

Mississippi State University Extension Service Public Water System Assistance Program

Waterworks Operator Continuing Education Unit Database

Alan Barefield
662.325.7995
alanb@ext.msstate.edu

Lauren Behel
662.325.6807
behel@agecon.msstate.edu

Mississippi State University Extension Service

P.O. Box 5187

Mississippi State, MS 39762



Program Goals

- Provide a single, user-friendly access for water operators to track hours earned and needed for recertification
- Provide an access for water operators to determined number of reg/non-reg CEU hours needed for recertification
- Provide a streamlined method for recertification by developing an electronic proof of CEU participation



Procedures

- Training agencies must submit a training request form for **every** water operator training to MSDH for approval and code assignment
- This form, complete with reg and non-reg hours noted, will be returned to the training agency with a blank copy of the authorized sign-in sheet
 - These will also be forwarded to MSUES
 - NO trainings will be accepted nor hours awarded without the approved request form and correct sign-in sheet (there are a very few exceptions)



Request Form and Sign-in Sheet

Waterworks Operator Training Submittal Form

Sponsoring Organization: Mississippi Rural Water Association, Inc.
 Mailing Address: 3401 N. Highway Street, Raymond, MS
 Contact Person: Jennifer Pappas Telephone Number: 662.337.2437 Fax: 662.344.1444
 Training Dates: General Water Works Training
 Date Issued to You: 09/20/13

License of Training (Phone, City & State): 26,764 - Corinth, Miss. 38830, MS

Date (MM/DD)	Time	Topic	Sponsor	Operator's Qualification	Hours/Week To Be Taught	Number of Hours
10/27	8:00 - 4:00 PM	Regulation				
11/01	7:00 PM	Pumping Reservoirs	Robert Morris	Direct MSW Company		1.5R
11/02	8:00 - 4:00 PM	Tank Operation & Maintenance	Mike Farquhart	City Service		1.5R
11/03	8:00 - 4:00 PM	Sanitary Sewer Collection & Treatment	Mike Farquhart	MSCH		1.5R
11/04	8:00 - 4:00 PM	How your O&M report affects your budget	Conna Davis	Quincy Water Tech, MSWRA		1.5R
Total CEU Credits Approved =						4

This form may be used only for the purposes stated. Use for other purposes is prohibited. Approved by: Jennifer Pappas 9/20/13

Send To:
 MSCH, 2070A Training Branch
 P.O. Box 2708
 Jackson, MS 39211-2708
 Or Fax to (601) 776-7522
 Telephone: (601) 776-7524

THIS FORM MUST BE SUBMITTED AT LEAST 45 DAYS PRIOR TO SCHEDULING TRAINING.

Mississippi State Department of Health Form 13-0149 Page 1 of 1



Mississippi Operator CEU Hours Register

Training Agency: MSWRA Training Code: R_10_21_2010_2847
 Training Date: 10/21/2010 Location: Summits, MS

PLEASE PRINT

Are you an operator?	Water Cert No.	Name	Working Address, City, State, ZIP	Phone Number	E-mail Address
Yes					
No					
Yes					
No					
Yes					
No					
Yes					
No					
Yes					
No					
Yes					
No					
Yes					
No					
Yes					
No					
Yes					
No					

Please fax or e-mail to either:
 Alan Barefield - (662) 325-8915 - abaref@ext.msstate.edu
 Jason Barrett - (662) 325-8777 - jbarrett@agrcen.msstate.edu



Procedures

- After the training is completed, training agencies must submit a completed sign-in sheet to MSUES for the logging of training hours earned by the operator
 - Make sure that you sign the sign-in sheet!
 - Write legibly
 - Know your water certification number
 - Provide a phone number
 - Provide an e-mail address for future use



Completed Sign-in Sheet

PLEASE PRINT

Mississippi Operator CEU Hours Register
 Training Agency: **MSUWA** Training Code: **R_10 21 2010_2847**
 Training Date: **10/21/2010** Location: **JARVIS, MS**

