



New England Onsite Wastewater Training Program @ URI 2012 Training Workshop Schedule

**Bottomless Sand Filters are now approved in MA!
We provide courses to get you designing and/or installing BSF's in MA**

YOU CAN REGISTER ONLINE AT - www.uri.edu/ce/wq

Sponsored by:

University of Rhode Island College of Environment and Life Sciences - URI CELS
University of Rhode Island Department of Natural Resource Science
USDA NIFA Northeast States and Caribbean Islands Regional Water Center
Rhode Island Department of Environmental Management - RIDEM
Rhode Island Coastal Resource Management Council - RICRMC
Rhode Island Independent Contractors and Associates - RIICA
Consortium of Institutes for Decentralized Wastewater Treatment - CIDWT
US Environmental Protection Agency Region 1 - USEPA
Yankee Onsite Wastewater Association - YOWA

URI Cooperative Extension - NEOWTC
U.S. Department of Agriculture
University of Rhode Island
Kingston, Rhode Island 02881-0804

New England Onsite Wastewater Training Program @ URI

2012 Training Workshop Schedule

2012 Wastewater Training Workshop Schedule

DATES	TIME	CODE	Fee (early/regular)	CLASS	MA Title 5		RIDEM	
					TCH	For:	CEU	Class
Jan. 19	8am-12:30pm	OWT165	\$95/120	Media Filters	4	SE-SI	2	I – III
19	1pm-5:15pm	OWT160	\$95/120	Nitrogen in the Environment and Onsite Wastewater Systems	4	SE-SI	2	I – IV
24	8am-5pm	OWT105	\$150/175	Innovative & Alternative (I&A) Technologies	8	SE-SI	4	I – IV
31	8am-5pm	OWT175	\$170/195	Identifying and Managing High Strength Wastewater	8	SE/SI	4	I – IV
Feb. 7	8am-5pm	OWT180	\$170/195	Design of Conventional Onsite Wastewater Treatment Systems	8	SE-SI	4	I – III
14	8am-5pm	OWT145	\$170/195	Pumps and Control Panels	8	SE-SI	4	I – III
23	8am-5pm	INSP200A	\$195/225	Innovative and Alternative Systems Service Provider Program – Part 1	8	SI	4	I – III
24	8am-5pm	INSP200B	\$195/225	Innovative and Alternative Systems Service Provider Program – Part 2	8	SI	4	I – III
March 1	2pm-5pm	INSP200T	N/A	INSP200 Examination	N/A	N/A	N/A	N/A
Apr. 12	8am-5pm	OWT125	\$170/195	Bottomless Sand Filter (BSF) Design and Installation	8	SE-SI	4	I – IV
19	8am-12:30pm	OWT135	\$95/120	<i>All about series: Septic Tanks</i>	4	SE-SI	2	I – III
26	8am-5pm	INSP100A	\$195/225	Conventional Onsite Wastewater System Inspection	8	SI	4	I – IV
27	8am-5pm	INSP100B	\$195/225	Conventional Onsite Wastewater System Inspection Field Training	6	SI	4	I – IV
May 3	8am-5pm	INSP150	\$195/225	Functional Inspections	8	SI	4	I – IV
10	8am-5pm	OWT105	\$150/175	Innovative & Alternative (I&A) Technologies	8	SE-SI	4	I – IV
17	8am-12:30pm	OWT140	\$95/120	<i>All about series: Sand Media</i>	4	SE-SI	2	I – III
31	8am-12:30pm	INSTL120	\$95/120	Installing Advanced Onsite Treatment Systems	4	SE/SI	2	I – III
31	1pm-5:15pm	I&A FIELD	\$95/120	Innovative & Alternative Technology Field Training @ NEOWTC	4	SI	2	I – IV
June 14	8am-5pm	INSTL130	\$170/195	Hands-On Component Installation	8	SI	4	I – III
