How does the process begin?

To order blocks of modules, just contact the MWEA Office by either email (mwea@mi-wea.org) or by calling 517-641-7377

Your order will be processed and an invoice will be sent to you via email.

When the MWEA Office has received payment for the invoice, you will receive another email with instructions regarding the contact information you then need to provide - the names, addresses, email addresses and passwords for all the persons you wish to be eligible to take the courses for which you have paid.

After the MWEA office has received your registration information, accounts will be set up for each individual in order to track his or her activity with the training modules. Record keeping is done on both an individual basis and by block purchase.

When you receive confirmation that the accounts are set up, your people will then be ready to start *learning and earning* CECs.

Continuing Education Credits

Each module is worth 0.1 CECs. Once a module has been successfully completed, the system will produce a certificate of completion. The certificate is printed at your site and signed by both the learner and a supervisor. Both signers are attesting that the person logged on is the one who actually did the course work.

we do water℠

michigan water environment association

Online Training Has Arrived…

All Aboard!

What is Online Training?

One might say that Online Training (OLT) is the bridge between receiving face-to-face instruction and simply reading a book. The learner logs onto a website that has measured amounts of information organized into what becomes an interactive training manual. The modules are designed such that the learner must become involved with the material to be able to proceed to the end. Intermittent quizzes and a final exam force the learner to demonstrate comprehension, much like an instructor tests students on reading assignments. The effect is like a book that can monitor whether or not the reader is paying attention.

It's no wonder that the Online Training industry is one of the world's fastest growing markets. It has proven to be effective and popular among those who have tried it.

Why is OLT an effective supplement to face-to-face training?

- Much less workplace disruption because staff are not gone all day to training
- **No mileage** to pay
- No overnight or meal expense
- **No travel time** – not paying staff to ride in a car/truck
- No liability exposure from having your staff on the road
- Continuing Education Credits may be obtained

Program Design Highlights

- Each interactive learning module is designed to be completed in approximately one hour.

- The training is self-paced and self-directed and therefore, low pressure.

- Intermittent quizzes and a final test on each topic,

- Randomly ordered answer choices to preserve test integrity,

- Immediate wrong-answer notification to the user,

- 100% proficiency required to receive a certificate,

- A real-time on-screen clock to verify time spent on course material, and

- Automatic "bookmarking" to maintain the user's place in the course material, should training be interrupted.

The title of a compelling article in the August 2004 issue of the Water Environment Federation's popular publication, *WE&T* best sums up the beauty of Online Training:

Point, Click, Credit

mwea@mi-wea.org
517-641-7377

Current Course Offerings

Wastewater Treatment… 7 modules
Wastewater Analysis…. . 6 modules
Math………………………. 5 modules
Safety……………………...3 modules
Law, Regs and Acts……. 2 modules
Management…………….. 2 modules
Hydraulics……………….. 1 module

For a complete listing of all course titles and more info please visit our website:

www.mi-wea.org

So what does this marvelous addition to your training options cost?

Each interactive learning module costs:

> **$30 for MWEA members**

> **$30** when purchased in blocks of seven (7) or more *

> **$35** for non-members when purchased in blocks of six (6) or less

∗ Many organizations will appreciate the convenience of purchasing the modules in large blocks (10, 20, 50, 100, etc.)