



Water Technologies Training Institute

A Division of David H. Paul, Inc.

Catalog and Participant 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.

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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: Changing lives...One at a time. Improving human life through improving water treatment

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.

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.

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 Water Treatment 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 a program where they could train their employees effectively.
3. Potential participants 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. 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 participants 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
- And many more

More examples of jobs and industries are on page 29.

Reverse Osmosis Water Treatment Technician Program

Overview

The Reverse Osmosis Water Treatment Technician Program (ROTP) has been designed to prepare participants 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" – online and hands-on courses, a 675 hour hybrid program.

The program is offered to prepare individuals for entry into membrane water treatment applications. The certificate prepares graduates 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.

Core Courses:

100 series

TB101

Water Treatment Math, Chemistry and Biology

90 contact hours 3.0 credit hours Online Textbook

What you will learn: You will learn the required basic mathematics, chemistry, and biology needed for water treatment operations. Upon satisfactory completion of this course, the participant will be able to: add, subtract, multiply, and divide fractions, whole numbers, and decimal fraction, including expressing numbers in scientific notation. Express measurements using the correct number of significant figures. Describe the manner in which atoms bond together to form molecules. Identify the properties of water as it relates to: molecular structure, hydrogen bonding, and surface tension. Calculate morality of solutions and molecular weights. Identify the terminology associated with non living suspended substances including their chemical make-up and classification based on particle size and composition. Identify the various types of microbiological species, biofouling, bacterial growth requirements, biocides, and biostats.

Length: Ninety (90) hours of textbooks study with online exams

TB102

Reverse Osmosis

90 contact hours 3.0 credit hours Online Textbook

What you will learn: You will learn the requirements, process, and equipment needed for successful reverse osmosis operations. Upon satisfactory completion of this course, the participant will be able to: Understand the feed water constituents which may damage reverse osmosis unit performance. Identify the most probable pretreatment scheme required to protect a reverse osmosis unit from suspended solids. Identify the pretreatment requirements for scale control. Calculate conversions, concentration factors, maximum allowable permeate flow, osmotic and applied pressure, net driving pressure, temperature conversions, percent recovery, concentration factor, scaling concentration, and flow rates. Identify the different types of membranes. Identify the internal of a reverse osmosis unit.

Length: Ninety (90) hours of textbooks study with online exams

TB103

Reverse Osmosis - Troubleshooting

90 contact hours 3.0 credit hours Online Textbook

What you will learn: You will receive an introduction to initial troubleshooting skills required to effectively operate and maintain a reverse osmosis water treatment system and develop skills required for monitoring, trending requirements and scalant, and foulant removal. Upon satisfactory completion of this course, the participant will be able to: Identify biofouling problems based on water analysis. Calculate average salt concentration, percent salt rejection, average feed pressure, normalized permeate flow, silt density index, and pressure drops. Identify correct flow meter and conductivity meter calibration. Identify problems given a profile sheet and pressure vessel probing sheet. Identify and understand the equipment and process necessary to obtain a successful chemical cleaning. Determine successful chemical cleanings.

Length: Ninety (90) hours of textbooks study with online exams

200 Series

TB201

Pretreatment - Troubleshooting

90 contact hours 3.0 credit hours Online Textbook

What you will learn: This course covers operations, monitoring, and troubleshooting of reverse osmosis pretreatment equipment including multimedia filters, activated carbon beds, and prevention of scaling, fouling and chemical attack. You will develop knowledge on analytical procedures and equipment needed to properly assess and troubleshoot reverse osmosis systems. Upon satisfactory completion of this course, the participant will be able to: Calculate temperature conversion factors, temperature correction factors, dosage, flow rates, backwash flow rates, cross-sectional are, volume, dosage, and density. Determine where silt density index test should be taken. Ability to monitor and troubleshoot normal and abnormal operating conditions for activated carbon. Determine between exponential bacterial growth and biofouling problems. Identify the mol/L concentration of hydrogen ions, and pH. Convert Fahrenheit, Celsius, and Kelvin

Length: Ninety (90) hours of textbooks study with online exams

TB202

Scaling & Fouling Troubleshooting

90 contact hours 3.0 credit hours Online Textbook

What you will learn: This course covers interpretation of a water analysis report, how to calculate the scaling potential for reverse osmosis units, including scaling compounds, scale inhibitor and acid dosages. You will learn advanced reverse osmosis troubleshooting techniques for determining scaling and fouling potentials. Upon satisfactory completion of this course, the participant will be able to: Perform chemical reaction equations. Calculate equivalents, concentrations, hardness, ionic strength, pH, LSI, calcium carbonate saturation, sulfate scaling potential. Interpret reading relating to alkalinity. Identify silica fouling and scaling of a reverse osmosis unit. Perform troubleshooting techniques relating to scaling and chemical attack. Determine whether or not a unit can run without scale inhibitor.