21	8am-5pm	OWT125	\$170/195	Bottomless Sand Filter (BSF) Design and Installation	8	SE-SI	4	I – IV
July 12	8am-12:30pm	OWT170	\$115/140	Microbiology for Wastewater Professionals	4	SE-SI	2	I – IV
26	8am-5pm	OWT115	\$170/195	Surveying Techniques for the Wastewater Professional	8	SE-SI	4	I – IV
Aug. 9	8am-12:30pm	OWT110	\$115/140	Surveying Basics for the Onsite Wastewater Contractor	4	SE-SI	2	I – IV
Sept. 6	8am-5pm	OWT100	\$150/175	Conventional Onsite Wastewater Treatment Basics for Installers	N/A	N/A	4	I – IV
13	8am-5pm	OWT105	\$150/175	Innovative & Alternative (I&A) Technologies	8	SE-SI	4	I – IV
19	8am-5pm	INSP100A	\$195/225	Conventional Onsite Wastewater System Inspection	8	SI	4	I – IV
20	8am-5pm	INSP100B	\$195/225	Conventional Onsite Wastewater System Inspection Field Training	6	SI	4	I – IV
27	8am-12:30pm	INSTL120	\$95/120	Installing Advanced Onsite Treatment Systems	4	SE/SI	2	I – III
27	1pm-5:15pm	I&A FIELD	\$95/120	Innovative & Alternative Technology Field Training @ NEOWTC	4	SI	2	I – IV
Oct. 4	8am-5pm	OWT125	\$170/195	Bottomless Sand Filter (BSF) Design and Installation	8	SE-SI	4	I – IV
11	8am-5pm	INSP150	\$195/225	Functional Inspections	8	SI	4	I – IV
Nov. 1	8am-5pm	OWT120	\$150/175	RI Designer Examination Prep	N/A	N/A	N/A	N/A
8	8am-12:30pm	OWT150	\$105/130	AutoCALCS – Automated BSF Sizing, Pump Calcs, & Support Mat.	4	SE/SI	2	I – III
15	8am-5pm	OWT175	\$170/195	Identifying and Managing High Strength Wastewater	8	SE/SI	4	I – IV
29	8am-5pm	OWT155	\$150/175	RI - Regulatory Setbacks and Buffers	N/A	N/A	4	I – IV
Dec. 6	8am-12:30pm	OWT160	\$95/120	Nitrogen in the Environment and Onsite Wastewater Systems	4	SE-SI	2	I – IV
13	8am-5pm	OWT185	\$170/195	Designing Nitrogen Removal Technologies	8	SE-SI	4	I – III
June 6	8am-5pm	Soils 101	\$150	Soil Basics for the Onsite Wastewater Contractor	See page 6			
June 13	8am-5pm	Soils 2012	\$175	Advanced Soil Morphology One Day Course	See page 6			
June 27	8am-5pm	Soils 2012	\$175	Advanced Soil Morphology One Day Course	See page 6			

Call (401) 874-5950 if any questions

Early registration ends 14 calendar days before the class scheduled date.

Space is limited in: INSTL130, I&A FIELD, OWT125, OWT135, OWT140, INSP100B and INSP150

INSTL120 - Installing Advanced Onsite Treatment Systems

This course is for the wastewater professional who wants to familiarize him/herself with all aspects of installation of advanced onsite wastewater treatment systems. This is an intensive course as part of a nationally sanctioned installation program developed by the Consortium of Institutes for Decentralized Wastewater Treatment (CIDWT). This class may be taken alone or following INSTL110 "Installation of Conventional Onsite Treatment Systems" as part of a series. Topics include installation of: media filters; aerobic treatment units; disinfection units and advanced soil treatment areas (drip irrigation, bottomless sand filters and shallow narrow drainfields using PIP, Geomat™, Infiltrator™, poly pipe). Instructors: NEOWTP staff.

