New England Onsite Wastewater Training Program @ URI

2017 Training Workshop Schedule

Looking for a class closer to home?
We offer classes in Danielson, CT (OWT 135), Brockton, MA (OWT 175-S) and Northern RI (OWT 140)

ONLINE REGISTRATIONS ARE NO LONGER POSSIBLE

Sponsored by:
University of Rhode Island College of Environment and Life Sciences - URI CELS
University of Rhode Island Department of Natural Resource Science
USDA National Institute of Food and Agriculture
Rhode Island Department of Environmental Management - RIDEM
Rhode Island Coastal Resource Management Council - RICRMC
Rhode Island Independent Contractors and Associates - RIICA
Consortium of Institutes for Decentralized Wastewater Treatment - CIDWT
US Environmental Protection Agency Region 1 - USEPA
### New England Onsite Wastewater Training Program at URI
#### 2017 Wastewater Training Workshop Schedule
*All classes held in Kingston, RI unless indicated otherwise in italics*

<table>
<thead>
<tr>
<th>DATES</th>
<th>TIME</th>
<th>CODE</th>
<th>Fee (early/regular)</th>
<th>CLASS</th>
<th>MA Title 5 TCH</th>
<th>RIDEM CEU Class</th>
<th>NHDES credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan.</td>
<td>12</td>
<td>8am-12:30pm</td>
<td>OWT170</td>
<td>$140/165</td>
<td>Microbiology for Wastewater Professionals</td>
<td>4 SE-SI</td>
<td>2 I – IV</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>8am-5pm</td>
<td>OWT105</td>
<td>$200/225</td>
<td>Innovative &amp; Alternative (I&amp;A) Technologies</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>8am-5pm</td>
<td>OWT175</td>
<td>$200/225</td>
<td>Identifying and Managing High Strength Wastewater</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td>Feb.</td>
<td>2</td>
<td>8am-5pm</td>
<td>OWT180</td>
<td>$200/225</td>
<td>Design of Conventional Onsite Wastewater Treatment Systems</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>8am-12:30pm</td>
<td>OWT150</td>
<td>$140/165</td>
<td>AutoCALCS – Automated BSF Sizing, Pump Calcs, &amp; Support Mat.</td>
<td>4 SE-SI</td>
<td>2 I – III</td>
</tr>
<tr>
<td></td>
<td>16</td>
<td>8am-12:30pm</td>
<td>OWT-175S</td>
<td>$140/165</td>
<td>Troubleshooting and Managing Commercial Systems <em>(Brockton, MA)</em></td>
<td>4 SE-SI</td>
<td>2 I – IV</td>
</tr>
<tr>
<td></td>
<td>23</td>
<td>8am-5pm</td>
<td>INS100A</td>
<td>$195/225</td>
<td>Innovative and Alternative Systems Service Provider Program: Part 1</td>
<td>8 SI</td>
<td>4 I – III</td>
</tr>
<tr>
<td>March</td>
<td>9</td>
<td>8am-12:30pm</td>
<td>OWT150</td>
<td>$140/165</td>
<td>AutoCALCS – Automated BSF Sizing, Pump Calcs, &amp; Support Mat.</td>
<td>4 SE-SI</td>
<td>2 I – III</td>
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<tr>
<td></td>
<td>16</td>
<td>1pm-4pm</td>
<td>INS100A</td>
<td>$200/225</td>
<td>Innovative &amp; Alternative (I&amp;A) Technologies</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td>April</td>
<td>13</td>
<td>8am-5pm</td>
<td>OWT125</td>
<td>$200/225</td>
<td>Bottomless Sand Filter (BSF) Design and Installation</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>27</td>
<td>8am-5pm</td>
<td>INS100B</td>
<td>$230/255</td>
<td>Conventional Onsite Wastewater System Inspection</td>
<td>8 SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>28</td>
<td>8am-5pm</td>
<td>INS100B</td>
<td>$230/255</td>
<td>Conventional Onsite Wastewater System Inspection Field Training</td>
<td>8 SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td>May</td>
<td>4</td>
<td>8am-12:30pm</td>
<td>OWT150</td>
<td>$140/165</td>
<td>All about series: Sand Media <em>(Northern RI)</em></td>
