



**NC-PC Pretreatment Certification Headworks  
Analysis Class Application  
Classes to be held on 7/9/24, 7/30/24, 8/13/24,  
8/27/24, 9/10/24 and 10/1/24  
Village Inn & Conference Center, Clemmons, NC  
(attendance on each day is required)**

**DEADLINE: Application and Documentation Must be Submitted No Later Than  
May 31, 2024.**

**Please read the Headworks Analysis Class ELIGIBILITY REQUIREMENTS  
included with this application carefully before completing the application.**

**Fee: Course \$500.00 for NC-PC members and \$600.00 for non-members (No exam  
will be administered for this course; you will be expected to have a completed headworks  
for the target parameters completed at the end of the classes) Fees will be invoiced once  
you are accepted into class.**

**This course has a limited number of available seats. Your application must be  
signed and submitted by due date. Applicants will be notified of acceptance no later  
than June 11, 2024. Registration fees will be invoiced once class eligibility is  
determined.**

**If the class is canceled due to a lack of sufficient registration; and registration fees  
have been paid, then fees will be refunded.**

**Please print legibly or type all information. Application MUST be signed  
by applicant and supervisor.**

Name of Applicant:

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Preferred First Name: (As you wish it to appear on your name tag)

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If you wish to obtain CEU's for attendance, please list your NC Wastewater Certification # \_\_\_\_\_ or provide a copy of your certificate or renewal card.

Employer:

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Job Title:

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Employer's Mailing Address:

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City, State, Zip Code:

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Business Phone Number:

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E-Mail Address:

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**Pre-requisite:**

**All applicants must be responsible for completing a Headworks Analysis for a pretreatment program at a POTW where they are employed.**

**Please answer the following:**

Do you have, at least, 12 influent and 12 effluent data points of Long-Term Monitoring Plan (LTMP) data for all 15 EPA POCs (arsenic, cadmium, chromium, copper, lead, mercury, molybdenum, nickel, selenium, silver, zinc, cyanide, BOD, TSS, and ammonia)? *At a minimum, we will be working with arsenic, selenium, zinc, BOD or cBOD, TSS, and ammonia.*

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When is your next Headworks Analysis due to the State **or** when was the last one submitted to the State? Please specify and provide Date and Year

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What is the average and permitted flow at the POTW where you are employed? How many SIUs are permitted by your POTW?

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How do you dispose of biosolids/sludge from your POTW?

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What is the issue and expiration date of the POTW's NPDES Permit?

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APPLICATION VERIFICATION: (to be completed by the Applicant)

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED IN THIS APPLICATION AND IT IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT PROVIDING FALSE INFORMATION ON THIS APPLICATION MAY LEAD TO THE REVOCATION OF ANY AND ALL CERTIFICATES ISSUED TO ME BY THE NCPC PRETREATMENT PROGRAM CERTIFICATION BOARD.

I ALSO HEREBY STATE THAT I UNDERSTAND THAT THIS IS A VOLUNTARY TRAINING PROGRAM AND THAT I WILL NOT CONTEST ANY FINAL DECISION MADE BY THE NORTH CAROLINA PRETREATMENT CONSORTIUM.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUPERVISOR VERIFICATION:**

I have reviewed the completed application, find it in order, & recommend that the applicant be considered for the Headworks Analysis class by the board.

Supervisor's Name (print): \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

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

Date: \_\_\_\_\_

Please register online at [www.ncpretreatment.com](http://www.ncpretreatment.com) or send completed application (PDF format) by email it to [NCPCCertification@gmail.com](mailto:NCPCCertification@gmail.com)

**For questions, please call Bill Gintert at 980-200-2339.**