



# SEO Precertification Academy Course

## User's Guide

THERE ARE INSTRUCTIONS WITHIN THE COURSE MATERIALS THAT DIRECT YOU TO ITEMS AT [WWW.SEOTRAINING.ORG](http://WWW.SEOTRAINING.ORG). THE WEBSITE IS NO LONGER AVAILABLE. ALL OF THE COURSE MATERIALS ARE NOW PROVIDED VIA TWO LINKS. ONE LINK IS FOR THE SELF-STUDY MATERIALS AND THE OTHER LINK IS FOR THE COURSE MATERIALS. WHEN THE DIRECTIONS TELL YOU TO GO TO THE WEBSITE, GO TO THE FILES THAT YOU DOWNLOADED.

## **PSATS SEO Precertification Academy**

This user's guide is to help candidates through the process of completing the self-study materials and preparing for the classroom portion of the PSATS Sewage Enforcement Officers (SEOs) Precertification Academy. The Academy is divided into the Orientation Course and the Academy Course.

### **After you registered, you will receive an email with:**

(1) Link to Down Load Files: **SEO Academy Orientation and Self-Study Material**  
(*You do not need to print these files. These are to be done prior to attending the academy*)

(2) Link for the Videos:

<ul style="list-style-type: none"><li>· <b>Down the Drain Video:</b></li></ul>
<ul style="list-style-type: none"><li>· <b>“The Care and Feeding of Your Septic Tank”</b> (viewed in Chapter O-1)</li><li>· <b>“Onlot System Components”</b> (viewed in Chapter O-2)</li><li>· <b>“On-Site Testing”</b> – three videos: Slope, Soil Test Profile, Percolation Test (viewed in Chapter O-3)</li><li>· <b>“Final Inspection”</b> – resource to view prior to attending the Academy</li></ul>

(3) Link for the Course Materials: **SEO Academy Classroom Files**  
(*You must print these materials or bring a computer to display the workbook. Hardcopy workbooks will not be provided at the course.*)

## **PSATS SEO Precertification Academy Information**

The Orientation course is delivered through self-study. Candidates will work through the course content independently and complete self-guided and self-graded tests to check their understanding of the content. The Academy course is delivered through self-study and classroom course work. **All self-study content must be completed prior to attending the Academy course.**

### **The Precertification Academy course will cover the following topics:**

- Description of an onlot sewage system
- Historical context of Act 537
- Managing onlot sewage systems
- Protecting public health
- Pennsylvania Code Title 25, Chapters 71, 72, and 73

### **Academy Self-Study Content**

- Orientation Course (self-study delivery)
- Planning (self-study and classroom delivery)
- Reimbursement (self-study delivery)

## **Academy Classroom Content and Schedule:**

The Academy course will review Pa. Code Title 25, Chapters 71, 72, and 73, dealing with onlot sewage systems. The academy will focus on teaching the skills necessary to be an SEO for a local agency. It will provide the opportunity to practice the skills that are being taught through scenarios and practice problems. The last day of the course will provide a question and answer session.

### **Monday**

7:30 AM – Registration

8 AM – Overview, Slope, Isolation Distances, Soil Probe Evaluation, Soil Survey Map, Daily Flow

5:30 PM – Adjourn

\* Lunch provided on site

### **Tuesday**

8 AM – Percolation, System Design & Selection, Building Sewer, Tank Size

5:30 PM – Adjourn

\* Lunch provided on site

### **Wednesday**

8 AM – Distribution Methods, Absorption Area, Permit Application Review, Inspection Stage, Final Inspection

5:30 PM – Adjourn

\* Lunch provided on site

### **Thursday**

8 AM – Planning (Classroom content), Administrative, Malfunctions

5:30 PM – Adjourn

\* Lunch provided on site

### **Friday**

Breakfast is provided on site

8 AM – Malfunctions cont., Question and Answer Session

11:30 AM – Adjourn

## **Preparation**

Course materials will be provided via website links in your registration confirmation email. Course materials for both the Orientation and Academy course will be provided in electronic format. Be prepared to spend approximately 16-20 hours taking the Orientation course and the Academy course self-study materials. The classroom course materials will be provided via a website link after you register for the academy. **You must print these materials or bring a computer to display the workbook. Hardcopy workbooks will not be provided at the course.**

### **Orientation Course**

- To successfully complete the Orientation course, you must review the Orientation course materials. The Orientation should take approximately six to eight hours to complete.
- There is a self-guided and self-graded test to check your understanding of the course content. The questions are to help you prepare for the academy and the certification exam.

