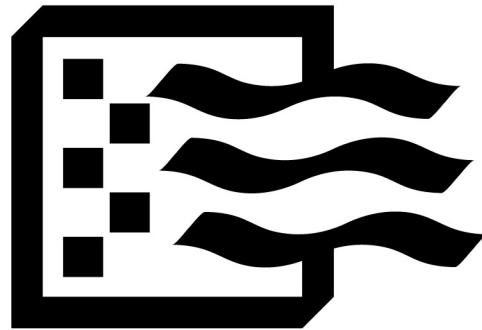


**SEO
Precertification Academy**

**Orientation Course
Candidate User's Guide**



**SEO
TRAINING**

TABLE OF CONTENTS

1) New Academy Introduction ----- Page 3

2) Process to Take the Orientation Course ----- Page 4

NEW ACADEMY INTRODUCTION

PSATS is working with DEP to develop a new format for the SEO Precertification Academy. When completed, the new Precertification Academy will have a total of seven courses with self-study materials and classroom and/or field materials that teach the duties and responsibilities of a local agency SEO.

The Orientation course is the first of the seven courses to be completed. The objective of this self-study course is to give you an overview of an SEO's job and background information about the sewage facilities act (Act 537).

The purpose of this document is to guide you through the process of taking and successfully completing the Orientation course requirements. At this time, the Orientation course is the only prerequisite to take the current academy. Once you take the Orientation and the two-week precertification academy, you may sit for the certification exam.

As course content for the new academy format is completed, it will become available as optional supplemental material. Feel free to look under the Academy Course Material tab at www.seotraining.org to see if new materials are available for your review.

PROCESS TO TAKE THE ORIENTATION COURSE

MATERIALS

To complete the Orientation course, you will need the materials listed below, a computer with access to the Internet, and a DVD player. Some of the materials that were mailed to you are also available on the Internet at www.seotraining.org, under Academy Course Material.

Materials mailed to you:

- **User ID and Password**
- **Course O Workbook** (Orientation chapters)
- **Course O Resource Folder** This folder contains the following items:
 - O-A: Sewage Facilities Act (Act 537)
 - O-B: Regulations Pa. Code Title 25 book
 - O-C: **Disk #1**
 - “Down the Drain” (viewed in Chapter O-1)
 - **Disk #2**
 - “The Care and Feeding of Your Septic Tank” (viewed in Chapter O-1)
 - “Onlot System Components” (viewed in Chapter O-2)
 - “On-Site Testing” – three videos: Slope, Soil Test Profile, Percolation Test (viewed in Chapter O-3)
 - “Final Inspection” – This video is used in week two of the academy course. You are welcome to watch it prior to the academy, but it is not part of the Orientation materials.
 - **Disk #3**
 - **Orientation Course Materials** with PDFs of the files listed below. (These files are also available on the Internet at www.seotraining.org.)
 - Self-Study Guides
 - Workbook
 - Answer Keys
 - Resources Documents
 - O-D: SEO Field Manual

To complete the chapter quizzes and course test, you will need the user identification and password mailed to you in this packet of materials. The quizzes and test must be completed to achieve successful completion of the Orientation course. Successfully completing the Orientation is a prerequisite to taking the academy.

INSTRUCTOR SUPPORT

If questions arise during the Orientation course, you will have access to instructors and technical support via the Internet or telephone. Instructor resources are available if you need clarification or assistance to complete the self-study materials.

For instructor technical support, please contact PSATS from 8:30 a.m. to 4:30 p.m., Monday through Friday, at (717) 763-0930 or seotraining@psats.org. PSATS staff will either answer your question or forward your question and information to an instructor, who will then get in touch with you.

INSTRUCTIONS TO COMPLETE COURSE WORK

To complete the Orientation self-study course materials, you should take the following steps:

1) **Open the Orientation workbook (hard copy, DVD, or Internet).**

A hard copy of the workbook was mailed to you along with PDF files of the workbook chapters on the Orientation Course Materials DVD. There are also PDF files of the workbook chapters on the Internet.