**Scheduled for May 31 and Sept. 27 (8am-12:30pm)
2 RIDEM CEU 4 MA TCH (SE/SI)
Registration fee - \$95(early)/\$120**

INSTL130 - Hands-on Component Installation

This hands-on class is held outdoors at the NEOWT Center where we will demonstrate installation techniques and the tools and materials needed to get the job done correctly. Learn, how to properly install PVC septic tank risers, sanitary tees, effluent screens. Installation training will be provided on pump basins; discharge assemblies; pressure dosed shallow narrow drainfields; bottomless sand filters; and commonly used advanced treatment systems. This class is held outdoors and perfect for the installer. Instructors: Dave Dow (Onsite Collaborative), Tim Stasiunas (Stasiunas Construction), NEOWTP Staff.

**Class size limited to 25 participants
Scheduled for June 14 (8am-5pm)
4 RIDEM CEU 8 MA TCH (SI)
Registration fee - \$170(early)/\$195**

I&A FIELD – Innovative & Alternative Technology Field Training @ NEOWTC

This field class is held outdoors at the NEOWT Center located at URI Peckham Farm. Come to this hands-on class and "kick the wastewater treatment system tires". You'll learn about proper treatment trains (and treatment abilities) of all the advanced treatment technologies approved in Southern New England. We'll discuss sand, textile and peat filters, fixed activated sludge treatment units, aerobic treatment units, trickling filters for residential or commercial applications and recently approved "leachfield renovation" technology. Instructors: Brian Moore (RIDEM), NEOWTP Staff.

**Scheduled for May 31 and Sept. 27 (1pm-5:15pm)
2 RI CEU 4 MA TCH (SI)
Registration fee - \$95(early)/\$120**

OWT100 - Conventional Onsite Wastewater Treatment Basics for Installers

This class is excellent preparation for the RIDEM Installer's Examination, generally scheduled a week following the class. This is a fundamental course to understand onsite wastewater system regulations, definitions, and application and permit requirements. Learn about your responsibilities, RI state regulations, components of a conventional onsite wastewater system and their function, contaminants in septic tank effluent and their fates, soils and wastewater movement and treatment, basic wastewater mathematics, design overview, installation and inspection overview, operation, maintenance, and inspection issues, and general safety issues. Instructors: Brian Moore (RIDEM), NEOWTP Staff.

**Scheduled for September 6 (8am-5pm)
4 RI CEU NO MA TCH
Registration fee - \$150(early)/\$175**

OWT105 - Innovative and Alternative (I&A) Technologies

This class is required before you can take OWT125 (BSF Class). Learn about the regulatory status of I&A systems; selecting the proper system for your site; the treatment train process and standards; and wastewater distribution issues. We will also teach you about pump controls, alarms, and timers; the basic components common to most I & A technologies; media filters – sand, trickle ,foam, peat, textile; fixed activated sludge systems; ATU's; drainfield options; and operation and maintenance requirements. Instructors: Brian Moore (RIDEM), NEOWTP Staff.

**Scheduled for Jan. 24, May 10 and September 13 (8am-5pm) 4 RI CEU 8 MA TCH (SE/SI)
Registration fee - \$150(early)/\$175**

OWT110 – Surveying Basics for the Onsite Wastewater Contractor

This course is geared for the Installer who wants to familiarize him/herself with benchmark/elevation transfers, plan interpretation and transferring plan information to the ground surface. Hands-on practice with equipment will be provided. Instructor: Steven Pinch (Steven Pinch Land Surveying, Wakefield, RI).

**Scheduled for August 9 (8am-12:30pm)
2 RI CEU 4 MA TCH (SE/SI)
Registration fee - \$115(early)/\$140**

OWT115 – Surveying Techniques for the Wastewater Professional

This course is for wastewater professionals who want to become familiar with all aspects of surveying, location of physical features and elevation surveys. Outdoors and hands-on practice with equipment will be provided. Instructors: Steven Pinch (Steven Pinch Land Surveying) and NEOWTP staff.