Operator ID	Operator Name	Address	City	State	Zip	Phone	Email
4325-1	Melvin Pomeroy	78 Hwy 266, G. Old	MS	39097			
	MSUWA	Sumner Rd			275-1476		
	Jah Hill	915 CASEY	Jackson	MS	39223		
	Tom of GWA	MAIA			279-6221		
	Robert Hill	Robert Hill	Clinton	MS	39025		
	S. Victoria Victor	Landolt			662-559-5288		
	David Houmeaux	P.O. Box 569	Sallisville	MS	38866		
	Veronica	Operator			901-965-8538	dibri.DL@gmail.com	
	Jack Montano	503 W Church	ST Bonnevillie	MS	38829		
	Bonnieville	OPPOSITE			677-681-1484	Monte3375@comcast.net	
	DARRELL GARRA	1155 Lebanon Highway	El Dorado	MS	39120		
	Paul Paul	St. John					
	Steve	11111					
	Excess	11111					
	Mike Pomeroy						
	John A. Service						

Please fax or e-mail to either:
 Alan Barfield - (662) 325-6723 - albar@ext.msstate.edu
 Jason Barnett - (662) 325-6777 - jbarrett@agcom.msstate.edu



Short Course Sign-in Sheet

SEPTEMBER 2012 SC DW CEU HOURS LIST -- MEDH TRAINING CODE SC_09 12 2012_RR 16T

Cell No	Name	Address	Class	Page	Total Hours
D04165	Adams, Randall E.	687 Orchard Drive, D'iberville, MS 39540	CEU	6	14
B04085	Anderson, David	11907 Cluney Circle Road, Long Ridge, MS 39237	CEU	8	16
D02062	Anthony, Terry B.	Box 483, Pass Christian, MS 39571	CEU	8	16
D03783	Appleton, Jeff	1622 John St., Oceanville, MS 39053	CEU	7	14
D04134	Barnett, Herman	5022 Division Street, Moss Point, MS 39063	CEU	7	14
D04162	Bates, Herman	P O Box 157, Florence, MS 39073	CEU	8	16
D03710	Battle, Keith J.	618 West Sunset Drive, Brandon, MS 39042	CEU	7	14
D03742	Banks, Thomas	162 W. Park Road, Pearl, MS 39208	CEU	8	16
D04203	Bogges, Jerry W.	6200 Perimeter Lane, Long Beach, MS 39060	CEU	7	14
B03789	Boyle, Jason L.	888 Bryant, Oceanic, MS 39021	CEU	4	12
D02434	Brackbill, Jarvis	283 Olive St., Gulfport, MS 39503	D	0	32
D03711	Bull, Steve	2011 Emerald Road, Terry, MS 39175	D	0	32
D03284	Burke, Earl	127 Chalmers Rd., Brandon, MS 39042	CEU	8	16
D03728	Burby, Bill	P O Box 54195, Pearl, MS 39238	CEU	8	16
D03726	Carroll, Barry	6102 Stewart Rd., Olive Branch, MS 39064	CEU	8	16
D03725	Carroll, Carl J.	43 Wiggins Drive, Pearl, MS 39088	CEU	8	16
D001001001000	Carter, K. E.	8100 Jackson Co. Line Rd., Lumberton, MS 39450	CEU	8	16
D04213	Carroll, William	7655 Old-Cuba Road, Pass Christian, MS 39571	CEU	8	16
D03888	Cassidy, Mark	88 Magnolia Rd., Petaluma, MS 39073	CEU	8	16
D03707	Chavis, Bobby	118 Old-Savory Road, Sandy Hook, MS 39476	CEU	8	16
D03712	Chittie, Jr., Lee A.	223 California Avenue, Lumberton, MS 39156	D	0	32
D03685	Clark, Dale	1787 Riverside Road, Bayou, MS 39559	CEU	8	16
D04117	Clover, Bill	3 Mossy Oaks Lane, Long Beach, MS 39060	CEU	8	16
D03624	Cole, Jr., Larry D.	3843 Rachel Street, Tunica, MS 39204	CEU	8	16
D03800	Conroy, Shelia	P O Box 834, Tylertown, MS 39567	CEU	7	14
D02026	Conner, Jr., B. Keith	141 Old 2011, Water Valley, MS 39085	CEU	7	14
D04029	Cox, Aaron	10724 Broadwater Road, Ocean Springs, MS 39060	CEU	6	16
D03812	Crippen, Gordon	18782 Texas Avenue, Ocean Springs, MS 39060	CEU	8	16
D03776	Curtis, Williams L.	318 Sealing Road, Columbus, MS 39702	CEU	8	16
D02020	Debusse, Jerry	4311 Newman Dr., Passadena, MS 39051	CEU	8	16
D02137	Dillard, L. B.	P O Box 354, Nicholson, MS 39463	CEU	8	16
D04162	Doney, Larry	P O Box 505, Tunica, MS 39278	CEU	8	16
D04202	Durham, Wickey	P O Box 65, Baytown, MS 39824	CEU	8	16