The workbook and self-study guide were designed to be viewed together at the same time. Within these two documents, you will be given directions to go back and forth between the two books. The self-study guide presents the course content, and the workbook contains activities and exercises to complete and places for taking notes.

The opening pages of each chapter in the workbook feature checklists to help you organize your work. In addition to an estimated time for completing the chapter, you'll see a list of the resources needed to successfully complete the course work and a checklist of the activities that should be completed for each chapter.

2) **Open the Orientation self-study guide as directed in the beginning of the workbook.**

It is recommended that the self-study guide be opened on your computer. This document does not need to be printed, but you are welcome to do so if you prefer that format.

The self-study guide may be viewed on the computer from the Internet or from the Orientation Course Materials DVD. To open the file on the Internet, go to www.seotraining.org, Academy Course Material, Courses, Course O-Orientation. Then go to the appropriate chapter, Chapter Study Materials, Self-Study Guide. To open a PDF file, your computer must have the Adobe Reader program installed. There is a free Adobe Reader download on the homepage of www.seotraining.org or use this link <http://get.adobe.com/reader/> for the download.

Once you have opened the self-study, do not close out of the document when you are done. Instead use the browser "back" arrow key to return to the Chapter Study Materials. If you close out of the PDF file, you will close the browser and will have to go back to www.seotraining.org and start over.

3) **At this time, the workbook should be in front of you and the corresponding self-study guide should be displayed on the computer. Start by reading through the first few pages of the workbook.** In these pages you will find the following:

- A) An estimated time to complete the materials. This is the amount of time the developer estimated it will take to complete the chapter materials. These are just estimates. Some learners will complete the materials faster than estimated, and some will take more time.
- B) A list of materials and resources. Prior to beginning the chapter, you should make sure that you have all the listed materials and resources readily available. These items will be referenced within the study materials and will be used in some fashion within the chapter.
- C) Checklists to keep track of completed activities. These checklists will help you track the workbook activities, activities outside of the workbook, and the testing that needs to be finished to successfully complete the chapter or the course.

Directions in the workbook and self study-guide will direct you back and forth between the two documents. You will read background information in the self-study guide and complete activities and take notes in the workbook.

4) Check your workbook answers with the appropriate answer key.

Once you have finished a chapter (read the self-study guide and completed the workbook activities), check your answers with the appropriate chapter answer key found on the Orientation Course Materials DVD or at www.seotraining.org, Academy Course Material, Courses, Course O-Orientation. From here, go to the appropriate chapter, Chapter Study Materials, Answer Key. This document does not contain the questions; it only provides the answers for the exercises and activities in the workbook.

5) At the end of each chapter, take the chapter quiz.

This quiz is administered via the Internet through a software program called Questionmark. You will log in by using your user identification and password, provided to you by PSATS, and click on the quiz you would like to take. There is no pass or fail for the quizzes. These Web-based quizzes will provide the correct answers and feedback on some of the questions. The quizzes are designed to help you measure your knowledge of the course materials. All of the chapter quizzes must be completed prior to taking the course test. The last chapter of the course will provide directions for the course test.

To log on to take a quiz, go to www.seotraining.org, Academy Course Material, Courses, Course O-Orientation. Then go to the appropriate chapter and select Chapter Quiz. If you have any problems with this process, contact Kathy Kronicz at (717) 763-0930 or kkronicz@psats.org.

6) Take the Orientation course test.

After you have completed all three chapter quizzes, you then have access to the Orientation course test. The course test is formatted like the quizzes, except the Web-based test will **not** provide the correct answers or feedback on the test questions. You will have to go back and find the correct answers within the course materials.

The test is designed to measure your knowledge of the self-study materials and your preparedness for participating in the academy course. This test is administered through the same software as the chapter quizzes and does not have a pass or fail. To log onto the Orientation course test, go to www.seotraining.org, Academy Course Material, Courses, Course O-Orientation, Course Test.

7) Successful completion of the Orientation course.

After completing the Orientation quizzes and course test, you will receive a successful completion e-mail from PSATS. This e-mail is your successful completion certificate that verifies you have completed the Orientation course and are ready to attend the academy.