Length: Ninety (90) hours of textbooks study with online exams

TB203

Advance RO Monitoring & Cleaning

90 contact hours 3.0 credit hours Online Textbook

What you will learn: This course covers the advanced troubleshooting procedures and techniques required for identifying and correcting reverse osmosis problems, including probing, profiling, element replacements, element autopsies, and chemical cleaning. You will learn procedures for advanced reverse osmosis troubleshooting and the process for effective chemical cleaning. Upon satisfactory completion of this course, the participant will be able to: Calculate average feed pressure, average osmotic pressure, normalized permeate flow, differential pressures, percent salt rejection. Perform replacement of reverse osmosis elements. Perform chemical cleaning for removal of fouling or scaling particles. Identify concerns

with fouling and scaling. Identify successful and unsuccessful chemical cleaning outcomes. Identify membrane damage due to chemical cleaning. Understand membrane element autopsy procedure.
Length: Ninety (90) hours of textbooks study with online exams

280 series

HO281

RO Operation

9 contact hours

0.600 credit hours

Hands-On Seminar

What you will learn: This course provides valuable knowledge to operators, maintenance personnel, technicians, management and engineering personnel who want to understand reverse osmosis unit operations. Aside from a small amount of classroom time in the morning and in the afternoon, this class is nearly 100% hands-on working with live reverse osmosis units. You will learn to determine feed water fouling potential and effectiveness of pretreatment, feed water chlorine analysis and reducing agent dosage, proper RO unit start-up and shut-down procedures, RO unit data collection, effects of recovery on operation, effects of temperature on operation, effects of TDS on operation. Upon satisfactory completion of this course, the participant will be able to demonstrate the following: Silt Density Index analysis, chlorine analysis and feed water oxidation reduction potential analysis, perform hand-held conductivity meter calibration, proper RO unit start-up procedures, fundamental data readings needed for operations and troubleshooting, proper RO unit shut-down procedures, why and how unit performance will change with recovery, why and how unit performance will change with temperature, why and how RO unit performance changes with changing feed water.

Length: Nine (9) hours of hands-on training

HO282

RO Monitoring & Troubleshooting

9 contact hours

0.600 credit hours

Hands-On Seminar

What you will learn: This course provides the most effective ways to keep your RO/NF units running at peak performance. Learn how to recognize and isolate a multitude of problems immediately and effectively. Upon satisfactory completion of this course, the participant will be able to demonstrate the following: determining replacement parts and fittings, element loading and unloading, element inspection and placement, probing and profiling techniques, shimming pressure vessel internals, diagnosis and repair, GFD/Flux per pressure vessel determination, RO/NF unit lay-up procedures, how to determine the correct replacement parts and fittings for RO units, tips and techniques for loading and unloading elements, visual inspections and the importance of element placement, how to isolate problems to a stage then to a specific pressure vessel, how to determine exactly where and what the problem is within the pressure vessel without disassembly, how to get the most life out of your o-rings and fittings, how to diagnose and repair common RO problems, how to determine the actual flux rates for each pressure vessel and stage of an RO unit, how to properly leave a membrane unit out of operation with minimal effects on performance.