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- Training hours are logged into the database
 - Specific training codes are tied to operator certification numbers
- After entry, training transcripts and scanned sign-in sheets are available for viewing by operators, MSDH and training agencies

Operator Training

Training Information

Training Code: SC_09 12 2012_RR 16T Title: Short Course Training Date: 09/12/2012

Location: Biloxi, MS Trainer: MWPCOA MSDH

Buttons: Instructions, Add New Training Data, Save Training Data, Delete Training Data, Attendee List

Operators Who Attended Training

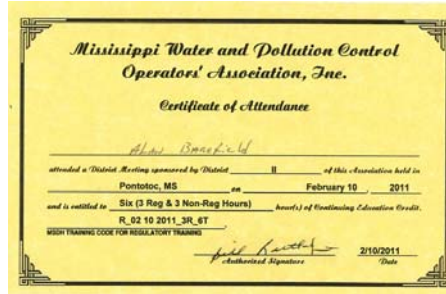
Cell #	Email	Last Name	First Name	Middle	Work Phone	CEUs Reg	CEUs NonReg	
D04165		Adams	Randall	E	(228)871-2244	6	8	Delete
B04085	wipodavid@yahoo.com	Anderson	David	E	(601)635-2761	8	8	Delete
D02062	terryb@cableone.net	Anthony	Terry	B	(228)452-2031	8	8	Delete
D03783	jappleton@greenville.ms.gov	Appleton	Jeff	P	()	8	8	Delete
D03561	mbaker@csd.k12.ms.us	Baker	Michael	W	(228)588-7025	0	8	Delete
D04134	hbarnett@gautier.ms.gov	Barnett	Herman	G	(228)497-4283	7	7	Delete
D04182		Bates, Jr	Herman	C	(601)845-3542	6	8	Delete
D03710	kthbelsite@yahoo.com	Belsite	Keith	J	(601)824-4579	7	8	Delete
C03321	tbaylor@bellsouth.net	Baylor	Timothy	P	(601)276-9536	0	4	Delete
D03740		Bishop	Thomas	E	(601)750-3000	8	8	Delete
D04203	jerry.w.bogges@usa.d	Bogges	Jerry	W	(228)255-2261	7	8	Delete
B03789	jasonlewisboyle@gmail.com	Boyle	Jason	L	(662)227-3415	4	8	Delete

Buttons: Save Operators, Print, Clear, Exit



Why This? Why Now?

- MSDH has a goal of abandoning paper certificates for operator recertification
- MSUES has adapted the Board Management Training database to track operator CEUs
- Tracking should be fully implemented by Fall 2013



<http://msucares.com/water>

- Use Internet Explorer or Firefox
 - Chrome or other browsers probably won't work
- Access the website
- Click the **Database** link

COORDINATED ACCESS TO THE RESEARCH AND EXTENSION SYSTEM

msucares.com
Mississippi Agricultural and Forestry Experiment Station • Mississippi State University Extension Service

Public Water System Assistance Program

Water is a priceless commodity that is critical to both human and community economic development. The governing bodies of the more than 1,300 small and rural water systems in Mississippi continue to face many pressing challenges in managing these systems due to increased legal mandates and poor management practices. As a result, the Mississippi Legislature enacted Senate Bill 2597, in 1997.

The bill requires members of any governing board, on any community water system, elected, or re-elected after June 30, 1998, to attend a minimum of 8 hours management training within two years following his or her election. Systems operated by municipalities with a population greater than 10,000 are excluded.

The Mississippi State University Extension Service Community Resource Development responded to the legislation by developing, in partnership with the Mississippi State Department of Health, a Peer Review Program to provide overall coordination of the Public Water System Board Management Training Program.

