, disability, or any other characteristic protected by state, local, or federal laws in the administration of any of its educational programs or activities, or with respect to admission or employment.

## Admission Procedure for Students with Special Needs

While students and faculty are expected to follow the procedures listed, it is understood that allowances will be made for extenuating circumstances.

Students identifying themselves as having special needs and requiring major adaptations related to their special needs may be required to present documentation prepared by professionals qualified to assess the specific need. The documentation should clarify the nature of the special need and indicate the strengths and weaknesses of the individual. The information should be presented in a form which clearly identifies those modifications to teaching and evaluation procedures that would assist the student in her or his efforts to learn and demonstrate mastery of the course content.

1. Prospective students with special needs should inquire at the Admissions office as to whether or not desired assistance is available and if there are limitations for employment in the water treatment industry. It is recommended that this be done before the Application for Admission form is submitted by the student.
2. After being notified of acceptance, students with special needs who require accommodations are expected to contact the Campus Director to provide information and/or documentation and to identify adaptations to teaching/evaluation procedures that may be needed. While the Institute will attempt to provide accommodations that are requested in a timely fashion, there may be requests that the Institute is unable to meet.
3. In preparation for the Program, students are expected to inform instructors of requested accommodations either prior to the first week of class. It is recommended that students submit their requests in writing.
4. Any appropriate documentation supplied by the student regarding his or her special needs will be kept on file by the Campus Director's office along with a release of information form signed by the student. The Director will provide a form for the student which may be used to inform instructors of the student's special needs, of requested accommodations, and of the availability of supporting documentation through the Campus Director's office.
5. If a student encounters difficulties in obtaining course accommodations after consulting with the instructor, he or she should request a meeting with the Campus Director to discuss alternatives.

## Student Services

### Career Placement Assistance

Although placement assistance service is provided and the WTTI Advisory Board verifies that the skills and information taught are proper for the job market, The Institute **DOES NOT GURANTEE** any job to any student or graduate.

While there may be local job opportunities, there are many more job opportunities outside of your local area. Obtaining the highest paying job and/or to obtaining employment in the shortest amount of time will most likely require ROTP graduates to relocate.

In the learning system, students have access to some Career Placement training. After graduation, students are given access to a Career Placement online account dedicated exclusively to posting jobs for which our advanced water treatment graduates qualify. Features include:

- Resume consultation
- Posted jobs
- A job search engine
- Employers search to find qualified water treatment people with known training? The only problem is there aren't enough graduates to fill even a fraction of jobs posted.
- There are always more jobs than graduates to fill them.
- WTTI staff calls each employer and verifies that ROTP graduates qualify for jobs students apply for
- ROTP students are given the password to access the site after graduation.
- Students are encouraged to obtain a job during their fourth semester. There's a distance education Finisher Program for students who obtain a job prior to the end of the fourth semester.

## Tuition and Fees

### Applying for Funding

WTTI is a private company that does not receive financial subsidies from any federal, state or local taxes which are "Title IV funded student loans, PEL grants, etc.". Therefore, WTTI students are not eligible to receive funds from Title IV sources.

Applicants need to consider their financial options from private sources or private personal bank loans while seeking funds for this education/training.

### Private Student Loan

Some banks offer "Private Student Loans" to applicants who qualify. Typically, to qualify for private student loans the applicant must have good credit or have a co-signer who has good credit and income. Private student loans also typically carry more interest than a federally funded Title IV student loan would.

WTTI tries to seek out banks or organizations who offer private student loans. See your WTTI student representative for a current list of such organizations.

### Students on Academic Probation Status

Students on Academic Probation Status who receive any private financial assistance, through a bank, or are making Institutional Payments are liable for all tuition and fees, regardless of which payment option they select, and the same Refund Schedule applicable for that student.

## Financial Options

### Total Costs for the entire ROTP Program Reverse Osmosis Technician Program Certificate

Total ROTP program cost = between **\$4,955.00 and \$5,997** (dependent on which electives students choose)

Tuition and fees Included in program cost:

- Application fee = \$50.00 (non Refundable)
- Core courses total cost = \$3,713
- Elective courses total cost = \$1,282 and \$2284 (dependent on which electives students choose)

### Private Company Sponsorship

Verbal or written authorization from a company official to sponsor the student will be secured by the admission representative before sponsored students may attend class. Within two weeks after any verbal authorization, WTTI must have received written authorization and/or a Purchase Order in order for the sponsored student to continue attending class. The company will be billed for known charges at the time of signed authorization recognizing that adjusted and additional billing may become necessary later in the program.

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# Payments, Withdrawals and Refunds

## Cancellation of Enrollment Agreement

### **Cancellation by the Institute:**

Cancellation of a course by the institute may occur from time to time, but if the course has been taken the credit for taking that course will remain on the student's transcript.

### **Cancellation by the Student:**

You have the right to cancel the Enrollment Agreement including any prepaid tuition, fees and undelivered books or any other unused goods related to the instruction offered in the Enrollment Agreement, minus the \$50 Application Fee, within 5 business days after registration.