Length: Nine (9) hours of hands-on training

HO283

RO Advanced Troubleshooting

9 contact hours

0.600 credit hours

Hands-On Seminar

What you will learn: This course provides analytical monitoring techniques leading to a greater understanding of RO/NF performance. This level of understanding can be invaluable when facing performance issues that are subtle and difficult to troubleshoot. The information, tips and techniques you'll learn in this course are practical and immediately usable to improve the performance of an RO system. You will learn Biological and chemical sampling procedures, RO/NF unit chemical analyses at different feed water pH ranges, understanding RO/NF performance with variable feed water pH ranges, calcium, magnesium and total hardness analysis, alkalinity analysis, chloride, sulfate, silica and CO₂ analysis, how to determine specific ion rejections, and using chemical analyses to troubleshoot problem. Upon satisfactory completion of this course, the participant will be able to demonstrate the following: Feed water pH impacts on RO/NF performance, correct sampling for chemical analysis, calcium, magnesium and total hardness determination, alkalinity determination, how to determine specific ion rejection, how to detect early scale formation on the membrane surface, early symptoms of membrane damage through chemical analysis, using chemical analyses to determine what's going on in your first and second stage.

Length: Nine (9) hours of hands-on training

HO284

RO Chemical Cleaning

9 contact hours

0.600 credit hours

Hands-On Seminar

What you will learn: This course provides the most successful and least expensive ways to clean RO/NF units by actually cleaning scaled and fouled RO units. This is the most effective way to learn how to identify problems, increase membrane life, and save your employer's facility time and money. You will learn good cleaning system equipment and design, choose the right chemical(s), learn DHP's proven 15-step cleaning procedure, clean scaled units, clean fouled units, troubleshoot common cleaning problems, and neutralization of used cleaning chemicals. Upon satisfactory completion of this course, the participant will be able to demonstrate the following: When to chemically clean, how to effectively clean, how to effectively monitor cleanings, when to stop cleaning, how to objectively measure the results of a cleaning, how to use recommended cleaning sheets and proven procedures, troubleshooting techniques for chemical cleanings, and the unique reasons why some chemical cleanings may not be effective.

Length: Nine (9) hours of hands-on training

HO285

RO Advanced Chemical Cleaning

9 contact hours

0.600 credit hours

Hands-On Seminar

What you will learn: This course focuses on chemical cleaning subtleties that can make the difference between obtaining only minimal results to obtaining excellent results. Chemically cleaning reverse osmosis (RO) and nanofiltration (NF) units can be expensive, time-consuming, frustrating and all too frequently

ineffective. You will learn advanced ways to clean RO/NF units by actually cleaning more complexly scaled and fouled RO units, advanced cleaner determination, composite cleaner formulations, advanced cleaning techniques, colloidal foulant removal, complex bio-foulant removal, and advanced troubleshooting of chemical cleanings. Upon satisfactory completion of this course, the participant will be able to demonstrate the following: Various ways and methods of selecting a cleaner, the best ways to avoid selecting an incompatible cleaner, different industry proven composite cleaner solutions, various methods to enhance cleanings and scalant/foulant removal, colloidal foulant removal, understand complex foulant removal, advanced troubleshooting of chemical cleanings, how to get the most out of your cleanings.
Length: Nine (9) hours of hands-on training

Elective Courses:

110 series

OLC110	Introduction to Water Treatment	8 contact hours	0.264 credit hours	Online Training
	What you will learn: You will understand the basics of water treatment. You will learn about different types of contaminants, source waters and different applications for water treatment. Length: Eight (8) hours of online training			
OLC111	Water Treatment Plant Fundamentals	9 contact hours	0.264 credit hours	Online Training
	What you will learn: You will learn to thoroughly understand the basics of how RO Plants Work and the basic tools and knowledge it takes to operate one. You will learn about different types of piping, valves, pumpd and other on-stream instruments and what each is used for. Length: Nine (9) hours of online training			
OLC112	Water Treatment Math	5 contact hours	0.165 credit hours	Online Training
	What you will learn: You will learn the fundamental math used in standard water treatment applications. Length: Five (5) hours of online training			
OLC113	Water Treatment Chemistry	9 contact hours	0.297 credit hours	Online Training
	What you will learn: You will learn to understand the chemistry involved in water treatment and understand the mechanisms involved in the combination of atoms to form molecules. You will understand the molecular structure of water and the resulting polarity of the molecule and you will understand some characteristics of important ions in water treatment. You will understand how organics may cause fouling both directly and indirectly in RO systems. Length: Nine (9) hours of online training			
OLC114	Membrane Filtration and Membrane Bioreactors	11 contact hours	0.363 credit hours	Online Training
	Not available yet			
OLC115	Piping and Instrumentation Diagrams	3 contact hours	0.099 credit hours	Online Training
	What you will learn: You will learn how to use P & IDs to understand a water treatment plant. Length: Three (3) hours of online training			
OLC116	Reverse Osmosis Water Treatment	11 contact hours	0.363 credit hours	Online Training
	What you will learn: You will learn to thoroughly understand the basics of how RO units work and understand common problems caused by scaling, fouling and chemical attack. You will learn how to monitor, troubleshoot and clean RO Units. You will learn some pretreatment requirements of a membrane system. Length: Eleven (11) hours of online training			
OLC117	RO Operation & Maintenance	11 contact hours	0.363 credit hours	Online Training
	What you will learn: You will learn all of the practical information necessary to thoroughly understand Reverse Osmosis (RO) and Nanofiltration (NF) water treatment technologies and apply your knowledge while operating an industrial reverse osmosis water treatment facility. Length: Eleven (11) hours of online training			
OLC118	Reverse Osmosis Monitoring & Troubleshooting	11 contact hours	0.363 credit hours	Online Training
	What you will learn: You will learn monitoring and troubleshooting activities you must perform to catch problems at an early stage when hopefully they're relatively easily reversible. Thorough understanding of required monitoring activities and thorough understanding of performance trends and interpretation of data are stressed. This course provides the technical information that's typically missing from startup training and O & M manuals. All information is applicable to NF units as well. Length: Eleven (11) hours of online training			