<td>4 SE-SI</td>
<td>2 I – IV</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>8am-12:30pm</td>
<td>OWT135</td>
<td>$140/165</td>
<td>All about series: Septic Tanks <em>(Danielson, CT)</em></td>
<td>4 SE-SI</td>
<td>2 I – IV</td>
</tr>
<tr>
<td></td>
<td>18</td>
<td>8am-5pm</td>
<td>OWT125</td>
<td>$200/225</td>
<td>Bottomless Sand Filter (BSF) Design and Installation</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td>June</td>
<td>23</td>
<td>8am-12:30pm</td>
<td>OWT110</td>
<td>$140/165</td>
<td>Surveying Basics for the Onsite Wastewater Contractor</td>
<td>4 SE-SI</td>
<td>2 I – IV</td>
</tr>
<tr>
<td></td>
<td>29</td>
<td>8am-5pm</td>
<td>OWT115</td>
<td>$200/225</td>
<td>Surveying Techniques for Wastewater Professionals</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td>Aug.</td>
<td>31</td>
<td>8am-5pm</td>
<td>OWT100</td>
<td>$200/225</td>
<td>Conventional Onsite Wastewater Treatment Basics for Installers</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Sept.</td>
<td>7</td>
<td>8am-5pm</td>
<td>OWT105</td>
<td>$200/225</td>
<td>Innovative &amp; Alternative (I&amp;A) Technologies</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
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<tr>
<td></td>
<td>14</td>
<td>8am-5pm</td>
<td>INS100A</td>
<td>$230/255</td>
<td>Conventional Onsite Wastewater System Inspection</td>
<td>8 SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>8am-5pm</td>
<td>INS100B</td>
<td>$230/255</td>
<td>Conventional Onsite Wastewater System Inspection Field Training</td>
<td>6 SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>21</td>
<td>8am-5pm</td>
<td>OWT125</td>
<td>$200/225</td>
<td>Bottomless Sand Filter (BSF) Design and Installation</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
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<tr>
<td></td>
<td>28</td>
<td>8am-5pm</td>
<td>INS150</td>
<td>$195/225</td>
<td>Functional Inspections</td>
<td>8 SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td>Oct.</td>
<td>12</td>
<td>8am-5pm</td>
<td>FIELD DAY</td>
<td>$200/225</td>
<td>Technology Vendor Field Demo at Training Center</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>8am-12:30pm</td>
<td>OWT150</td>
<td>$140/165</td>
<td>AutoCALCS – Automated BSF Sizing, Pump Calcs, &amp; Support Mat.</td>
<td>4 SE-SI</td>
<td>2 I – III</td>
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<tr>
<td>Nov.</td>
<td>2</td>
<td>8am-5pm</td>
<td>OWT120</td>
<td>$200/225</td>
<td>RI Designer Examination Prep</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Dec.</td>
<td>7</td>
<td>8am-12:30pm</td>
<td>OWT160</td>
<td>$140/165</td>
<td>Nitrogen in the Environment and Onsite Wastewater Systems</td>
<td>4 SE-SI</td>
<td>2 I – IV</td>
</tr>
<tr>
<td></td>
<td>14</td>
<td>8am-5pm</td>
<td>OWT185</td>
<td>$200/225</td>
<td>Designing Nitrogen Removal Technologies</td>
<td>8 SE-SI</td>
<td>4 I – IV</td>
</tr>
</tbody>
</table>

### Soils classes with Professor Mark Stolt (please email Prof. Stolt to register:

*msstolt@uri.edu*

<table>
<thead>
<tr>
<th>DATES</th>
<th>TIME</th>
<th>CODE</th>
<th>Fee</th>
<th>Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>June</td>
<td>7</td>
<td>8:30am-4pm</td>
<td>Soils 101</td>
<td>$150 Introductory Soil Morphology and Evaluation for Siting Onsite Systems</td>
</tr>
<tr>
<td>June</td>
<td>21</td>
<td>8:30am-4pm</td>
<td>Soils 213</td>
<td>$175 Advanced Soil Morphology</td>
</tr>
<tr>
<td>June</td>
<td>23</td>
<td>8:30am-4pm</td>
<td>Soils 313</td>
<td>$175 Soil Evaluation and Morphology</td>
</tr>
</tbody>
</table>