**Scheduled for July 26 (8am-5pm)
4 RI CEU 8 MA TCH (SE/SI)
Registration fee - \$170(early)/\$195**

OWT120 – RI Designer Examination Prep

This class will prepare you for the RIDEM Class I, II, or III Designer's Examination. Learn about the types of information and questions that you will need to know to be successful. Taught in conjunction with RIDEM and NEOWTP staff.

Scheduled for November 1 (8am-5pm)

No RIDEM CEU NO MA TCH

Registration fee - \$150(early)/\$175

OWT125 - Bottomless Sand Filter (BSF) Design and Installation

You must take OWT105 - "Innovative & Alternative Technologies" before this class. This class is required by RIDEM and MADEP before you can design or install a BSF.

Learn about bottomless sand filter (BSF) designs and where and when to use them. We will teach you all the essentials about designs, site preparation, locating components in the treatment train, constructing a filter enclosure, and packing the filter with media. Later in the day we'll view a demonstration BSF at the NEOWT Center located at URI's Peckham Farm. Instructors: Tim Stasiunas (Stasiunas Construction), Brian Moore (RIDEM), Dave Dow (Onsite Collaborative), NEOWTP Staff.

Class size limited to 25 participants

Scheduled for April 12, June 21, and Oct. 4 (8am-5pm) 4 RI CEU 8 MA TCH (SE/SI)

Registration fee - \$170(early)/\$195

OWT135 - All About Series: Septic Tanks

We will visit a regional septic tank manufacturing facility in Putnam, CT and learn about new concrete mixes, vibration techniques, rebar and general tank construction, tank manholes, cast-in-place riser adapters and boots, riser installations, mid-seam wrapping, and vacuum testing techniques. We'll also cover specifications for ordering custom tanks. Instructors: Dennis Jolley (Jolley Precast), NEOWTP Staff.

Class size limited to 25 participants

Scheduled for April 19 (8am-12:30pm)

2 RIDEM CEU 4 MA TCH (SE/SI)

Registration fee - \$95(early)/\$120

OWT140 - All About Series: Sand Media

This class visits a regional specialty sand and gravel processing facility where you'll learn about blind sieve analysis of sand samples for comparison with bottomless sand filter requirements; how to conduct a quick field test to determine quality of sand product; and the importance of effective size (D10) and uniformity coefficient (D60/D10). You'll tour the facility and observe the raw product before processing; the water particle separation process; the kiln dry and bag house; and discuss the results of your sieve analysis. Instructors: Carmine Iacuone (Holliston Sand), NEOWTP staff.

Class size limited to 25 participants

Scheduled for May 17 (8am-12:30pm)

2 RIDEM CEU 4 MA TCH (SE/SI)

Registration fee - \$95(early)/\$120

OWT145 - Pumps and Control Panels

Hear from national experts on the differences between the types of onsite wastewater system pumps; an introduction to

pump curves, sizing, and head loss; basic pump installation; and how to trouble shoot common problems. You'll also learn about the different types of control panels; float controls, alarms, basic time dosed system calculations; and how to resolve common control panel problems. Instructors: Carl Rosen (Urell, Inc.), NEOWTP Staff.

Scheduled for February 14 (8am-5pm)

4 RI CEU 8 MA TCH (SE/SI)

Registration fee - \$170(early)/\$195

OWT150 - AutoCALCS - Automated Support Materials for Pump Timers, Tanks, Chambers, BSF Sizing, & Buoyancy Calculations

This class is especially focused on BSF designs for Category 1 and 2 systems. We'll demonstrate how to operate new spreadsheet programs to automatically run calculations that determine system design requirements. The programs will help you to size a BSF with proper orifice and lateral spacing, and will determine the elevations for all floats and screen vaults, and the required timer run times. Another spreadsheet helps you with tank and pump chamber buoyancy calculations. Instructor: David Kalen (NEOWTP).