120 series

PRW121	Membrane Filtration	2 contact hours	0.066 credit hours	Recorded Webcast
	Not available yet			
PRW122	Water Chemistry	2 contact hours	0.066 credit hours	Recorded Webcast
	What you will learn: You will understand contaminant characteristics in different source waters and how this affects the performance of different membrane technologies. Also, you will learn how to read a complete water analysis report. Topics covered: Contaminant concentrations, oxidizing agents & reducing agents, equivalent weights, cations & anions, total hardness, alkalinity, carbon dioxide, TDS, total suspended solids (TSS), temperature.			

	Length: Two (2) hours of online training			
PRW123	Biofouling in WT Systems	2 contact hours	0.066 credit hours	Recorded Webcast
PRW124	RO Pretreatment	2 contact hours	0.066 credit hours	Recorded Webcast
	What you will learn: You will understand contaminant characteristics in different source waters and the technologies available to remove them. The technologies covered will include conventional to advanced. Topics covered: Contaminant characteristics, city water treatment (can affect an industrial system), multimedia filtration, softening, activated carbon, acid injection, scale inhibitor injection, sulfite injection, cartridge filtration and advanced pretreatment including microfiltration, ultrafiltration and ultraviolet irradiation.			
	Length: Two (2) hours of online training			
PRW125	RO Systems	2 contact hours	0.066 credit hours	Recorded Webcast
	What you will learn: You will gain a practical understanding of RO systems and how they reject contaminants. Topics covered: Contaminant characteristics and how they are rejected, osmosis, reverse osmosis, RO membranes, RO membrane elements, fully loaded RO pressure vessels, RO pressure vessels piping, RO units, the need for staging of RO units, recovery rate, concentration factor and salt rejection.			
	Length: Two (2) hours of online training			
PRW126	RO System Monitoring	2 contact hours	0.066 credit hours	Recorded Webcast
	What you will learn: You will gain an understanding of how and why RO systems should be monitored. Also, you will acquire the knowledge to perform basic troubleshooting of an RO system. Topics covered: Minimum data points needed to properly monitor an RO system, net driving pressure, normalized permeate flow, normalized pressure drop, normalized salt passage, monitoring software and basic troubleshooting.			
	Length: Two (2) hours of online training			
PRW127	Chemical Cleaning	2 contact hours	0.066 credit hours	Recorded Webcast
	What you will learn: You will understand three potential problems all RO units may face... Fouling, Scaling and Chemical Attack. Once two of the three problems occur, know how to clean and what chemicals to use to clean an RO system. The course also covers what a good chemical cleaning procedure would be along with proper monitoring of a chemical cleanings. Topics covered: Potential problems, chemicals for scaling and fouling, chemical cleaning procedure, chemical cleaning monitoring.			
	Length: Two (2) hours of online training			
PRW128	Troubleshooting through Membrane Autopsy	2 contact hours	0.066 credit hours	Recorded Webcast
	What you will learn: You will gain how to identify and correct problems within an RO element. When a reverse osmosis (RO) or nanofiltration (NF) membrane unit experiences one problem, plant personnel frequently are able to discover the cause of the problem and correct. When there are multiple problems present, it may be difficult or impossible to identify and correct the problems without a membrane element autopsy. Topics covered: What is an element autopsy, FTIR, EDS, SEM, LOI, dye testing, salt rejection, statement of results			
	Length: Two (2) hours of online training			
270 series				
PPR271	5,000 Word Composition	36 contact hours	1.185 credit hours	Written Paper
	What you will learn: This course allows the participant to demonstrate that they have learned enough about the membrane water treatment industry. During the research for this composition, you will learn about the different publications, blogs, websites that are great resources for all water treatment professionals. Upon satisfactory completion of this course, the participant will be able to demonstrate the following: Articulate new developments in membrane technology, communication skills, find resources to help the water treatment professional, who in the industry contributes what, where water treatment is headed for the future.			
	Length: Expected thirty six (36) hours of research, writing, assistance and proof reading			
290 series				
OJT295 RO	System Operation Externship (on-the-job-training while employed)	90 contact hours	3.000 credit hours	On The Job Training
	What you will learn: This course allows a participant who is already employed in a membrane water treatment facility using reverse osmosis to demonstrate that they have learned enough about the membrane water treatment industry while at work. Your employer will be given a set of competencies to go over with you and observe that you can perform the minimum requirements expected of ROTP graduates with no help.			
	Length: Participant must be employed 6 months and has worked at least 1,000 hours before completing the competency exam with their employer. Expected thirty six (90) hours of study, preparation and demonstration			
330 series				
TR330	Transfer of Credits from other DHP	TBD contact hrs	TBD credit hours	Credit Transfer courses or seminars
	This course allows a participant who has already taken other David H. Paul, Inc. seminars or courses to apply those hours of training toward the required hours to complete ROTP. If a participant has attended other than David H. Paul, Inc. training, details about that training, a certificate of completion must be			