Cancellation shall occur when the student has given written Notice of Cancellation to WTTI. This can be done by emailing the notification to [cbedford@dhptraining.com](mailto:cbedford@dhptraining.com), faxed to 505 327-2934.

## Withdrawal Policy

### **Students who Withdraw or are Terminated After Starting Courses:**

Students may withdraw from the program at any time. Students, who wish to withdraw after the cancellation period, must contact the WTTI's Director of Education to officially withdraw from the program and WTTI.

The \$50 Application Fee will be retained by the Institution.

Online courses already purchased by the student will not be refunded. Hands-on courses that have been paid for but not attended will be refunded minus a \$100 Administrative Withdrawal or Termination Fee.

Withdrawal shall occur when the student has given written Notice of Cancellation to WTTI. This can be done by emailing the notification to [cbedford@dhptraining.com](mailto:cbedford@dhptraining.com), faxed to 505 327-2934.

The written Notice of Withdrawal need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by the Enrollment Agreement.

If you owe WTTI any funds, payment is expected within thirty (30) days of Notice of Cancellation.

## Determination of the Withdrawal Date

The date of withdrawal will be the date the student notifies WTTI in writing of his/her intent to withdraw or the date terminated by WTTI. Irrespective of withdrawal date, all refund, or financial obligations, calculations are based on last date of attendance.

## Withdrawal Refund Policy Schedule

A student has the right to withdraw the Enrollment Agreement including any tuition, fees and undelivered books after Midnight of the fifth (5th) business day after the date of the Enrollment Agreement.

### **Balance Due**

If the student has a balance due, the student is obligated to pay the remaining balance.

## Students with Financial Balances

Students whose accounts with WTTI, directly or indirectly, are past due and who have not made satisfactory payment arrangements may be subject to the Involuntary Withdrawal Policy. Students are encouraged to consult with WTTI student services personnel for assistance.

## Involuntary Withdrawal Policy

A student who meets any of the following criteria will be subject to Involuntary Withdrawal from WTTI:

- Failure to attend any Hands-On courses without proper notification
- Violation of WTTI code of conduct
- Inability to secure adequate funding

Re-admission into the program and WTTI following Involuntary Withdrawal will be at the discretion of WTTI's Director

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of Education. The Director of Education will review the student's previous academic admission records and his/her current situation in making a decision for re-admission. The Director of Education may draft a committee of WTTI faculty and staff to review and recommend a decision for re-admission. The student will then be notified of the decision. Students accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any student.

# Academic and Instructional Policies

## Grading System

The goal of the ROTP is to produce well-rounded graduates that will obtain good jobs. This not only requires knowledge and skills of water treatment; it also requires the ability to communicate, work safely, work in a team and even lead a team.

## Grade Scale

The grading scale is as follows:

Grade	GPA	Percentage	Status
A	4.0	90-100%	Excellent – Pass
B	3.0	80-89%	Good – Pass
C	2.0	70-79%	Average - Pass
D	1.0	60-69%	Not Satisfactory – Does Not Pass
F	0	<60%	Failing – Does Not Pass
I	0		Incomplete
W	0		Withdrawal
AU			Audit

## Conduct Policy

### Student Code of Conduct

Water Technologies Training Institute respects the dignity and worth of each individual in the program and recognizes the basic rights of freedom of speech, assembly, inquiry, reasonable use of services and facilities, and the right to due process. In the interest of guaranteeing the broadest range of freedom to each individual, Water Technologies Training Institute has established a Student Code of Conduct and a due process system.

The Student Code of Conduct is administered through the Director and is based on promoting education and excellence regarding student behavior. The goal of the Student Code of Conduct is that acceptable standards of behavior are communicated to and understood and upheld by the students.

The program encourages and facilitates an environment where students take responsibility for their actions. Through the Student Code of Conduct, Instructors educate students about their rights and responsibilities as members of this community. Questions of interpretation regarding the Student Code of Conduct should be referred to the Instructor(s).

### Provisions

Students are protected by all laws which provide rights of citizenship to every individual. Students must, however, assume the responsibilities of citizenship of the United States of America. They are expected to obey both the penal and civil statues of State and Federal government, and the policies of the Water Technologies Training Institute.

This code contains regulations for dealing with alleged student violations of program standards or conduct in a manner consistent with the requirements of procedural due process. It also contains descriptions of the standards of conduct to which students must adhere and the penalties which may be imposed for the violation of those standards.

### Application

This Code applies to individual students and states the role of students, faculty and administrative staff members of the Program in disciplinary procedures.

Water Technologies Training Institute has jurisdiction for disciplinary purposes over a person who was a student at the time he/she allegedly violated said rule, policy or regulation or administrative rule on the Program property.

