



**PSMA INSPECTION PROGRAM**  
Pennsylvania Septage Management Association  
Onlot Wastewater treatment System Inspection Program

**Process for individual/private training requests**

- A. PSMA office receives request for individual Onlot Wastewater Treatment System Inspection Training
1. PSMA office gathers essential data from the company
    - a. Requested date for course-
    - b. Anticipated number of students-
    - c. Name of trainer(s) requested (if applicable)-
    - d. Location of requested course-
  2. PSMA office informs the requesting company of the following:
    - a. The minimum amount of students is 8
    - b. The maximum amount of students for one trainer is 18
    - c. The maximum class size for one course is generally 40 however exceptions may apply with the approval from the education committee chairman.
    - d. The request for a PSMA “private in-house training” must be received by the PSMA office, two weeks prior to the scheduled training date.
    - e. All certification training courses sponsored by PSMA will be open to all PSMA members, subject to availability. Private in-house training may be closed to other members.
    - f. PSMA will train in Pennsylvania or New Jersey. Any other training request from another State will be given consideration by the Education Committee.
    - g. The inspection class is a two day event with an evening session.
    - h. Training fees will be set by the PSMA education committee each year.

**The 2018 training fees are:**

\$395.00 per student – When PSMA will run the courses.

\$135 per student plus the trainer’s fee – For in-house training when the approved trainer is supplied by PSMA.

\$135 per student – For in-house training when the approved trainer is supplied by the host company.

Current approved trainer fees are:  
\$1,050 for one instructor; or,  
\$700 per instructor when more than one instructor is necessary.  
Instructors may also charge reasonable expenses for mileage and/or overnight lodging.

- i. Any PSMA certification courses that require a test will require a proctor that is not related, working with, or employed by the company hosting the “private” examination. The host company must contract an approved proctor to proctor the examination. The proctor must be approved by PSMA prior to the start of the course and payment for the proctors services will go through the PSMA office.
  - j. The host company will be responsible for arranging the classroom site and field trip site (a minimum of 3). They shall also provide a projector screen and electric for the trainer’s computer and projector.
  - k. PSMA has agreed in the past to alter its class to accommodate those that want to hold their classes on two consecutive Saturdays. There may be additional trainer fees to cover additional travel expenses. This is negotiable.
3. If the PSMA terms for training are agreed upon by the requesting company the following must be established:
- a. Payment for the course must be made prior to training.
  - b. The PSMA Office, Program Coordinator or PSMA Education Committee Chairperson must contact and arrange for the trainer(s).
  - c. Trainee handouts will be supplied by PSMA.
  - d. Penn Tech College must be contacted and tests must be ordered. Currently this may be accomplished through the PSMA Program Coordinator or the PSMA Education Committee Chairman. Tests will typically be sent to the trainer of the course. The trainer should be contacted to determine any other needs.