submitted for WTTI review to determine what content was leaned and if that content meets or exceeds the expectations of ROTP courses.

Length: Length will be determined through a WTTI review of content submitted.

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

Admission Process

The process is done online.

1. Make the decision to enroll and go to http://www.dhptraining.com/dhpsite2012/rotp_app.html. Submit the **Enrollment Application** and pay the \$75 application fee. Note: The application fee is non-refundable if you are accepted. If you are not accepted into the program, your application fee will be refunded
 - a. Either submit a copy of your GED or HS Diploma, transcripts or other proof of completion of high school via fax to 505-327-2934, email to bcoles@dhptraining.com, or mail to WTTI Admissions Office, PO Box 2590, Farmington, NM 87499. If you do not have a copy of your diploma, complete the form we will provide to you to request your school transcripts
 2. Receive an Enrollment Acceptance Letter from WTTI via email
 3. Complete and return Enrollment Forms – You will receive a set of Enrollment Forms attached to your Enrollment Acceptance Letter
 4. Receive your Username and Password via email for your online account from your Participant Representative.
 5. Go to <http://www.wttionline.org> and log into the learning system
 6. Register and pay for each course as needed by clicking on the Shopping Cart link
 - a. Payment options. *WTTI is not a school nor Title IV institution; therefore no federal or state financial aid is available. This program is set up as a “pay-as-you-go” so the cost of the program is spread through the duration of the program or you can pay for the entire program all at once.*
 - i. Pay-as-you-go: Pay online via Credit Card
 - ii. Work out financial assistance through family: Pay via Money Order or Credit Card
 - iii. Secure loans through your local bank: This typically means that personal collateral such as a car or recreation vehicle is used to secure the loan, Pay via Bank Check or Money Order
 - iv. Save the funds and register when you are ready: Pay online via Credit Card
- If you pay the full tuition all at once, all your core courses will automatically be activated
- Contact your Participant Representative to select Elective Courses to fulfill the remaining 3 credits. You may choose your electives anytime within the first few months.



Note: You can plan what electives you may take to satisfy the necessary 3 credits by clicking on the **Sample Schedule** link and viewing the suggested schedule and determine which Elective Courses might suit you best. This page is only a planner, it does not affect your actual courses, and will help you choose which Elective Courses for which you wish to register.