Scheduled for November 8 (8am-12:30pm)

2 RI CEU 4 MA TCH (SE/SI)

Registration fee - \$105(early)/\$130

OWT155 - Regulatory Setbacks and Buffers

New regulations revisions have changed the buffer and setback requirements for onsite wastewater systems. Let our team of partners provide you with the knowledge to design and site an onsite wastewater system within RIDEM or RICRMC jurisdiction. Learn about applicable RIDEM OWTS rules and RIDEM freshwater wetland setback requirements, RICRMC coastal features setback and buffer requirements, soils, wildlife and water quality benefits of buffers. A roundtable discussion with RIDEM and RICRMC state regulatory staff will occur to answer any questions. Instructors: Jim Boyd (RICRMC), Caitlin Chafee (RICRMC), Peter Paton (URI-NRS), Mark Stolt (URI-NRS), Chuck Horbert (RIDEM - Wetlands), Brian Moore (RIDEM -OWTS).

Scheduled for November 29 (8am-5pm)

4 RI CEU NO MA TCH

Registration fee - \$150(early)/\$175

OWT160 - Nitrogen in the Environment and Onsite Wastewater Systems

Let us teach you about nitrogen transformations in conventional and innovative and alternative wastewater treatment systems. Learn what types of state approved systems can be used to reduce harmful forms of nitrogen, and State and local regulatory requirements you should be aware of concerning nitrogen limitations. We will instruct you how to maximize nitrogen removal when monitoring system performance. Instructors: Lorraine Joubert (URI NEMO Program) and NEOWTP Staff.

Scheduled for Jan. 19 and Dec. 6

2 RI CEU 4 MA TCH (SE/SI)

Registration fee - \$95(early)/\$120

OWT165 - Media Filters

This class focuses on media filters, their design, and application for improving the quality of wastewater. Learn about media filter types, how they differ, common similarities, how they function, and how to incorporate these filters into your onsite wastewater system designs for maximum efficiency. Instructors: NEOWTP Staff.

Scheduled for January 19 (8am-12:30pm)

2 RI CEU 4 MA TCH (SE/SI)

Registration fee - \$95(early)/\$120

OWT170 – Microbiology for Onsite Wastewater Professionals

Microorganisms play a critical role in the transformation, processing, and treatment of wastewater. In addition, numerous types of disease-causing bacteria, viruses, protozoa, and worms may be present in wastewater effluent. Our department expert will instruct you about the variety of microorganisms that are present in wastewater and the dynamic and interactive relationships that occur in onsite wastewater systems and in the soil environment. Instructor: José Amador (URI-NRS Microbial Ecologist).

Scheduled for July 12 (8am-12:30pm)

2 RI CEU 4 MA TCH (SE/SI)

Registration fee - \$115 (early)/\$140

OWT175 – Identifying and Managing High Strength Wastewater

This course describes how to analyze facility management practices for estimating wastewater characteristics. Facility management practices are discussed relative to their impact on wastewater strength and flow. Wastewater treatment train configurations and components are described for managing high strength wastewater. We will go through an example of a repair to a restaurant system. Instructors: NEOWTP staff.

Scheduled for Jan. 31 and November 15 (8am-5pm)

4 RI CEU 8 MA TCH (SE/SI)

Registration fee - \$170 (early)/\$195

OWT180 – Design of Conventional Onsite Wastewater Treatment Systems

This class focuses on a complete design, from raw data being placed on paper to a design of a pipe on stone (trenches), flow diffuser and, if time permits, in-drains or a non-pressurized pump design (pump to d-box systems). Final grades and fill perimeters and compliance with the OWTS rules will be discussed. The format is informal, with participants drawing and working on the design as the instructor drafts from an overhead projector. Instructors: NEOWTP staff.

