

2013 MUNICIPAL INLAND WETLANDS AGENCY TRAINING

CT Department of Energy & Environmental Protection

Inland Water Resources Division
Wetlands Management Section
12/12/2013 revised 10/16/2014



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2013 Municipal Inland Wetlands Agency Training

CT Department of Energy & Environmental Protection

Introduction

Connecticut's Inland Wetlands and Watercourses Act (IWWA - General Statutes of Connecticut (CGS) section 22a-36 through section 22a-45) delegates the authority to regulate activities affecting inland wetlands and watercourses to municipal inland wetlands agencies. The IWWA also mandates the Connecticut Department of Energy and Environmental Protection (DEEP) to develop a comprehensive training program for inland wetlands agency members. The objective of the program is to provide training and guidance to municipal inland wetlands agencies regarding both the law they are implementing and the resources they are charged with protecting. Comprehensive training has been conducted since 1987 (see Appendix A for a history of the training program). This report describes and summarizes DEEP training conducted for municipal inland wetlands agencies during 2013.

2013 Municipal Inland Wetlands Agency Training

In 2013 training for municipal inland wetlands agencies was announced through two brochures. The first brochure, mailed in April 2013, advertised significant changes to the training being offered. First, the DEEP noted that training for municipal inland wetlands agencies was being supported by the Center for Public Policy and Social Research (CPPSR) at Central Connecticut State University (CCSU). CPPSR at CCSU provided a framework for participant registrations and assisted with program logistics. Second, the DEEP discussed changes to the training format. DEEP staff revisited statutory requirements, staffing and financial resources to determine the level of training that could be provided in 2013. This combined with a desire to modernize and add flexibility to the program resulted in DEEP staff eliminating the previous three segment approach to training; and creating two new training components: The Municipal Inland Wetlands Agency Comprehensive Training Program and the Municipal Inland Wetlands Agency Continuing Education Training. The first brochure also contained information and a registration form for The Municipal Inland Wetlands

Agency Comprehensive Training Program; as well as information and a registration form for the Municipal Inland Wetlands Agency Continuing Education Training: Legal and Administrative Updates workshop (Appendix B1).

A second brochure was mailed to all municipal inland wetlands agencies in September 2013. The second brochure repeated the discussion of changes to the training format; provided registration information for The Municipal Inland Wetlands Agency Comprehensive Training Program; and provided information and a registration form for the Municipal Inland Wetlands Agency Continuing Education Training: Soils workshop (Appendix B2).

Format and Content

The 2013 training for municipal inland wetlands agencies consisted of two components. The first, called The Municipal Inland Wetlands Agency Comprehensive Training Program, was designed for new agency members and staff and consisted of an online course offered through a CCSU website platform. The online course, designed to be interactive and self-paced, included text, slides, video, and self-assessments. The comprehensive training program online course taught participants the fundamentals of the IWWA. The course “walked” participants through each section of the law and discussed various procedural topics that such agencies encounter on a regular basis (e.g., ex-parte communications, how to make a “record”, etc.). The roles and responsibilities of municipal inland wetlands agencies were emphasized. Additional information, including but not limited to wetland soils, the functions and values of wetlands and watercourses, stream crossing best management practices, and site plan review was presented. A DEEP-issued certificate was awarded to participants after completion of The Municipal Inland Wetlands Agency Comprehensive Training Program. Further, completion of the course fulfilled the training requirement for duly authorized agents pursuant to the CGS section 22a-42(c)(2). Finally, a voucher allowing one person to complete the comprehensive training program online course at no cost was mailed to each municipal inland wetlands agency with the first program brochure.

The second training component was called the Municipal Inland Wetlands Agency Continuing Education Training and provided municipal inland wetlands agency members and staff the opportunity to further their knowledge with continuing education workshops. Such continuing education consisted of an annual legal and administrative update workshop; and a technical, field oriented class on soils.

The legal and administrative update workshop, advertised in the first training brochure as the Municipal Inland Wetlands Agency Continuing Education Training: Legal and Administrative Updates, was recommended for all agency members and staff. This continuing education half-day workshop was held in June at four locations: University of Connecticut, Torrington; Housatonic Community College, Bridgeport; Tolland County Agricultural Center, Vernon; and Three Rivers Community College, Norwich. The program was offered at a fifth location, Central Connecticut State University, New Britain, but was cancelled due to low enrollment. This course provided a thorough review of relevant and current legal and administrative issues. The review consisted of a synopsis of the 2013 Connecticut legislative session by DEEP staff, and an examination of recent court cases by representatives of the Office of the Attorney General. A number of topics associated with these cases were discussed including inland wetlands agency jurisdictional issues. Finally, the program concluded with an open question and answer session with both the Office of the Attorney General and DEEP staff.