Nondiscrimination

WTTI and David H. Paul, Inc. do 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 training programs or activities, or with respect to admission or employment.

Admission Procedure for Participants with Special Needs

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

Participants 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 participant in her or his efforts to learn and demonstrate mastery of the course content.

1. Prospective participants with special needs should inquire with 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 participant.
2. After being notified of acceptance, participants 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, participants are expected to inform instructors of requested accommodations prior to beginning the program. It is recommended that participants submit their requests in writing.
4. Any appropriate documentation supplied by the participant 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 participant. The Director will provide a form for the participant which may be used to inform instructors of the participant's special needs, of requested accommodations, and of the availability of supporting documentation through the Campus Director's office.
5. If a participant 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.



Participant Services

Payment Plan

WTTI is a private specialized training and consulting company that **does not** receive financial subsidies from any federal, state or local taxes which are “Title IV funded participant loans, PELL grants, etc.” Therefore, WTTI participants **are not eligible to receive funds from Title IV sources**. The program is “pay-as-you-go”, meaning you may pay for a single course one at a time as you proceed through the program. The program is self-paced, so you can plan your finances as you set your schedule.

- Need to complete the program in one year
- A one-time 6-month extension may be granted, if needed

Total Costs for the entire ROTP Program

Reverse Osmosis Water Treatment Technician Program Certificate

Total ROTP cost is approximately **\$5,030.30** including the application fee already collected. Price will vary depending on the electives chosen to fulfill the necessary 3 credits. This does not include travel expenses.

Tuition and fees Included in program cost:

- \$75.00 Non-refundable application fee (A refund will be given if you are not accepted)
- \$4,955.30 Tuition for courses. This cost is calculated from the following:
 - \$2,284.25 for 45 contact hours for Hands-On taught face-to-face in Farmington, NM)
 - \$1,429.26 for 540 contact hours for online textbook courses
 - Approximately \$1,241.79 for a minimum of 3 credits hours of elective courses. Elective courses are priced individually and total cost of the program will depend upon courses purchased. Use the Course Planner to determine which Elective Courses you want to register and calculate your total cost.

NOTE: There are additional travel expenses for which each participant will be responsible while attending the week-long hands-on class in Farmington, New Mexico. The participant is responsible for their own airfare, local transportation, lodging and meals outside WTTI. WTTI does provide drinks, morning snacks, lunch and afternoon snacks the days of classes.

Private Company Sponsorship

Verbal or written authorization from a company official to sponsor the participant will be secured by the admission representative before sponsored participants can begin the program. Within two weeks after any verbal authorization, WTTI must have received payment or purchase order in order for the sponsored participant to begin classes. For purchase orders, the company will be billed for the full amount of any balance due.

Use the Course Planner to determine which Elective Courses you want to register and calculate your total cost.



Career Placement Assistance

Although some placement assistance service is provided, the Institute **DOES NOT GUARANTEE** any job to any participant or graduate.

While there may be local job opportunities in your area, 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 may require ROTP graduates to relocate.

In the learning system, participants have access to some Career Placement resources. After completion of core courses, participants are given access to a Career Placement online account dedicated exclusively to posted jobs for which our advanced water treatment graduates may qualify. Features include:

- Resume consultation with your student representative
- Posted jobs online
- Access to WTTI's commercial client database to locate companies located near where the ROTP participant resides or wishes relocate. This database is a list of companies who have done business with WTTI's main company, David H. Paul, Inc.
- WTTI staff may call each employer and verify that ROTP graduates may qualify for the job for which a participant is applying or provide information about the ROTP to employers who may not be familiar with the program
- ROTP participants have access to job sites after graduation

Cancellation/Withdrawals and Refunds

Cancellation/Withdrawal of Enrollment Agreement

Refunds:

The \$75 Application Fee is non-refundable. A refund will be given if you are not accepted into WTTI.

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 participant's transcript. In the event of any cancellation of a course or the Program by the Institution, the course or Program will continue to be taught so participants who are in the Program may be allowed to complete it as scheduled.

