



## CALL FOR COURSES

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

### **INSTRUCTIONS:**

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

### **Special Instructions for Annual Conference Course Proposals**

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

### **Review Process:**

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

**Please return the proposal via mail, email or fax :**

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

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

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



# CALL FOR COURSES PROPOSAL

**Please type or print on application.**

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

Session Category:

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

Course Title: \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

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

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Length of course:  2 hrs     3 hrs     4 hrs     5 hrs     6 hrs     Other: \_\_\_\_\_  
*Specify number of hours*

\_\_\_\_\_ Please, consider this proposal for the Annual Conference

*Reminder: Only 2-hour and 3-hour courses will be considered for the PRWA Annual Conference. All length courses will be considered for training around PA in partnership with PRWA.*

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Add Abstract, Description, or any additional comments below:

Lined area for writing the proposal content.

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