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## Definitions/Violations

In this Code, unless the context requires a different meaning, the following applies:

- Administration: any administrative position within the Water Technologies Training Institute structure.
- Website and facilities: the website and facilities of the Program is deemed as all real property over which the Water Technologies Training Institute has possession and control.
- Formal Complaint: a written summary of the essential facts constituting a violation of rules, policies and regulations or administrative rules.
- Program: the Water Technologies Training Institute Reverse Osmosis Water Treatment Technician Program
- Student: a person who is currently enrolled or who has been accepted for admission or readmission to the Program.

### Student Conduct

Each student shall be charged with notice and knowledge of the contents and provisions of the Program's rules and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to any and all activities prohibited by law, the following is a nonexclusive list of expressly prohibited behavior:

### Academic Integrity

Academic integrity is essential to learning. Water Technologies Training Institute is committed to creating and fostering an environment that encourages and rewards academic integrity at all levels. To do this, we nurture the fundamental values of academic integrity: honesty, trust, respect, fairness, and responsibility in all our actions, assignments, assessments and communications

### Disorderly Conduct

Disorderly conduct shall include, but is not limited to, any of the following activities occurring at any time on property owned or controlled by the Program or Program sponsored functions:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.

### Falsification of Records of Information

Intentionally falsifying any official Program record or giving false information in response to requests by the Program or Program officials.

### Financial Transactions with the Program

1. Refusing to pay or failure to pay a debt, such as loans, fines, or other charges, owed to the Program.
2. Giving the Program an "insufficient funds" check or draft or stopping payment on a check or draft.
3. Failure to pay the Program the amount due on a check, draft or money order on or before the fifth class day after the day the Business Office sends written notice that the drawee has rightfully refused payment on the check, draft or order constitutes prima facie evidence that the student intended to defraud the Program.
4. Acting as representative of the Program in an attempt to legally bind the Program without authorization.
5. Making or attempting to make personal use of Program property.
6. As a student employee, knowingly accepting overpayment or refusing to return an overpayment, once notified of same within the subsequent pay period.
7. Students who default on student direct loans shall be subject to those additional requirements and may avail themselves of those defenses relevant to Federal and State laws and regulations governing such loans.

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Any student violating the Student Code of Conduct listed above shall be subject to discipline, including suspension or expulsion.

## **Authorized Disciplinary Penalties**

### **Nature of Penalties**

The following penalties comprise the range of official Program actions which may be taken when a student engages in prohibited conduct. These penalties are not exclusive but may be imposed together with other penalties. They are not listed in priority or sequential order.

- **ADMONITION:** a written reprimand from the Instructor or the Campus Director/Director of Education - to the student on whom it is imposed.
- **WARNING PROBATION:** indicates that further violations of regulations will result in more severe disciplinary action. Warning probation may be imposed for any length of time, up to (1) one calendar year, and the student shall be automatically removed from probation when the imposed period expires.
- **DISCIPLINARY PROBATION:** indicates that further violations may result in suspension. Disciplinary probation may not be imposed for longer than one (1) calendar year.
- **WITHHOLDING OF TRANSCRIPT OR DEGREE:** imposed upon a student who fails to pay a debt owed to the Program or who has a disciplinary case pending final disposition. The penalty terminates on payments of the debt or final disposition of the case.
- **BAR AGAINST READMISSION:** imposed on a student who has left the Program on academic dismissal for disciplinary reasons.
- **RESTITUTION:** reimbursement for damage to or misappropriation of funds or property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- **SUSPENSION OF PRIVILEGES:** a penalty which may impose limitations or restrictions to fit the particular case.
- **DENIAL OF DEGREE:** may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time, up to and including permanent denial.
- **SUSPENSION FROM THE PROGRAM:** prohibits, during the period of suspension, the student from entering the Program campus except in response to an official summons and from registering either for credit or for noncredit courses or other scholastic work through the Program.
- **EXPULSION:** permanent severance from the Program. Expulsion from the Program may be imposed only with the concurrence of the Campus Director/Director of Education.
- **SUSTAIN THE PENALTY IMPOSED BY A FACULTY MEMBER FOR ACADEMIC DISHONESTY:** original penalty imposed by the faculty member may be upheld.

## **Employee Initiation of Disciplinary Action for Violation of Student Code of Conduct**

### **Initiation of Action**

When any member of the faculty is confronted with a student involved in disorderly conduct of a threatening nature, the faculty member may ask the student to leave. If necessary, the faculty member may request that the Campus Director/Director of Education aid in the removal of the student.

### **Faculty Disposition**

If the Campus Director/Director of Education is not aware of the student's removal, the faculty member should report the action, in writing, to the Campus Director/Director of Education as soon as possible. The faculty member and the Campus Director/Director of Education may attempt to resolve the conflict with the student. Additionally the faculty member may refer the case to the Campus Director/Director of Education for additional disciplinary action pursuant to the Student Code of Conduct.

### **Investigation**

In matters pertaining to academic issues, the Campus Director/Director of Education will be the designated administrator to handle procedures.

