

# Instructions

The "**Request to Conduct DEQ Approved General Training Class**" form (next page) is for instructors or for operators that want to get approved status for general training that is to be conducted in the future. This form is for renewal training or continuing education training that is not designed to provide the necessary training to pass a DEQ exam and does not have to be taught by a DEQ Approved Instructor. It is available, on the forms page under Operator Certification forms or on the Operator Certification page. This form must be completed and submitted to DEQ prior to a class being conducted to get DEQ training credit. All classes must provide at least 4 hours of classroom training time. The completed form may be mailed, faxed or e-mailed to me as indicated at the bottom of the form. The form is provided in 2 different formats for your convenience. The Microsoft Word format (.doc) may be submitted by mail or fax (if you print it out and complete it) or e-mail (if you save it as a file, complete it and then attach the file to an e-mail message). The Acrobat PDF format may be printed, completed and mailed or faxed.

**Please Note:**

- An approval request must be submitted 6 weeks prior to the class date for **each class** to be considered for approval.
- All classes must be approved for a minimum of 4 hours.
- The Operator Certification Section must be notified in writing if any of the above information changes or if the class is canceled.
- DEQ attendance record forms must be completed and submitted within 10 days of the ending date for each approved class.
- DEQ approved classes may be monitored without announcement. DEQ approved classes must be primarily classroom-type sessions.

To get training listed in the Main Even Newsletter it must be submitted by the date listed below for each of the three editions:

<b>Training Submission Deadline</b>	<b>Edition of the Newsletter</b>
June 1 <sup>st</sup>	August
October 1 <sup>st</sup>	December
February 1 <sup>st</sup>	April

**Each class must be submitted with an hourly agenda, a detailed syllabus, completed check list and a completed correct request form.**

## **Checklist**

- Hourly Agenda
- Class Syllabus
- Completed, correct request form

Date of Request: \_\_\_\_\_

Class #: \_\_\_\_\_

## Request to Conduct DEQ Approved General Training Class

1. Sponsoring Group: \_\_\_\_\_
2. Person-In-Charge of Class: \_\_\_\_\_ Operator License #: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone # (Work/Home/FAX): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
E-mail Address: \_\_\_\_\_
3. Instructor(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Class Location: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zipcode: \_\_\_\_\_
5. Class Date(s): \_\_\_\_\_
6. Class Meeting Hours: \_\_\_\_\_
7. Training Hours Requested: \_\_\_\_\_
8. Is this class **OPEN** to anyone wishing to take the class? \_\_\_\_ Yes \_\_\_\_ No
9. Learning Objective(s): \_\_\_\_\_  
(continue on back if needed)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
10. Other Information: \_\_\_\_\_  
\_\_\_\_\_
11. Expected Attendance: \_\_\_\_\_ (for Attendance Record Forms)
12. Please attach agenda
13. Please attach syllabus.

**ALL GENERAL TRAINING CLASS REQUEST FORMS MUST BE SUBMITTED 6 WEEKS PRIOR TO THE FIRST DAY OF THE CLASS.**

**IT IS THE RESPONSIBILITY OF THE INSTRUCTOR TO INSURE THAT ATTENDANCE RECORDS ARE CORRECTLY FILLED IN AND RETURNED TO DEQ WITHIN 10 WORKING DAYS OF THE LAST CLASS DAY.**

Mail to: Oklahoma Dept. of Environmental Quality, Operator Certification, P.O. Box 1677, Oklahoma City, OK 73101-1677  
or FAX to: 405-702-8101 or E-mail to: [opcerttraining@deq.ok.gov](mailto:opcerttraining@deq.ok.gov)

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