Call (401) 874-5950 if any questions
FIELD DAY - Technology Vendor Field Demo at Training Center
On this outdoor demo day we gather vendors that have displays at the NEOWT Center to present information about what their particular technology is approved to do, installation, operation and maintenance, and design requirements for their technologies. This class substitutes for required vendor training in RI. Instructors: RI technology vendors.
Scheduled for Oct. 12 (8am-5pm) (Oct. 13 rain date)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 3 NHDES
Registration fee - $200 (early)/$225 (regular)

OWT100 - Conventional Onsite Wastewater Treatment Basics for Installers
This class is preparation for the RIDEM Installer's Examination, generally scheduled a week following the class. This is a fundamental course to help you understand onsite wastewater system regulations, definitions, and permit requirements. Learn about your responsibilities, RI state regulations, components of a conventional onsite wastewater system and their function, contaminants in septic tank effluent and their fates, soils and wastewater movement and treatment, basic wastewater design overview, installation and construction oversight, operation, maintenance and inspection issues, and general safety issues.
Instructors: NEOWTP Staff, RIDEM staff
Scheduled for August 31 (8am-5pm)
Credits: 4 RI (I-IV) NO MA 6 NHDES
Registration fee - $200 (early)/$225 (regular)

OWT105 - Innovative and Alternative (I&A) Technologies
This class is required before you can take OWT125 (BSF Class). Learn about the regulatory status of I&A systems; selecting the proper system for your site; the treatment train process and standards; and wastewater distribution issues. We will also teach you about pump controls, alarms, and timers; the basic components common to most I&A technologies; media filters – sand, trickle, foam, peat, textile; fixed activated sludge systems; ATU’s; drainfield options; and operation and maintenance requirements.
Instructors: NEOWTP Staff.
Scheduled for Jan. 19, Mar. 30 and Sept. 7 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 6 NHDES
Registration fee - $200 (early)/$225 (regular)

OWT110 - Surveying Basics for the Onsite Wastewater Contractor
This course is geared for the Installer who wants to familiarize him/herself with benchmark/elevation transfers, plan interpretation and transferring plan information to the ground surface. Outdoors and hands-on practice with equipment will be provided. Instructor: Steven Pinch (Steven Pinch Land Surveying) and NEOWTP staff.
Scheduled for June 23 (8am-12:30pm)
Credits: 2 RI (I-IV) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT115 - Surveying Techniques for the Wastewater Professional
This course is for wastewater professional who want to become familiar with all aspects of surveying, location of physical features, plan drawing and elevation surveys. Outdoors and hands-on practice with equipment will be provided. Instructors: Steven Pinch (Steven Pinch Land Surveying) and NEOWTP staff.
Scheduled for June 29 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 6 NHDES
Registration fee - $200 (early)/$225 (regular)

OWT120 - RI Designer Examination Prep
This class will prepare you for the RIDEM Class I, II, or III Designer's Examination. Learn about the types of information and questions that you will need to know to be successful. Taught in conjunction with RIDEM and NEOWTP staff.
Scheduled for October 26 (8am-5pm)
No Credits
Registration fee - $200(early)/$225 (regular)