When the designated administrator receives information that a student has allegedly violated a law, policy or regulation, the administrator or a designated representative shall investigate the alleged violation. After completing the preliminary investigation, the administrator may:

- Dismiss the allegation as unfounded.
- Summon the student for a conference for further evaluation of the severity of the allegation, and, if the facts of the alleged violation or the administrative decision are not disputed by the student, proceed administratively.
- Summon the student for a conference for further evaluation of the severity of the allegation, and, if the alleged allegations and/or the administrative decision are disputed by the student, prepare a formal complaint based on the allegation for use in a disciplinary hearing, along with a list of witnesses and

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documentary evidence supporting the allegations.

The Campus Director/Director of Education may take immediate interim disciplinary actions, including suspending the right of a student to be present on the campus, if it is determined that an emergency exists which requires immediate action to preserve the educational environment.

### **Summoning Student**

In connection with an alleged violation, a student may be summoned to appear by certified letter, addressed to the student at his/her address as it appears in the records in Student Success or by other such means as are available and appropriate.

The summons shall direct the student to appear at a specified time and place not less than (5) five class days after the date reflected on the letter. The letter shall also contain a brief description of the alleged violation.

The designated administrator may place on disciplinary probation a student who fails, without good cause, to comply with a certified letter of summons, or the administrator may proceed with discipline actions.

### **Administrative Disposition of a Violation**

When the facts are undisputed by the student, the designated administrator may administratively dispose of the violation if:

- It is in the best interest of the Program and the student concerned, and
- The student concerned consents in writing to administrative disposition and signs a statement that he/she understands the violation charges, the right to a hearing, the penalty imposed, and the waiver of the right to appeal.

At a conference with a student in connection with an alleged violation, the administrator shall advise the student of his/her rights and explain disciplinary procedures to be followed in the disposition of the matter.

In administratively disposing of a violation, the administrator may impose any disciplinary action authorized under this code.

A student may refuse administrative disposition of the alleged violation and, on refusal, is entitled to due process and a hearing as outlined below.

The administrator shall prepare an accurate, written summary of each administrative disposition of a major violation and forward a copy to the student and to the parents or guardian of an un-married student who is under (18) eighteen years of age (with the exception of emancipated minors) and to appropriate administrative personnel.

### **Disciplinary Hearing Committee**

When a student refuses administrative disposition of a violation, he/she is entitled to due process and a hearing before a Disciplinary Hearing Committee. The request to the designated administrator must be made in writing and in the Office of the administrator on or before the (5) fifth day following the administrative disposition.

The Disciplinary Hearing Committee shall be selected by the Campus Director/Director of Education or designee and shall consist of (3) three to (5) five members, as follows

- Two students designated only if class size is larger than 10 students or if more than 25 students are currently attending WTTI classes.
- A faculty member.
- A staff member.
- An administrative officer.

The Campus Director/Director of Education shall appoint one of the disciplinary Hearing Committee members to chair the Disciplinary Hearing Committee.

The administrator shall represent the Program before the Disciplinary Hearing committee and present evidence to support any allegations of violations of rules, regulations, and/or administrative rules. The administrator may be assisted by legal counsel when, in the opinion of the administrator, the best interests of the student or the Program would be served by such assistance.

### **Notice**

The designated administrator shall notify the student concerned by letter of the date, time, and place for the hearing, which shall take place not fewer than (10) ten days after the date of the letter. The ten-day notice requirement may

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be altered by mutual agreement of the administrator and the student. An opportunity for hearing shall precede suspension or expulsion of a student unless a student's presence on the campus poses a danger to persons, property or the academic process. If interim suspension is necessary before a hearing can be provided, the Campus Director/Director of Education, or their designee must make a reasonable attempt to meet with the student, discuss the charges and evidence, and allow the student the opportunity to respond so as to have the opportunity to correct any mistakes in the factual record. A hearing before the Disciplinary Hearing Committee, in compliance with the requisites of this Code, shall then be held as soon as practicable thereafter, which in no event shall take place later than (5) five class days after the date of the suspension or expulsion.

This notice shall:

- Be in sufficient detail to apprise the student of what he/she is charged with and the potential punishment for the charge and to enable the student to prepare a defense.
- Direct the student to appear on the date and at the time and place specified.
- Advise the student of his/her rights as outlined below:
  - To a private hearing;
  - To appear in person and with a representative or legal counsel at the hearing;
  - To know the identity of each witness who will testify for the Program;
  - To call witnesses and ask for copies of evidence in the Program's possession in advance of the hearing and to offer evidence and argue in his/her own behalf at the hearing;
  - To have the hearing recorded verbatim and have a stenographic digest made of the recording and/or make a transcript of the hearing, at the student's expense;
  - To cross-examine each witness who testifies against the student;
  - The right to appeal;
  - To have his/her parents or legal guardian present at the hearing, if he/she is a minor.
- Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
- Contain a copy of the complaint.
- Notify the student that the administrator may be represented by counsel and that the administrator or counsel may cross-examine a student witness testifying on the student defendant's behalf, or the student defendant, if the student testifies in own behalf.

### **Failure to Comply with Notice**

The administrator may, on behalf of the Program and at his/her discretion, elect to proceed with the hearing in the student's absence.