Cancellation/Withdrawals by the Participant:

You have the right to cancel the Enrollment Agreement *within* five (5) days after your purchase of each course for a refund of that course. Cancellation of the Enrollment Agreement removes participants entirely from WTTI and no transcript will be kept on file.

If the participant cancels *after* the five-day grace period, it is defined as a Withdrawal. No refunds for Withdrawals will be given. Transcripts indicating the status of "Withdrawal" will be kept on file.

Withdrawal shall occur when the participant has given written Notice of Cancellation to WTTI. This can be done by emailing the notification to bcoles@dhptraining.com or 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.

Determination of the Withdrawal Date

The date of withdrawal will be the date WTTI receives the notification via fax or email, or the postmark of said mailed notification of his/her intent to withdrawal, or the date terminated by WTTI.

Involuntary Withdrawal Policy

A participant 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
- Failure to fulfill Academic Probation Status requirements

Re-admission into the program and WTTI following Involuntary Withdrawal will be at the discretion of WTTI's Director of Education. The Director of Education will review the participant'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 participant will then be notified of the decision. Participants accepted for re-admission will be entitled to the same rights and privileges and are subject to the same regulations as any participant.

Grading System

The goal of the ROTP is to produce well-rounded graduates that will obtain good jobs and be an asset to facilities using membrane water treatment technology. This not only requires knowledge and skills of membrane 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%	Satisfactory - Pass
D	1.0	60-69%	Not Satisfactory – Does Not Pass
F	0	<60%	Failing – Does Not Pass
I	0		Incomplete – Does Not Obtain Credit
W	0		Withdrawal - Does Not Obtain Credit



Conduct Policy

Participant 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 Participant Code of Conduct and a due process system.

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

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

Provisions

Participants are protected by all laws which provide rights of citizenship to every individual. Participants must, however, assume the responsibilities of citizenship of the United States of America whether they are a United States citizen or not. They are expected to obey both the penal and civil statutes of State and Federal government, and the policies of the Water Technologies Training Institute.

This Code contains regulations for dealing with alleged participant 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 participants must adhere and the penalties which may be imposed for the violation of those standards.

Application

This Code applies to individual participants and states the role of participants, 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 participant at the time he/she allegedly violated said rule, policy or regulation or administrative rule on the Program property.

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 (WTTI) and the Reverse Osmosis Water Treatment Technician Program (ROTP)
- Participant: a person who is currently enrolled or who has been accepted for admission or readmission to the Program.



Participant Conduct

Each participant shall be charged with notice and knowledge of the contents and provisions of the Program's rules and regulations concerning participant conduct. All participants 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 payment plan, debt, 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, draft or credit card chargeback.
3. Failure to pay the Program the amount due on a check, draft or money order on or before the fifth 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 participant 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 participant employee, knowingly accepting overpayment or refusing to return an overpayment, once notified of same within the subsequent pay period.
7. Participants who default on payment plan 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.



Any participant violating the Participant 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 participant 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 participant 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 (2) months, and the participant shall be automatically removed from probation when the imposed period expires.
- **ACADEMIC PROBATION:** indicates that further violations may result in suspension. Disciplinary probation may not be imposed for longer than one (1) month.
- **WITHHOLDING OF TRANSCRIPT OR DEGREE:** imposed upon a participant 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 participant 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 CERTIFICATE:** may be imposed on a participant 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 participant from entering the Program learning management system or campus except in response to an official summons and from registering for 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 or 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 Participant Code of Conduct

Initiation of Action

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

Faculty Disposition

If the Campus Director/Director of Education is not aware of the participant'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 participant.

Additionally the faculty member may refer the case to the Campus Director/Director of Education for additional disciplinary action pursuant to the Participant 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 participant 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 participant 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 participant, proceed administratively.
- Summon the participant 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 participant, prepare a formal complaint based on the allegation for use in a disciplinary hearing, along with a list of witnesses and documentary evidence supporting the allegations.

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

Summoning Participant

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

The summons shall direct the participant to appear via internet conference at a specified time not less than (5) five 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 academic probation, a participant 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 participant, the designated administrator may administratively dispose of the violation if:

- It is in the best interest of the Program and the participant concerned, and
- The participant 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 participant in connection with an alleged violation, the administrator shall advise the participant 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 participant 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 participant and to the parents or guardian of an un-married participant who is under (18) eighteen years of age (with the exception of emancipated minors) and to appropriate administrative personnel.

