

## Instructions for TS/VRF facility operator training sessions

Please review this sheet if you have registered to participate in a Transfer Station (TS) / Volume Reduction Facility (VRF) facility operator training session.

Training consists of **4 modules** followed by an online exam.

**The first 3 modules must be watched by you prior to joining the online training & exam session.**

The links for these three modules follow below:

**Module 1** - <https://youtu.be/PGepAhGKYRc> (approximately 1 hour 7 minutes long)

**Module 2** - <https://youtu.be/LhJZt52hABs> (approximately 1 hour 32 minutes long)

**Module 3** - <https://youtu.be/gSDHBdaKm5s> (approximately 48 minutes long)

In the online training session, we will provide the link for Module 4, which you will watch together before getting the link for the exam. People should finish Module 4 and the following exam in less than 2 hours.

During the scheduled online training session, a link for module 4 will be posted in the **ZOOM Chat Box**. Applicants will need to click on that link to watch the recorded video.

These recorded videos are hosted on DEEP's YouTube channel, so you can test the links for Modules 1-3 (above) to make sure you can view them, or work out any IT issues if you cannot.

We've received questions about whether it is OK to have multiple people in a room watching the training modules together.

The answer is yes, but we will want a webcam turned on on your end so that we can confirm that multiple people are in the room for the training.

Each individual seeking certification should still register separately.

Following Module 4, we will post a link to the online exam in the **ZOOM Chat Box** at the appropriate time.

When we get to the exam at the end of the training, each person taking the exam must:

- Be at their own device (laptop / tablet / phone);
- Have their **webcam turned on** so that DEEP staff can monitor the virtual room.
- The person taking the test should not have people around them or be talking to other people during the time in which they are taking the test.

**PLEASE NOTE: Based on participants' experiences during previous training sessions, it does not appear that you can take the test AND have your camera on at the same time if using a smart phone.**

**Please make arrangements to use a device other than a smart phone when taking the test.**

As a reminder, **applicants must also fill out & submit a Certification Application Form** for each person taking the training and seeking certification. Forms should be emailed to [paula.guerrera@ct.gov](mailto:paula.guerrera@ct.gov) once completed.