### **Procedure**

The Program may be represented by staff members of the designated administrator office, legal counsel or other persons designated by the administrator. The Chairperson shall provide reasonable opportunities for witnesses to be heard.

The Disciplinary Hearing Committee shall proceed generally as follows during the hearing:

1. The Campus Director/Director of Education reads the complaint.
2. The Campus Director/Director of Education presents the Program's case.
3. The student presents his/her defense.
4. The Campus Director/Director of Education and the student present rebuttal evidence and argument.
5. The Disciplinary Hearing Committee shall make its decision strictly upon the evidence presented at the hearing.
6. All evidence shall be offered to the Disciplinary Hearing Committee during the hearing and made part of the hearing record.
7. A student may not be compelled to testify against himself/herself.
8. Disciplinary Hearing Committee members may, if necessary, question witnesses, but are encouraged to allow the participants to conduct the examinations.
9. The Disciplinary Hearing Committee will vote the issue of whether or not there has been a violation of rule, regulations or administrative rule. If the Disciplinary Hearing Committee finds the student has violated a rule, regulation or administrative rule, the Disciplinary Hearing Committee will recommend an appropriate penalty, as stated herein.
10. The Disciplinary Hearing Committee shall date in writing each finding of a violation of a rule, regulation, or administrative rule and the penalty recommended. Each Disciplinary Hearing Committee member concurring in the finding and recommendation shall sign the statement. The Disciplinary Hearing Committee shall include in the statement its reasons for the finding and recommendation.
11. The Campus Director/Director of Education, acting on behalf of the Disciplinary Hearing Committee, informs the student of the decision and penalty, if any.

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## Evidence

Legal rules of documentary evidence do not apply to hearings before the Disciplinary Hearing Committee. The Disciplinary Hearing Committee will admit evidence that possesses probative value with respect to the alleged violation. The Disciplinary Hearing Committee shall exclude irrelevant, immaterial and unduly repetitious evidence.

The Disciplinary Hearing Committee shall recognize as privileged communications between a student and a member of the professional counseling staff, where such communications were made in the counsel of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential.

The administration has the burden of proving its case by a preponderance of the evidence. Preponderance of the evidence means proof that leads a reasonable person to find that the facts in issue are more likely to have occurred than not.

A student may not be compelled to testify in his/her own behalf. If the student chooses not to testify, no inference may be drawn from the failure to testify. If the student does testify, he/she may be fully cross-examined.

## Hearing Record

The hearing record shall include:

- A copy of the notice required herein;
- All documentary and other evidence offered or admitted in evidence;
- Written motions, pleas, and any other materials considered by the Disciplinary Hearing Committee;
- The Disciplinary Hearing Committee's findings and conclusions;
- The Disciplinary Hearing Committee's decision;
- A transcript or electronic record of the hearing (at the student's expense), if any.

The disciplinary records and proceedings shall be kept separate from the student's academic record.

## Petition for Administrative Review

A student is entitled to appeal to the President of the Company. The President of the Company shall automatically review every expulsion.

In order to reverse the decision of the Disciplinary Hearing Committee, the President must find the following:

- Procedural error;
- Arbitrary or capricious treatment of the student; or
- Substantial evidence supporting reversal.

The petition on appeal shall contain the record required by the HEARING RECORD paragraph above. A student shall file the petition for appeal in the office of the President of the Company within (10) ten calendar days of the date of the Disciplinary Hearing Committee announces the decision. The petition shall specifically point to the procedural error, arbitrary or capricious treatment alleged, or the substantial evidence supporting a reversal of the Disciplinary Hearing Committee below.

The President may receive written briefs and hear real arguments during the review or request additional evidence. The decision of the President shall be issued within (30) thirty day of the date of appeal, or, in the case of expulsion, (30) thirty days from the date of the Disciplinary Hearing Committee's decision, whichever is later.

## Satisfactory Academic Progress

Students must complete all courses with a 'C' or better to get credit. There is a 1-year time limit for a student to finish the program earning 24 credits. A one-time 6-month extension to complete the entire program (24 credits) may be granted to students who request an extension in writing via email to [cbedford@dhptraining.com](mailto:cbedford@dhptraining.com) or faxed to 505-327-2934.



# Program Description



## Policy and Program Modifications

WTTI reserves the right to modify the course content, structure and schedule without additional charges to the student and within regulatory guidelines. WTTI reserves the right to amend the Catalog and Student Handbook as required.

# Reverse Osmosis Water Treatment Technician Program

## Overview

The Reverse Osmosis Water Treatment Technician program (ROTP) has been designed to prepare students for employment or advanced training in advanced drinking water treatment and in the advanced industrial water treatment industries. There is one certificate:

- Reverse Osmosis Water Treatment Technician Program – online and hands-on courses, a hybrid program



The program is offered to prepare individuals for entry into membrane water treatment applications. The certification prepares completers to work in drinking water facilities and industrial facilities in which the primary contaminant removal equipment is membrane technology.