Disciplinary Hearing Committee

When a participant 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 WTTI members.

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 participant or the Program would be served by such assistance.

Notice

The designated administrator shall notify the participant concerned by letter of the date, time, and login information 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 be altered by mutual agreement of the administrator and the participant. An opportunity for hearing shall precede suspension or expulsion of a participant unless a participant'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 participant, discuss the charges and evidence, and allow the participant 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 days after the date of the suspension or expulsion.

This notice shall:

- Be in sufficient detail to apprise the participant of what he/she is charged with and the potential punishment for the charge and to enable the participant to prepare a defense.
- Direct the participant to appear on the date and at the time and place specified.
- Advise the participant 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 participant's expense;
 - To cross-examine each witness who testifies against the participant;
 - 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 participant and a description of documentary and other evidence that will be offered against the participant.
- Contain a copy of the complaint.
- Notify the participant that the administrator may be represented by counsel and that the administrator or counsel may cross-examine a participant witness testifying on the participant defendant's behalf, or the participant defendant, if the participant 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 participant'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 participant presents his/her defense.
4. The Campus Director/Director of Education and the participant 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 participant 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 participant 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 participant of the decision and penalty, if any.

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 participant 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 participant to be confidential.



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

A participant may not be compelled to testify in his/her own behalf. If the participant chooses not to testify, no inference may be drawn from the failure to testify. If the participant 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 participant's expense), if any.

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

Petition for Administrative Review

A participant is entitled to appeal to the President of the Company.

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 participant; or
- Substantial evidence supporting reversal.

The petition on appeal shall contain the record required by the HEARING RECORD paragraph above. A participant shall file the petition for appeal in the office of the President of the Company within (10) ten calendar days of the date 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 days 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.

Policy and Program Modifications

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



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.

Participant must initiate the process.

Transfer Participants

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 \$75.00 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" (70%) or better from postsecondary institutions previously attended.

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 participants 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 participants should be aware of the following:

- A participant 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 participant will be evaluated only upon special request by the participant. A participant 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.



Participants who have taken ROTP courses before, but have failed to pass with a minimum of a “C” (70%), may retake a course through Special Admission.

Audit Participants

Participants are not permitted to audit the ROTP courses.

Satisfactory Academic Progress

Satisfactory Academic Progress

Participants must complete all courses with a ‘C’ (70%) or better to get credit. There is a 1-year time limit for a participant to finish the Program earning 24 credits. A one-time 6-month extension to complete the entire program (24 credits) may be granted to participants who request an extension in writing via email to bcoles@dhptraining.com or faxed to 505-327-2934. An “Incomplete” or “Failed” course may be retaken at by repurchasing that course. Contact your student representative to retake any course.

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 participants 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 participant’s quantitative progress must be at least 70%.

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

Grades of “Incomplete/Failing” and “Failing” 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 participant may retake a test one time. The lowest grade will be dropped and the highest grade will be used to calculate the GPA. Course work repeated may adversely affect a participant’s academic progress in terms of the maximum time frame, which is 150% of the published length of the program, or 18 months total.

Participants who withdraw from 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

Participants may be put on Academic Probation status if they become inactive. A participant is considered inactive if they have not accessed the learning management system to take exams, read textbooks or take courses for over 60 days.

Appeal Process

Any participant not attaining the defined requirements during the probationary period will receive a written dismissal notice, sent by email and the participant will be locked out of their account. The participant 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 appeal must be accompanied by documentation of the mitigating circumstances



that have prevented the participant 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 participant 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.

Participants 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 participant's academic status will be reviewed. The participant 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 participants may elect to write a paper or a number of papers totaling 5,000 words on industrial and advanced water treatment applications. The paper(s) are expected to be in the words of the participant, 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 participants, 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:

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Some Industries That Use Advanced Water Treatment

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

Manufactured Products

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

Governmental Agencies

- Army of Australia
- Israel Electric
- Florida Department of Environmental
- 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 (AMD)
- Hewlett Packard
- IBM
- Intel
- Lucent Technologies
- Motorola
- Philips
- Samsung
- Sematech
- Sumitomo

Manufacturers

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

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

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

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

Cosmetics, Fragrances & Toiletries

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

* 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.



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