The technical, field oriented workshop on soils was advertised in a second training brochure as the Municipal Inland Wetlands Agency Continuing Education Training: Soils. This workshop was planned in cooperation with the Connecticut Department of Public Health (DPH), Environmental Engineering Program, and the Connecticut Environmental Health Association (CEHA). The two-day workshop was held in October at the DEEP Sessions Woods Wildlife Management Area in Burlington, and focused on “soils and septic systems”. The workshop consisted of both lecture and field components. Day one of the workshop allowed participants to learn from guest speaker Peter C. Fletcher, a Certified Professional Soil Scientist, and provided participants with a series of field activities related to soil texturing and site hydraulics. Day two of the workshop started with additional lecture provided by Mr. Fletcher followed by exploration of soil pits. Municipal inland wetlands agency members and staff examined two soil pits and discussed soil characteristics and wetland delineation issues. Connecticut U.S. Department of Agriculture, Natural Resources Conservation Service staff, led the soil pit demonstrations.

The two Municipal Inland Wetlands Agency Continuing Education Training workshops provided participants with a workshop specific text packet (printed materials) to share with their respective inland wetlands agencies, enabling training to extend beyond the participants. The packets contained an agenda, lecture outlines, as well as other supporting information pertaining to the topics being discussed. Appendices C1 through C2 consist of the agendas for each of the Municipal Inland Wetlands Agency Continuing Education Training workshops.

Registration and Voucher

A total of 236 people, representing 91 towns (Appendix D), registered for training in 2013. Specifically, 85 registered for The Municipal Inland Wetlands Agency Comprehensive Training Program online course; 125 registered for the Municipal Inland Wetlands Agency Continuing Education Training: Legal and Administrative Updates workshop; and 26 registered for the Municipal Inland Wetlands Agency Continuing Education Training: Soils workshop. The number of 2013 registrants exceeded DEEP's estimate of 200. However, DEEP anticipated at least 100 municipal inland wetlands agencies to be represented at training, with the actual number of 91 falling just shy of expectations.

The DEEP carried out the IWWA statutory requirement (CGS section 22a-42(d)) of making The Municipal Inland Wetlands Agency Comprehensive Training Program available to one person from each town, without cost to that person or town, by mailing one voucher (Appendix E) along with the first program brochure to each municipal inland wetlands agency in April. The voucher allowed one person from each town to register for the comprehensive training program online course at no cost. Participant substitution of the voucher was allowed on a case-by-case basis. Of the 85 Municipal Inland Wetlands Agency Comprehensive Training Program online course registrants, 45 used a voucher to cover the registration fee. Vouchers were not applicable to the Municipal Inland Wetlands Agency Continuing Education Training workshops.

Participant Attendance and Certificate of Completion

The 2013 training for municipal inland wetlands agencies was attended by a total of 176 participants. This number is lower than the number of people who registered for training as some people either failed to complete the comprehensive online course, cancelled their continuing education workshop registration, or simply did not show for a particular workshop. Specifically, 51 participants completed the comprehensive online course, 103 participants attended the legal and administrative updates continuing education workshop, and 22 participants attended the soils continuing education workshop. Since 51 participants completed The Municipal Inland Wetlands Agency Comprehensive Training Program online course, 51 certificates of program completion were issued pursuant to CGS section 22a-39(n) (Appendix F). Certificates of completion were not issued for continuing education workshops. However, if requested by a participant, an email or letter acknowledging their attendance and participation in a particular continuing education workshop was provided by DEEP staff.

Administrative and Financial Summary

Funding for 2013 training was provided through a U.S. Environmental Protection Agency Wetland Program Development Grant. In order to conduct the training program, the DEEP contracted with the Center for Public Policy and Social Research (CPPSR) at Central Connecticut State University (CCSU), to provide administrative support. Services provided by the CPPSR and the DEEP can be found in Appendix G.