The content of the program includes, but is not limited to, a thorough understanding of various feed waters; various water treatment schemes used, such as for drinking water, power generation, pharmaceutical, biotech, semiconductor and other applications; basic hand tools, equipment, chemical injections, safety and troubleshooting of water treatment systems; piping and instrumentation diagrams; pumps, valves, gauges and meters; the pretreatment technologies required to produce safe drinking water as well as the pretreated water required for advanced technologies; the theory, process and equipment of common membrane water treatment systems; and the initial monitoring and troubleshooting skills required to effectively operate and maintain a membrane water treatment system.

## Course Credits

Course	Course Title	Credit Hours	Type	Price
<b>Core Courses</b>				
<b>100 series</b>				
TB101	Water Treatment Math, Chemistry and Biology	3.0	Online Textbook	\$238.21
TB102	Reverse Osmosis	3.0	Online Textbook	\$238.21
TB103	Reverse Osmosis - Troubleshooting	3.0	Online Textbook	\$238.21
<b>200 series</b>				
TB201	Pretreatment - Troubleshooting	3.0	Online Textbook	\$238.21
TB202	Scaling & Fouling Troubleshooting	3.0	Online Textbook	\$238.21
TB203	Advance RO Monitoring & Cleaning	3.0	Online Textbook	\$238.21
<b>280 series</b>				
HO281	RO Operation	0.600	Hands-On Seminar	\$456.85
HO282	RO Monitoring & Troubleshooting	0.600	Hands-On Seminar	\$456.85
HO283	RO Advanced Troubleshooting	0.600	Hands-On Seminar	\$456.85
HO284	RO Chemical Cleaning	0.600	Hands-On Seminar	\$456.85
HO285	RO Advanced Chemical Cleaning	0.600	Hands-On Seminar	\$456.85

## Elective Courses

### 110 series

OLC110	Introduction to Water Treatment	0.264	Online Training	\$116.00
OLC111	Water Treatment Plant Fundamentals	0.264	Online Training	\$116.00
OLC112	Water Treatment Math	0.165	Online Training	\$72.50
OLC113	Water Treatment Chemistry	0.297	Online Training	\$130.50
OLC114	Membrane Filtration and Membrane Bioreactors	0.363	Online Training	\$159.50
OLC115	Piping and Instrumentation Diagrams	0.099	Online Training	\$43.50
OLC116	Reverse Osmosis Water Treatment	0.363	Online Training	\$159.50
OLC117	RO Operation & Maintenance	0.363	Online Training	\$159.50
OLC118	Reverse Osmosis Monitoring & Troubleshooting	0.363	Online Training	\$159.50

### 120 series

PRW121	Membrane Filtration	0.066	Recorded Webcast	\$29.00
PRW122	Water Chemistry	0.066	Recorded Webcast	\$29.00
PRW123	Biofouling in WT Systems	0.066	Recorded Webcast	\$29.00
PRW124	RO Pretreatment	0.066	Recorded Webcast	\$29.00
PRW125	Reverse Osmosis	0.066	Recorded Webcast	\$29.00
PRW126	RO System Monitoring	0.066	Recorded Webcast	\$29.00
PRW127	Chemical Cleaning	0.066	Recorded Webcast	\$29.00
PRW128	Troubleshooting through Membrane Autopsy	0.066	Recorded Webcast	\$29.00

### 270 series

PPR271	5,000 Word Composition	1.185	Written Paper	\$444.29
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### 290 series

OJT295	RO System Operation Externship	3.000	On The Job Training	\$2,284.25
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### 330 series

TR330	Transfer of Credits from other DHP courses	TBD	Credit Transfer	\$TBD
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# Transfer Policy

## Transfer Credits

Credits for any DHP training program are fully transferable as long as a David H. Paul, Inc. certificate was awarded. These courses are ordinarily the same as the ROTP at WTTI.

- DHP Presented Seminars
- Water Technologies Training Resource - Online Training
- DHP's Water Treatment Certification Program (WTCP)

For any other course, as a general rule, credit will be given on a course equivalent basis. In some instances where course equivalency is questioned, credit must be validated by examination or a proficiency evaluation. Only those courses in which a David H. Paul, Inc. Certificate was awarded are transferable. Remedial courses are not transferable.

Student must initiate the process.

## Transfer Students

Applicants previously enrolled in one or more institutions of higher education and who wish to enroll in a WTTI credit program can be admitted when the following are submitted to the Admissions Office:

- A completed application form.
  - A \$50.00 non-refundable application fee.
  - An official high school transcript with graduation date posted or official GED scores. If the transcript is in a language other than English, an official English translation is also required.
  - Official transcripts from all postsecondary institutions previously attended.
  - Must have satisfactory GPA with an average of "C" or better from postsecondary institutions previously attended.

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A course-by-course evaluation is required. Transfer credit evaluations are completed as soon as all transcripts have been received.

Admission files completed by the admission deadline date are evaluated for the next term. Incomplete admissions files will not be evaluated until all transcripts have been received by the Admissions Office. Transfer applicants or students not possessing appropriate transfer credits may not transfer their credits.