To comply with the Federal Safe Drinking Water Act (SDWA), which requires each state to implement a Peer Review Program to improve the technical, managerial, and financial capacity of the state's public water systems, the Mississippi Legislature revised the Mississippi Safe Drinking Water Law (MS SDWL) in 1997. In response to this legislation, the Mississippi State University Extension Service Community Resource Development obtained funds from the Mississippi Department of Health in order to implement and coordinate a Peer Review Program for public water systems in Mississippi.

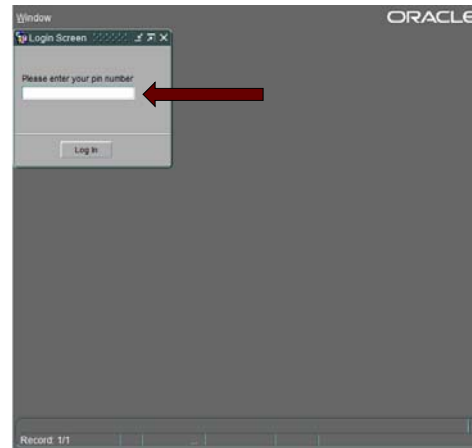
Water Home
Water Board Management Training Program
 Board Training Manual
 Board Training Videos
 FAQ
 Calendar
 Registration Forms
Water Operator CEU Tracking
 How to Use Database
 Database
 Training Newsletter
 Publications
 Library
 Links
 Contact Information
 FAQ

MISSISSIPPI STATE UNIVERSITY
EXTENSION SERVICE



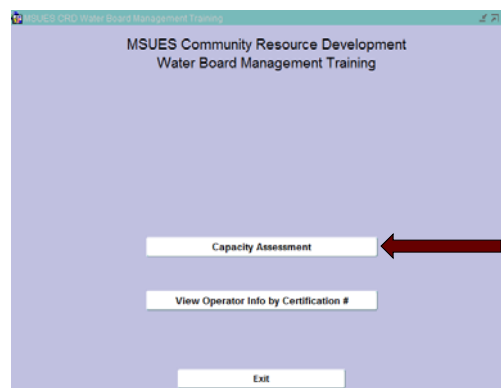
<http://msucares.com/water>

- When the login screen appears, enter **water** as the PIN number
 - If this screen does not appear, check top of window to make sure that popups are **not** blocked
 - Also check that you are using Internet Explorer or Firefox to access the internet
 - If these issues do not resolve the problem, call Alan or Lauren



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- There will be two options after you have entered the database
- You can access capacity assessment records by clicking on the **Capacity Assessment** link



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- You can look up a history of Capacity Assessment scores for an individual water system either by System Name or PWS ID number

Fiscal Year	Technical	Managerial	Financial	Average



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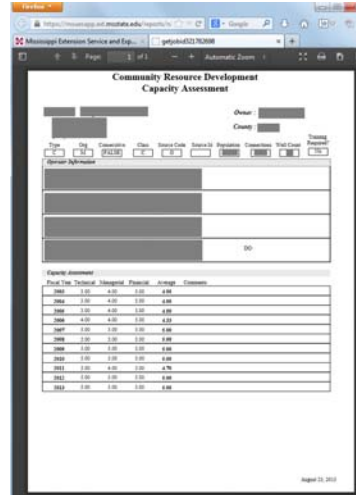
- The database contains Capacity Assessment scores dating back to Fiscal Year 2003
- The scores are shown as Technical, Managerial, Financial, and Average

Fiscal Year	Technical	Managerial	Financial	Average
2003	3.00	4.00	5.00	4.00
2004	3.00	4.00	5.00	4.00
2005	3.00	4.00	5.00	4.00
2006	4.00	4.00	5.00	4.33
2007	5.00	5.00	5.00	5.00



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- Clicking the **Print** button will create a pdf document that can be easily read, printed, or stored for later use



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- When using water to log in, you can return to the home screen using **Exit**
- Click the **View Operator Info by Certification #** to check CEU hours
 - You must know your certification number



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- Enter your certification number and press either TAB or ENTER
 - You must know your certification number
 - Be sure to put all zeroes in the field (B05631, NOT B5631)
 - You cannot look up hours by last name



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- Your information will appear in the database fields
- Please check to make sure your contact information is up-to-date