OWT125 - Bottomless Sand Filter (BSF) Design and Installation
You must take OWT105 - "Innovative & Alternative Technologies" before this class. This class is required by RIDEM and MADEP before you can design or install a BSF. Please include the date you took OWT 105 when completing registration form. Learn about bottomless sand filter (BSF) designs and where and when to use them. We will teach you all the essentials about design, site preparation and installation sequence. Later in the day we'll view a demonstration BSF at the NEOWT Center. Instructors: NEOWTP Staff.
Class size limited to 25 participants
Scheduled for April 13, May 18, and Sep. 21 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 3 NHDES
Registration fee - $200 (early)/$225 (regular)
OWT135 - All About Series: Septic Tanks
We will visit a regional septic tank manufacturing facility in Danielson, CT and learn about new concrete mixes, quality control, general tank construction, tank manholes, cast-in-place riser adapters and boots, riser installations, mid-seam wrapping, and vacuum testing techniques. We’ll also cover specifications for ordering custom tanks. Instructors: Dennis Jolley (Jolley Precast), NEOWTP Staff.
Class size limited to 25 participants
Scheduled for May 11 (8am-12:30pm)
Credits: 2 RI (I-IV) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT140 - All About Series: Sand Media
This class visits a regional specialty sand and gravel processing facility in Slatersville (Northern Rhode Island), where you’ll learn about blind sieve analysis of sand samples, how to conduct a quick field test to determine quality of sand product, and the importance of effective size and uniformity coefficient. We’ll tour the facility and observe the raw product before processing, the water particle separation process and the kiln dry and bag house. Instructors: Carmine Iacuone (Holliston Sand Co.), NEOWTP staff.
Class size limited to 25 participants
Scheduled for May 4 (8am-12:30pm)
Credits: 2 RI (I-IV) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT150 - AutoCALCS - Automated Support Materials for Pump Timers, Tanks, Chambers, BSF Sizing, & Buoyancy Calculations
This class is focused on BSF design and provides you with a CD with several spreadsheet programs for your office computer. We’ll demonstrate how to use the spreadsheet programs to run calculations that determine system design requirements. The programs will help you to size a BSF with proper orifice and lateral spacing, and will determine the elevations for all floats and screen vaults, and the required timer run times. Other spreadsheet helps you with tank and pump chamber buoyancy calculations and textile filter design. Instructors: NEOWTP staff.
Scheduled for Feb. 9 (8am-12:30pm), Mar. 9 (8am-12:30pm), and Nov. 2 (8am-12:30pm)
Credits: 2 RI (I-III) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT160 - Nitrogen in the Environment and Onsite Wastewater Systems
Let us teach you about nitrogen transformations in conventional and innovative and alternative wastewater treatment systems. Learn what types of state-approved systems can be used to reduce harmful forms of nitrogen, and state and local regulatory requirements you should be aware of concerning nitrogen limitations. Instructors: Lorraine Joubert (URI NEMO Program) and NEOWTP Staff.
Scheduled for December 7 (8am-12:30pm)
Credits: 2 RI (I-IV) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT170 - Microbiology for Onsite Wastewater Professionals
Microorganisms play a critical role in the transformation, processing, and treatment of wastewater. In addition, numerous types of disease-causing bacteria, viruses, protozoa, and worms may be present in wastewater. Our department expert will instruct you about the microorganisms that are present in wastewater and the dynamic and interactive relationships that occur in onsite wastewater systems and in the soil environment. Instructor: José Amador (URI-NRS Microbial Ecologist).
Scheduled for January 12 (8am-12:30pm)
Credits: 2 RI (I-IV) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT175 - Identifying and Managing High Strength Wastewater
Are systems for restaurants, supermarkets, and convenience stores giving you trouble? This course describes the parameters that should be used for troubleshooting and designing commercial high strength wastewater (HSW) systems. This class is based on knowledge from the nation’s leading authority on HSW and his over 50 years of experience. Instructors: NEOWTP staff.
Scheduled for January 26 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 6 NHDES
Registration fee - $200 (early)/$225 (regular)

OWT175S (short) - Troubleshooting and Managing High Strength Wastewater
In this course we’ll describe what makes high strength wastewater and what to look for when troubleshooting commercial facilities. Procedures to calculate hydraulic loading and peak events with examples are offered, as well as organic loading with examples. We’ll have a discussion on research data on commercial system characterization followed by references to treatability of the wastewater stream and a primer on time dosing and flow equalization. Instructors: NEOWTP staff
Scheduled for Feb. 16 (8am-12:30pm) in Brockton, MA
Credits: 2 RI (I-IV) 4 MA (SE/SI) 3 NHDES
Registration fee - $140 (early)/$165 (regular)