### **Special Admission**

An applicant who desires to take credit courses but does not plan to pursue a certificate is admitted under the Special Admission status and is required to submit a completed application form to the Admissions Office and the \$50 non-refundable application fee. Special Admission students should be aware of the following:

- A student may apply for Regular Admissions status upon request. A change of admission status requires meeting all appropriate admission requirements. Regular Admission status is required in order to apply for a certificate and graduation.
- Transcripts of the Special Admission student will be evaluated only upon special request by the student.
- A student receiving financial assistance requiring certification of enrollment may not be admitted under Special Admission.
- Prerequisite and/or co-requisite courses and language, reading, and math placement level requirements will apply. Proof of eligibility to register for courses must be presented to the Admissions Office at registration.

Students who have taken ROTP courses before, but have failed to pass with a minimum of a “C”, may retake a course through Special Admission.

### **Audit Students**

Students are not permitted to audit the ROTP courses.

## **Satisfactory Academic Progress**

### **Satisfactory Academic Progress – Credit Hours**

The Reverse Osmosis Water Treatment Technician Program is 24 credits and is divided into core courses and elective courses. At the end of the program all students are evaluated for satisfactory academic progress.

Quantitative progress is defined as the credit hours achieved divided by the credit hours attempted. To be making satisfactory academic progress, a student’s quantitative progress must be at least 70%.

The student’s cumulative grade point average is reviewed to determine qualitative progress. The minimum GPA required is 2.0.

Grades of “F” and “I” are counted as hours attempted but not achieved and have a 0.00 value toward the GPA.

Repetitions of course work are counted as hours attempted. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a student’s academic progress in terms of the maximum time frame, which is 150% of the published length of the program.

Students who withdraw from a course or the program will receive a grade of “W”, which has no impact on the GPA. The credit hours for the courses are counted as attempted but not achieved.

### **Academic Probation**

If a student fails to maintain the required academic progress at the end of any course, he/she will be placed on ACADEMIC PROBATION for the next course. The student must attain the required GPA and/or number of achieved credit hours during the probationary period or he/she will no longer be eligible for financial aid and may be dismissed from institute. The student is eligible for financial aid during his/her probationary status.

### **Appeal Process**

Any student not attaining the required GPA or achieved hours during the probationary period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the School Director. The

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appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Appeals Committee, composed of the WTTI staff appointed by the Campus Director, will examine all appeals. The student will be sent the committee's written decision within five days of the Campus Director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next module, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of course, and at the end of every module thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

### Maximum Time Frame

All program requirements must be completed within a maximum time frame of 1.5 times the normal program length, as measured in attempted credit hours. The program, 24 credits in length, must be completed within 36 attempted credits.

# Plagiarism/Copyright

## Plagiarism and Copyright Infringement

WTTI students will be required to write some papers on industrial and advanced water treatment applications. The papers are expected to be in the words of the student, not copied from others. The development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. Copying content from books, periodicals or the internet is considered plagiarism. Plagiarism is defined in the 1995 Random House Compact Unabridged Dictionary, as "Use or close imitation of the language and thoughts of another author and the representation of them as one's own original work". Individuals caught plagiarizing in academic context often fail to include quotations or give the appropriate citation to the original source and author of such context. Plagiarism by students, professors, or researchers is considered academic dishonesty or academic fraud, and offenders are subject to academic censure, up to and including expulsion and civil damage liability.

Plagiarism is not the same as copyright infringement. While both terms may apply to a particular act, they are different transgressions. Copyright infringement is a violation of the rights of a copyright holder, when material protected by copyright is used without consent. On the other hand, plagiarism is concerned with the unearned increment to the plagiarizing author's reputation that is achieved through false claims of authorship.

All David H. Paul, Inc. training materials, including but not limited to textual, video, and computer-based training materials, used in the Reverse Osmosis Water Treatment Technician Program (ROTP) are copyright protected. No reproduction of any portion may be made without the written consent of David H. Paul, Inc. The David H. Paul, Inc. AWTP training materials may not be used, currently or in the future, to train anyone who is not registered in the AWTP.

There are two reasons why you should not copyright any AWTP material:

1. Fairness to DHP
2. Fairness to you

When someone writes a great Biology 101 college textbook, he/she can expect TENS OF THOUSANDS of college students to buy the book for \$100 - \$150 each. DHP has written 12 AWTP books and to date a few hundred students have taken the course. DHP has spent over \$1,000,000 to create & edit these books. It will take years to recover the cost of creating these books. It isn't fair to DHP for these materials to be copied.

You will invest your time and perhaps your money in taking this program. You will have to work hard to understand the materials, read the text, take the tests and perform the exercises. It isn't fair to you for someone else to get this free.

Any violation of copyright will result in criminal and civil action against the violator to the fullest extent of the laws of the state of New Mexico.