Scheduled for February 7 (8am-5pm)

4 RI CEU 8 MA TCH (SE/SI)

Registration fee - \$170 (early)/\$195

OWT185 – Designing Nitrogen Removal Technologies

A complete design of commonly used nitrogen reducing technologies will be addressed for a base plan containing existing natural and man made physical features and contour lines. A textile filter, a fixed activated sludge and an upflow nitrogen reducing filter will be designed as well as a bottomless sand filter and a shallow narrow drainfield. All

support materials will be discussed and finalized including a pressurized pump design. Adherence to the OWTS rules will be discussed. Instructors: NEOWTP staff.

Scheduled for December 13 (8am-5pm)

4 RI CEU 8 MA TCH (SE/SI)

Registration fee- \$170(early)/\$195.00

Onsite Wastewater System Inspection and Operation & Maintenance Classes:

URI's system inspector registration is required if seeking to work in many Rhode Island towns.

INSP100A - Conventional Onsite Wastewater System Inspection

You will be in the classroom learning about onsite wastewater system inspection techniques, general safety issues, how to use tools and gadgets of the inspection trade and how to recognize typical substandard systems, collecting baseline data and determining solids levels in tanks. Instructors: Darlene Gardner (Superior Septic), Kevin Hoyt (Kevin Hoyt Construction), Brian Moore (RIDEM) and NEOWTP Staff.

Scheduled for April 26 and September 19 (8am-5pm)

4 RI CEU 8 MA TCH (SI)

Registration fee - \$195 (early)/\$225

INSP100B - Conventional Onsite Wastewater System Inspection Field Training

Note: You must attend both INSP100A and INSP100B to be eligible for the examination. There will be no make-up examinations. Preference to attend INSP100B will be given to those already registered to take INSP100A. Examination is not required to earn CEU or TCH credits.

The day will begin with a hands-on inspection at our NEOWT Center at URI Peckham Farm. Then we head into the field to conduct 2 actual, blind inspections at existing homes using the standardized RI state inspection procedure and inspection reports. At the end of the day, you may take written and field practical examinations. Participants who pass the examinations will be listed in the URI conventional onsite wastewater system inspectors' registration and posted to the RIDEM website. Instructors: Darlene Gardner (Superior Septic), Kevin Hoyt (Kevin Hoyt Construction), Brian Moore (RIDEM) and NEOWTP Staff.

Class limited to 25 participants

Scheduled for April 27 and September 20 (8am-3:00pm; with exam to 5pm)

4 RI CEU 6 MA TCH (SI)

Registration fee - \$195 (early)/\$225

INSP150 - Functional Inspections

This one-day class focuses on how to perform a functional inspection of a conventional wastewater treatment system which is typically done prior to home sales. Topics covered include a brief inspection refresher, elements of a functional inspection, newer tools and techniques, wastewater management, and data tracking technologies. We'll go in the field later in the day to perform an actual functional inspection.

Instructors: Al Rivet and Tom Bastarache (All-Clear Title 5 inspections) and NEOWTP staff.

Class limited to 25 participants

Scheduled for May 3 and October 11 (8am – 5pm)

4 RI CEU 8 MA TCH (SI)

Registration fee - \$ 195 (early)/ \$ 225

INSP200 (A&B) - Innovative and Alternative Systems Service Provider Program

Examination is not required to earn CEU or TCH credits.

This is an intensive course involving two full days of class work (you may attend only one day for TCH's or CEU's, but you may not take the test with less than 2 day attendance). The course is followed by a separately scheduled examination as part of a nationally sanctioned operation and maintenance service provider program developed by the Consortium of Institutes for Decentralized Wastewater Treatment (CIDWT). Topics include: inspecting and maintaining primary treatment and recirculation tanks; various approved advanced treatment systems; controls; pumps; dosing intervals; and safety issues. A written examination will be given on a separate date. Participants who successfully pass the examination will be listed in the URI Operation & Maintenance Service Providers for Innovative and Alternative Onsite Wastewater System Technologies registration and posted to the RIDEM website. Instructors: NEOWTP Staff.

