



## ALABAMA ONSITE WASTEWATER BOARD

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### **PROCEDURES FOR SUBMITTING TRAINING MATERIALS TO THE ALABAMA ONSITE WASTEWATER BOARD (AOWB) FOR APPROVAL**

1. Proposed training materials must be submitted for approval annually to the Alabama Onsite Wastewater Board Executive Director by September 30<sup>th</sup> of the year preceding their proposed use (e.g., submit proposed 2022 training materials by September 30, 2021).
2. Approvals shall be submitted electronically in a single pdf. file and include:
  - a. Cover letter describing the materials to be approved with bullet points describing major changes (if any) from the preceding year.
  - b. A brief description of the organization offering the training, including its history and any facilities that will be utilized.
  - c. A course outline and description.
  - d. Brief examples of training materials if available (e.g., slides, handouts, assessment exams, etc.).
  - e. A brief resume or biographical description CLEARLY indicating the qualifications of all instructors.
3. The Executive Director shall review the submitted materials and make a recommendation to the Alabama Onsite Wastewater Board Education Committee.
4. The Alabama Onsite Wastewater Board Education Committee shall review the materials and the recommendation of the Executive Director and make a recommendation to the Alabama Onsite Wastewater Board.
5. The Alabama Onsite Wastewater Board shall review the materials and the Recommendations of the Executive Director and the Education Committee and approve or disapprove the training materials at the last quarterly meeting of the calendar year (e.g., training materials for 2022 will be approved at the final board meeting in 2021).
6. The Executive Director will inform all applicants of the Board's decision.