System ID	Water System Name	City, State, ZIP	Cert Num	Status
024009	City Of Pass Christian	Pass Christian, MS 39571	D02062	
0240046	Bayou Bernard Industrial Park	Gulfport, MS 39503	D02062	
0240144	Delisle Elementary School	Pass Christian, MS 39571	D02062	



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- Click on the >> button beside the appropriate certification term to view hours
 - Terms before 2007 will have no hours listed
 - 2007 and 2008 terms may be missing hours
- Only be concerned about hours since last recertification

The screenshot shows the MSUCares Public Water System Educational Program Database interface. At the top, there is a search bar for certification numbers. Below that, the operator's information is displayed, including name (Teryl B Anthony), address (Post Office Box 493, Pass Christian, MS 39571), and contact details. A table lists water systems: City Of Pass Christian, Bayou Bernard Industrial Park, and Delisle Elementary School. The 'Certification Terms' section shows a list of terms from 10/15/92 to 10/15/10. A red arrow points to the '10/15/10' term, which is selected. Below the terms, a table shows training records for the selected term, including titles like 'Short Course' and 'MSRWA State & Fed...', with columns for training code, trainer, location, date, CEUs, and CEHs. A summary at the bottom indicates 'Total Reg and Non-Reg CEUs' of 30.5 and 15.5.



- If you have attended **ZERO** trainings since you recertified, this is an example of the screen you will see
- The database will give you an update of how many hours you need to recertify

- If you have attended trainings since you recertified, this is an example of the screen you will see
- The database will show all trainings entered in the database, and how many hours you may still need, or if you have enough CEUs to recertify

This screenshot shows the same database interface as above, but with the '10/15/10' term selected. The 'Training' table is empty, indicating zero trainings were recorded for this term. A red arrow points to the '10/15/10' term in the list. The summary at the bottom shows 'Total Reg and Non-Reg CEUs' of 0 and 0.

This screenshot shows the same database interface as above, but with the '10/15/10' term selected. The 'Training' table contains one record: 'Short Course' with training code 'SC_09_12_2012_B8', trainer 'MVP/COA', location 'Biloxi, MS', date '09/12/12', 8 CEUs, and 0 CEHs. A red arrow points to the '10/15/10' term in the list. The summary at the bottom shows 'Total Reg and Non-Reg CEUs' of 30.5 and 15.5.

http://msucares.com/water

- The grid of CEU classes is difficult to analyze
- Clicking the **Print** button will create a pdf document that can be easily read
- If you don't have **Adobe Reader**, go to adobe.com/reader
 - This is free software; call Lauren for assistance in installation

MSUES Public Water System Educational Program Database

Operator Info: Enter a Certification # then press <TAB> or <Enter> to query >>> Search for this Cert # D02062

Print Clear Exit

First Name: Teryl Middle Name: B Last Name: Anthony Suffix: Original Cert # D02062

Home Address: Post Office Box 493 City: Pass Christian State: MS ZIP: 39571 Years of Certification: 20.87

Work: (228)452-2031 Cell / Emergency: CEUs Required in Current Term: 24

Home: (228)697-8972 Email: terylba@cableone.net Regular Cert #

FAX: Water System Name: City, State, ZIP: Cert Num: Status:

Water System System ID	Water System Name	City, State, ZIP	Cert Num	Status
0240009	City Of Pass Christian	Pass Christian, MS 39571	D02062	
0240046	Bayou Bernard Industrial Park	Gulfport, MS 39503	D02062	
0240144	Delisle Elementary School	Pass Christian, MS 39571	D02062	

Certification Terms: Training Term: 10/15/10 - 10/15/13 Years certified at end of selected term: 21 You are good to go.

Title	Training Code	Trainer	Location	Date	CEUs	Reg	Non-Reg
Short Course	SC_09 12 2012 JR	MSVPCOA	Blacks, MS	09/12/12	0	0	0
MSUSA State & Federal	MS 06 13 2013 JR 2	MSUSA	Blacks, MS	06/13/13	7	7.0	0
Total Reg and Non-Reg CEUs					30.5	15	15.5



http://msucares.com/water

- This is an example of the internet window containing a pdf copy of the classes attended
- This page can be printed for your personal records

MSUES Community Resource Development Operator Detail

Operator: Teryl B Anthony

Home Address: Post Office Box 493 City: Pass Christian State: MS ZIP: 39571 County: Harrison