OWT180 - Design of Conventional Onsite Wastewater Treatment Systems
This class focuses on a complete design, from raw data being placed on paper to a design of a pipe on stone (trenches), flow diffuser and a non-pressurized pump design (pump to d-box systems). Final grades and fill perimeters and compliance with the OWTS rules will be discussed. The format is informal, with class participants drafting and working on the design as the instructor drafts from an overhead projector. Instructors: NEOWTP staff.
Scheduled for February 2 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 6 NHDES
Registration fee - $200 (early)/$225 (regular)
OWT185 - Designing Nitrogen Removal Technologies
Design of commonly-used nitrogen reducing technologies will be addressed as well as a bottomless sand filter and a shallow narrow drainfield. All support materials will be discussed and finalized including a pressurized pump design. Instructors: NEOWTP staff.
Scheduled for December 14 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SE/SI) 6 NHDES
Registration fee - $200 (early)/$225 (regular)

Onsite Wastewater System Inspection and Operation & Maintenance Classes:

URI’s system inspector registration is required if seeking to work in many Rhode Island towns.

INSP100A - Conventional Onsite Wastewater System Inspection
You will be in the classroom learning about onsite wastewater system inspection techniques, general safety issues, how to use tools and gadgets of the inspection trade and how to recognize typical substandard systems, collecting baseline data, determining solids levels in tanks, and pump out and inspection frequencies. Instructors: Darlene Gardner (Superior Septic Service), Kevin Hoyt (Kevin Hoyt Construction), and NEOWTP staff.
Scheduled for April 27 and September 14 (8am-5pm)
Credits: 4 RI (I-IV) 8 MA (SI) 6 NHDES
Registration fee - $230 (early)/$255 (regular)

INSP100B - Conventional Onsite Wastewater System Inspection Field Training
Note: You must attend both INSP100A and INSP100B to be eligible for the examination. There will be no make-up examinations. Preference to attend INSP100B will be given to those already registered to take INSP100A. Examination is not required to earn CEU and TCH credits.

The day will begin with a hands-on inspection overview at our NEOWT Center at URI Peckham Farm. Then we head into the field to conduct 2 actual, blind inspections at existing homes using the standardized RI state inspection procedure. At the end of the day, you may take written and field practical examinations. Participants who pass the examinations will be listed in the URI conventional onsite wastewater system inspectors’ registration and posted to the RIDEM website. Instructors: Darlene Gardner (Superior Septic Service), Kevin Hoyt (Kevin Hoyt Construction), and NEOWTP staff.
Class limited to 25 participants
Scheduled for April 28 and September 15 (8am-3:00pm; with exam to 5pm)
Credits: 4 RI (I-IV) 6 MA (SI) NO NHDES
Registration fee - $230 (early)/$255 (regular)

INSP150 - Functional Inspections
This one-day class focuses on how to perform a functional (point-of-sale) inspection of a conventional wastewater treatment system which is typically done prior to home sales. Topics covered include a brief inspection refresher, elements of a functional inspection, newer tools and techniques, and wastewater management. We’ll go in the field later in the day to perform an actual blind functional inspection. Instructors: Al Rivet (All-Clear Title 5 inspections) and NEOWTP staff.
Class limited to 25 participants
Scheduled for September 28 (8am – 5pm)
Credits: 4 RI (I-IV) 8 MA (SI) 6 NHDES
Registration fee - $195 (early)/ $225 (regular)

INSP200 (A&B) - Innovative and Alternative Systems Service Provider Program
Examination is not required to earn CEU or TCH credits. This is an intensive course involving two full days of class work (you may attend only one day for TCH’s or CEU’s, but you may not take the test with less than 2 day attendance). The course is followed by a separately scheduled examination as part of a nationally-sanctioned operation and maintenance service provider program developed by the Consortium of Institutes for Decentralized Wastewater Treatment (CIDWT). Topics include: inspecting and maintaining primary treatment and recirculation tanks; various approved advanced treatment systems; controls; pumps; dosing intervals; and safety issues. A written examination will be given on a separate date. Participants who successfully pass the examination will be listed in the URI Operation & Maintenance Service Providers for Innovative and Alternative Onsite Wastewater System Technologies registration and posted to the RIDEM website. Instructors: NEOWTP Staff.
INSP200A: Scheduled for Feb. 23 (8am-5pm)
Credits: 4 RI (I-III) 8 MA (SI) NO NHDES
Registration fee - $195 (early)/$225 (regular)
You must attend INSP200A in order to attend INSP200B