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### **\$5,000 Reward**

David H. Paul, Inc. will pay \$5,000 to anyone reporting to David H. Paul, Inc. an alleged infringement of David H. Paul, Inc.'s copyrighted materials that leads to a final judgment of infringement against the alleged infringer in a lawsuit brought on by David H. Paul, Inc.

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# Administration and Faculty

President	David Paul	505 326-3431	
Campus Director	Charles Bedford	505 599-0250	<a href="mailto:cbedford@dhptraining.com">cbedford@dhptraining.com</a>
Director of Education	Bill Dees	505 599-0246	<a href="mailto:bdees@dhptraining.com">bdees@dhptraining.com</a>
Admissions	Elizabeth Coles	505 486-3661	<a href="mailto:bcoles@dhptraining.com">bcoles@dhptraining.com</a>
Financial	Charles Bedford	505 599-0250	<a href="mailto:cbedford@dhptraining.com">cbedford@dhptraining.com</a>
Instructor	David Paul	505 326-3431	<a href="mailto:instructorhelp@dhptraining.com">instructorhelp@dhptraining.com</a>
	Bill Dees	505 599-0246	<a href="mailto:bdees@dhptraining.com">bdees@dhptraining.com</a>
Registrar	Elizabeth Coles	505 599-0242	<a href="mailto:bcoles@dhptraining.com">bcoles@dhptraining.com</a>
Career Placement	Darrell Cunningham	505 599-0249	<a href="mailto:dcunningham@dhptraining.com">dcunningham@dhptraining.com</a>

# Some Industries That Use Advanced Water Treatment

A few examples from each industry are provided.

Most of these are DHP clients and some are on the Advisory Board.

## Cosmetics, Fragrances & Toiletries

- Clairol
- Clinique
- Curell
- Estee Lauder
- Jergens
- Lancome
- L'Oreal
- Maybelline
- Revlon
- Unilever

## Food & Beverage

- Soda: Coca Cola, Pepsi, Koch
- Beer: Coors, Anheuser Busch, Miller
- Bottled Water: Dasani, Aquafina,

## Arrowhead

- Juice: Apple, Orange, Cranberry
- Dairy: Cheese, Whey, Milk
- Wine

## Governmental Agencies

- Army of Australia
- Israel Electric
- Florida Department of Environmental

## Protection

- Kingdom of Saudi Arabia
- San Diego County Water Authority
- Sultanate of Oman
- Texas Water Development Board
- U.S. Army
- U.S. Bureau of Reclamation
- U.S. Navy

## Microelectronics/Semiconductor\*

- Advanced Micro Device
- Hewlett Packard
- IBM
- Intel
- Lucent Technologies
- Motorola
- Philips

## Microelectronics/Semiconductor\*

(Cont'd)

- Samsung
- Sematech
- Sumitomo

## Manufacturers

- Automobile: Ford, General Motors, Nissan, Toyota
- Any industry using boilers
- Many more

## Manufactured Products

- Proctor & Gamble
- Electroplating
- Electrocoating
- Car windshields
- Pulp & paper
- Baby formula

## Municipal Drinking Water

Most cities either have or are going to have advanced water treatment. Here are some examples of current large drinking water plants.

- Collier County, FL
- Tampa Bay Water, FL

Cities of:

- Boynton Beach, FL
- Brighton, CO
- Cape Coral, FL
- Cape May, MD
- Chandler, AZ
- Corona, CA
- Lancaster, OH
- Minneapolis, MN

## Original Equipment Manufacturers/ Service Companies

- Aquafine
- Aquionix
- Buckman Labs
- Chem Treat
- General Electric
- Koch Membrane Systems
- MECO

## Original Equipment Manufacturers/Service Companies (Cont'd)

- Nalco
- Severn Trent
- Siemens

## Pharmaceutical/Biotech\*

- Abbot Labs
- Amgen
- Baxter
- Bayer
- Eli Lilly
- Genzyme
- GlaxoSmithKline
- Merck
- Pfizer
- Watson Labs

## Petrochemical

- Arco
- Ashland Chemical
- British Petroleum
- Chevron
- Dow Chemical
- Exxon-Mobil
- Monsanto
- Phillips
- Shell
- Texaco

## Power Generation

- American Electric Power
- Con Edison
- Duke Power
- Entergy
- Florida Power & Light
- Pacific Gas & Electric
- Sierra Pacific
- Southern Cal Edison
- Southern Companies
- TXU Energy

\* Though earning the ROTP certificate will prepare you for most membrane water treatment jobs, successfully completing both ROTP and HTTP would be especially necessary to pursue these marked industries.



**Water Technologies Training Institute**  
**1911 Rustic Place, Farmington, NM 87401**

Mailing address:

**PO Box 2590, Farmington, NM 87499**

**[watertechtraining.com](http://watertechtraining.com)**  
**[wttionline.com](http://wttionline.com)**

**Toll Free: 877-711-4347**  
**505-326-3431**

**ROTP Student Representative:**

Elizabeth Coles

505-486-3661

[bcoles@dhptraining.com](mailto:bcoles@dhptraining.com)