## **Academy Self-Study**

- The Planning section has self-study materials to complete prior to attending the Academy course. The classroom portion will be taught on the fourth day of the academy. The Planning section should take approximately seven to eight hours to complete. There is a self-guided and self-graded test to check your understanding of the course content.

It is important to do the planning self-study, as you could score 94 percent on the certification exam and fail the exam. You must score 70 percent on the whole exam and 50 percent on each section of the exam. Of the 10 planning questions on the exam, you must correctly answer 5 of them. It may also be helpful to review the classroom planning chapter found in the Academy Course Download link, under Academy Workbook Chapter 20.

- Reimbursement is strictly self-study. There is a self-guided and self-graded test to check your understanding of the course content. There is no formal classroom content taught for this topic. Bring questions about reimbursement to the question and answer session on the last day of the academy.

## **Academy Classroom**

- **Print out the classroom chapters or bring a computer with the electronic files to class.** (these documents can be accessed by clicking the link for Academy Course files in the confirmation email that you received.
  - The Planning #613 Chapter 9 is found in the Academy Course Files under Chapter 20. This chapter will be provided in hardcopy at the course. This is the last chapter in the planning materials that is covered in the classroom.
  - The Jones permit is referenced in the materials and will be provided in class.
- Review Homework B. To complete this homework exercise, you must have access to the internet. You will not be tested on the process to create a soil map using the Web Soil Survey. This content is being provided as a resource to use when preparing for onsite testing.
- Review the classroom chapters.

**NOTE: You must print the Academy Course Files, or bring a computer to display the workbook files. Hardcopy workbooks will not be provided at the course.**

## **SEO Certification Exam**

Candidates must register with the SEO Certification Board to sit for the SEO Certification Exam. To obtain information on exam dates and locations and to register for the exam, you must contact the certification board directly.

There are deadlines to register for the exam. You must register at least 30 days prior to the exam. For more questions about the SEO Exam, contact the SEO Certification Board.

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Email [kszwajkows@pa.gov](mailto:kszwajkows@pa.gov).

Exam Dates: [SEO Examination Announcement](#) This page has the exam dates.

Exam Registration Form: [Exam Registration Form](#)

### **PROCESS TO TAKE THE ORIENTATION COURSE AND SELF-STUDY CHAPTERS**

- *To complete the Orientation course and self-study chapters, you will need a computer, and the ability to view movies provided to you via links.*

### **INSTRUCTIONS TO COMPLETE SELF-STUDY COURSE WORK**

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

#### **1) Open the Orientation workbook.**

It is suggested that you print out the workbook prior to starting the Orientation. The workbook and self-study guide were designed to be viewed together at the same time. Within these two files, you will be given directions to go back and forth between the self-study and the workbook. 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.

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, Course O-Orientation, 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.**

Each Orientation chapter has a chapter quiz. It is suggested that you complete the chapter quiz to evaluate your understanding of the chapter materials. A chapter quiz answer key has also been provided to check your answers.

6) **Successful completion of the Orientation course.**

After completing the Orientation chapters and quizzes, you are ready to move on to the self-study materials provided for Planning and Reimbursement. Use the same procedure described in this document to complete the self-study materials for Planning and Reimbursement.

7) **Prepare for the Classroom.**

After completing the Orientation course and the Planning and Reimbursement self-study, review the classroom chapters. Print out the classroom chapters or bring a computer with the electronic files to class. Download materials for “SEO Academy Course Files” from the link provided by PSATS in email.