INSP200B: Scheduled for March 2 (8am-5pm)
Credits: 4 RI (I-III) 8 MA (SI) NO NHDES
Registration fee - $195 (early)/$225 (regular)

INSP200T Examination: Scheduled for Mar.16 (1pm-4pm)

Soils Courses with Dr. Mark Stolt
 PLEASE DO NOT USE THE NEOWTP REGISTRATION FORM. TO REGISTER FOR OR INFORMATION ON SOIL COURSES please email Dr. Stolt at: mstolt@uri.edu
Soils 101: Introductory Soil Morphology and Evaluation for Siting Onsite Systems
  June 7 (1-day course) (8am-5pm)
  4 RI CEU (I-IV) 8 MA TCH (SE)
Soils 213: Advanced Soil Morphology
  June 21 (1-day course) (8am-5pm)
Descriptions of the soil courses are on our website (http://web.uri.edu/owt/neowt-course-schedule/)

NEOWTP POLICIES:
(please read, as they may have changed):

Mail-in Registrations
To send a registration by mail, you must download a registration form:
(web.uri.edu/owt/files/2010REGISTRATIONFORM.pdf) or request one by calling (401) 874-5950 or emailing NEOWTP@uri.edu

Early Registration Policy
An early registration fee will be awarded for all registrations received or recorded at the NEOWTC at least 14 calendar days before a scheduled class. The regular fee will apply for those registrations received less than 14 days before a class.

Late Registrations/Walk-ins
An additional fee of $25.00 over the regular registration fee will be assessed for walk-ins and any registrations received less than three days before the class. Some courses may not allow for late registrations or walk-ins when the participant limit is reached, please call or email us in advance. Walk-ins are assisted on a first come first served basis.

Arriving Late or Partial Credit for Partial Attendance
The NEOWTP @ URI has binding agreements with the regulatory agencies through which course credits have been awarded. NO PARTIAL CREDITS can be given for partial attendance to any course. There is a sign-in before the scheduled start of class and “head counts” during class.
If you arrive late, you may sit in the class for information acquisition, but no course credits can be awarded.

Cancellations, Transfers and Other Policies
Should you wish to cancel your registration: we will refund your fee (minus a $25 processing fee) if we receive written notice at least seven (7) days prior to the scheduled class date (written notice is preferred via email: NEOWTP@uri.edu or fax 401-874-4561). With the written request, a copy of the URI W-9 form is required (we will email/fax you a copy). Refunds may take 6 -8 weeks to complete. In lieu of refunds a credit to your account for future courses is possible.

NO SHOWS, on a class scheduled date, will forfeit their registration fee.

TO TRANSFER to another course, you need to cancel the registration to the previous course (in writing) and register for the new course (cancellation policies apply).

Many classes have a minimum and maximum number of registrants. Should the minimum number not be reached, we reserve the right to cancel the class and return your full fees (or give you credit for future courses), or try to reschedule the class at a later date.

RETURNED CHECKS: There will be a $50 fee assessed for these.

ATTENDANCE RECORDS: There will be a $30 fee for researching attendance records and re-issuing certificates of attendance for each class already taken. The request and fees must be received by mail.

Notes:
This course schedule and policies are subject to change; please check our website for the most current course and policy information.

A PARKING PASS and map(s) will be sent to you by email (when applicable) with the confirmation that you have registered for a course. Please call to receive parking passes by fax or mail.

DIRECTIONS: Directions to Weaver Auditorium and Peckham Farm can be found here:
web.uri.edu/owt/directions-and-maps/

We are unable to reserve seats by phone, fax or emails. Class enrollment in some classes is limited (see course descriptions), so please register early to avoid disappointment.

Call 401-874-5950 if you have questions.

Inclement Weather:
In the event of imminent inclement weather, and we have not cancelled the course, please call (401) 874-7669 (URI-SNOW) to check if classes are open. If classes are not open we will try to reschedule. If there is inclement weather where you live, use your own judgment when travelling (cancellation fees do not apply).

Disability Information Statement
Any NEOWTP class attendee with a documented disability is welcome and encouraged to contact our office at 401-874-5950 as early as possible prior to the course so that we may arrange reasonable accommodations to the extent practicable.