Home Phone: P O Box 493 City: Pass Christian State: MS ZIP: 39571 Certification Date: 10/15/1992

Work: (228)452-2031 Cell: (228)697-8972 Email: terylba@cableone.net Fax: No Address

Water Systems:

System ID	System Name	City, State, ZIP	Certification #	County	Address
0240009	City Of Pass Christian	Pass Christian, MS 39571	D02062	Harrison	Post Office Box 493
0240046	Bayou Bernard Industrial Park	Gulfport, MS 39503	D02062	Harrison	1231 Industrial Pky
0240144	Delisle Elementary School	Pass Christian, MS 39571	D02062	Harrison	701 Main Street St
0240233	Sutler Water Service, Inc	Pass Christian, MS 39571	D02062	Harrison	P O Box 493
0240254	Fireworks Project 01 South	Pass Christian, MS 39571	D02062	Harrison	P O Box 493
0240261	Delisle Elementary #2	Pass Christian, MS 39571	D02062	Harrison	847 Fm-Cable Road

Total Systems: 6

Operator Training:

Title	Training Code	Trainer	Location	Training Date	Reg	Non-Reg
Short Course	SC_09 12 2012 JR 01	MSVPCOA	Blacks, MS	09/12/12	0	0
MSUSA State & Federal	MS 06 13 2013 JR 01	MSUSA	Blacks, MS	06/13/13	7	7.0
Total Training Classes					7	7.0

Operator Payments:

Bill #	Class #	Payment Date	Amount	Notes
Total Payments: 0				

Page 1 of 1



<http://msucares.com/water>

- Clicking on the “I” button on the far right will bring up an internet window containing a pdf copy of the submittal form and scanned sign-in sheet

MSUCES Public Water System Educational Program Database

Operator Info
 Enter a Certification # then press <TAB> or <Enter> to query >>> Search for this Cert # **D02062**
 Prefix First Name Middle Name Last Name Suffix Original Cert #
 Teryl B Anthony Original Cert Date 10/15/1992
 Home Address (Post Office Box 453) City Pass Christian State MS ZIP 39571 Years of Certification 20.87
 City Pass Christian State MS ZIP 39571 Grandfather Cert #
 Work (228)452-2631 CEUs Required in Current Term 24
 Home (228)937-8972 Cell (Emergency) Regular Cert #
 FAX Email terylba@cableone.net Regular Cert Date

Water Systems

System ID	Water System Name	City, State, ZIP	Cert Term	Status
024009	City Of Pass Christian	Pass Christian, MS 39571	D02062	
024004	Bayou Bernard Industrial Park	Gulfport, MS 39503	D02062	
024014	Delisle Elementary School	Pass Christian, MS 39571	D02062	

Certification Terms

Training Term: 10/15/10 - 10/15/13 Years certified at end of selected term: 21
 You are good to go.

Title	Training Code	Trainer	Location	Date	CEUs	Reg	Non-Reg
Short Course	SC_09 12 2012_0R	MWPCOA	Biola, MS	09/12/12	8	8	
Multi-Week State & Fe	M_06 12 2012_0R 2	MWPCOA	Biola, MS	06/12/12	7	7	

Total Reg and Non-Reg CEUs: 36.5 11.5



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- This is an example of the pdf showing a short course submittal form and sign-in sheet
- Your name will be located on the sign-in sheet

MISSISSIPPI STATE UNIVERSITY
WATER SYSTEMS EDUCATIONAL PROGRAM

Operator Name: Teryl B Anthony
 Address: 453 Post Office Box, Pass Christian, MS 39571
 Phone: (228) 452-2631
 Email: terylba@cableone.net

Course Title	Trainer	Location	Date	CEUs	Reg	Non-Reg
Short Course	MWPCOA	Biola, MS	09/12/12	8	8	
Multi-Week State & Fe	MWPCOA	Biola, MS	06/12/12	7	7	

SHORT COURSE SIGN-IN SHEET

Name	Title	CEUs
Teryl B Anthony	Operator	8
...



Questions

- None of the information about me or the systems that I operate is correct. How do I fix this?
 - To fix any information, contact the MSDH to receive an Operator Update form. Complete this form and return to Romelle Britton at MSDH.