INSP200A : Scheduled for Feb. 23 (8am-5pm)

4 RI CEU 8 MA TCH (SI)

Registration fee - \$195 (early)/\$225

INSP200B: Scheduled for Feb. 24 (8am-5pm)

4 RI CEU 8 MA TCH (SI)

Registration fee - \$195 (early)/\$225

Soils Courses with Dr. Mark Stolt

(401) 874-2915:

PLEASE DO NOT USE THE NEOWTP REGISTRATION FORM or the online registration for soils classes.

Soils 101 course:

June 6 (1 day course) (8am-5pm)

4 RI CEU (I-IV) 8 MA TCH (SE-SI)

Soils 210 course:

June 13 and 27, (1 day course) (8am-5pm)

4 RI CEU (I-IV) call for MA TCH award

Call Mark Stolt at (401) 874-2915 to register for soils courses.

NEOWTP POLICIES:

(please read, as they have changed):

Mail in registrations

In lieu of online registrations, you may use regular mail in registrations. To send a registration by mail, you must download a registration form: (<http://www.uri.edu/ce/wq/OWT/Courses/index.htm>) or request one by calling (401) 874-5950 or emailing NEOWTP@etal.uri.edu.

Early Registration Policy

An early registration fee will be awarded for all registrations (and fees) received or recorded at the NEOWTC (either online or by regular mail) at least 14 calendar days before a scheduled class. The regular fee will apply for those registrations received less than 14 days before a class.

Walk-ins

An additional fee of \$25.00 over the regular registration fee will be assessed for walk-in registrants. Walk-in registrants should have a completed registration form and a check at the registration desk no later than 15 minutes before the scheduled start time of the class. Some courses may not allow for walk-ins when the participant limit is reached. Walk-ins are assisted on a first come first served basis. Walk-in fee applies for online registrations starting 24 hours before the scheduled course date.

Arriving late or partial credit for partial attendance

The NEOWTP @ URI has binding agreements with the agencies which CEU or TCH have been awarded for courses. NO PARTIAL CREDITS can be given for partial attendance to any course. There is a sign-in before the scheduled start and "head count" during class. If you arrive late, you may sit in the class for information acquisition, but no CEU or TCH can be awarded.

Cancellations, transfers and other policies

Should you wish to cancel your registration: we will refund your fee (minus a \$25 processing fee) if we receive written notice at least seven (7) days prior to the scheduled class date (written notice is preferred via email (NEOWTP@etal.uri.edu) or fax (401) 874-4561). Online course cancellations are not possible. Refunds may take 6 -8 weeks to complete. In lieu of refunds a credit to your account for future courses is possible. NO SHOWS, on a class scheduled date, will forfeit their registration fee.

TO TRANSFER to another course, you need to cancel the registration to the previous course (in writing) and register to the new course (cancellation policies apply).

Many classes have a minimum and maximum number of registrants. Should the minimum number not be reached, we reserve the right to cancel the class and return your fees (or give you credit for future courses), or try to reschedule the class at a later date.

There will be a \$50 fee for RETURNED CHECKS.

There will be a \$30 fee for researching ATTENDANCE RECORDS and re-issuing certificates of attendance for each class already taken. The request and fees must be received by mail.

Notes:

This course schedule and policies are subject to change; please check our website for the most current course and policy information. A PARKING PASS and map(s) will be sent to you by email (when applicable) with the confirmation that you have registered for a course. Please call to receive parking passes by fax or mail.

Directions to Weaver Auditorium and Peckham Farm can be found here: <http://www.uri.edu/ce/wq/OWT/Directions/index.htm>.

We are unable to reserve seats by phone, fax or emails. Class enrollment in some classes is limited (see course descriptions), so please register early to avoid disappointment.

Call 401-874-5950 if you have questions.

Disability Information Statement

Any NEOWTP class attendee with a documented disability is welcome and encouraged to contact our office at 401-874-5950 as early as possible prior to the class so that we may arrange reasonable accommodations to the extent practicable.