Through a Memorandum of Understanding between the CPPSR and the DEEP, it was agreed that a cost of \$40.00 per person would cover registration services provided by the CPPSR for both The Municipal Inland Wetlands Agency Comprehensive Training Program online course, and the Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshops. Note that this cost does not include expenses associated with the comprehensive training program online course voucher, other CPPSR expenses, or DEEP in-kind services mentioned in Appendix G. CPPSR accepted registration by voucher in lieu of payment for The Municipal Inland Wetlands Agency Comprehensive Training Program online course. Therefore the DEEP was required to subsidize \$40.00 per voucher. A registration fee of \$75.00 for the comprehensive training program online course, and a registration fee of \$60.00 for the continuing education legal and administrative updates workshop, were established by CPPSR and DEEP. Anticipated registration fees above the \$40.00 per person were factored to be paid directly to CPPSR for program administration.

Registration fees for the Municipal Inland Wetlands Agency Continuing Education: Soils workshop were paid directly to the Connecticut Environmental Health Association (CEHA). CPPSR did not handle registrations for the soils workshop as this was a program offered through the Connecticut Department of Public Health and CEHA. All registration fees for the soils workshop remained with CEHA and were not included in the Memorandum of Understanding between the CPPSR and the DEEP.

Table 1 below shows the breakdown of the CPPSR costs incurred for training in 2013. Note that the CPPSR provided program administration services for each registered person, regardless of whether they actually attended the program or not, and regardless of whether they used a voucher or paid a registration fee. Therefore the number of registrants, as opposed to the number of participants that truly attended the program, is used when calculating the financial information as this reflects the actual costs the CPPSR charged the DEEP. Table 1 does *not* reflect the Municipal Inland Wetlands Agency Continuing Education: Soils workshop, as registration service was handled by CEHA; nor does it reflect DEEP in-kind services.

Table 1. 2013 Municipal Inland Wetlands Agency Training

2013 Municipal Inland Wetlands Agency Training	Comprehensive Training Online Course	Continuing Education: Legal and Administrative Updates	TOTAL
Total # of Registered Participants	85	125	210
CPPSR Cost based on \$40.00 per Registered Participant	\$3,400.00	\$5,000.00	\$ 8,400.00
Other CPPSR Expenses ^a	\$8,463.10	\$11,095.39	\$19,558.49
Total Paid to CPPSR by DEEP	\$11,863.10	\$16,095.39	\$27,958.49^b

a: includes uncollected registration fees and non-registration expenses such as brochure design and printing, voucher, food services, facility rental, onsite registration assistance, etc.

b: total cost of training *not* including the Continuing Education: Soils workshop or DEEP in-kind services

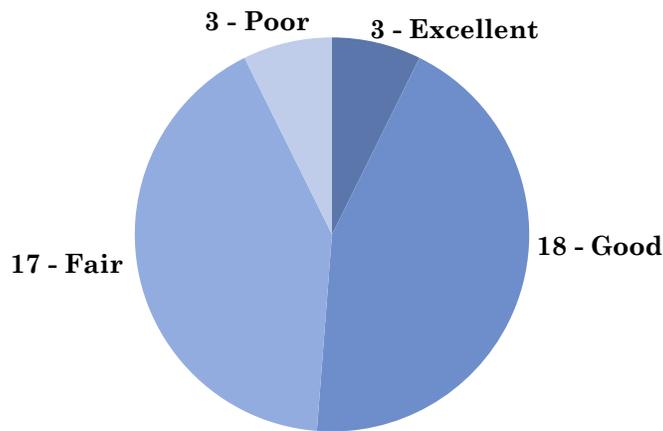
Exit Questionnaires

Individuals participating in the various 2013 training offerings were asked to fill out an exit questionnaire for the training they completed. The questionnaires were summarized to determine how training met the needs of municipal inland wetlands agencies and their staff, and to obtain topic suggestions for future workshops.

In the case of The Municipal Inland Wetlands Agency Comprehensive Training Program online course, an evaluation of the course was required before the course participant was awarded a certificate of program completion. In the case of the Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop an exit questionnaire was included in the text packet provided to attendees of the workshop (Appendix H). An exit questionnaire was not provided for the Municipal Inland Wetlands Agency Continuing Education: Soils workshop as program administration was handled by the Department of Public Health and the Connecticut Environmental Health Association. However, many positive verbal comments were provided to DEEP staff regarding the soils program.

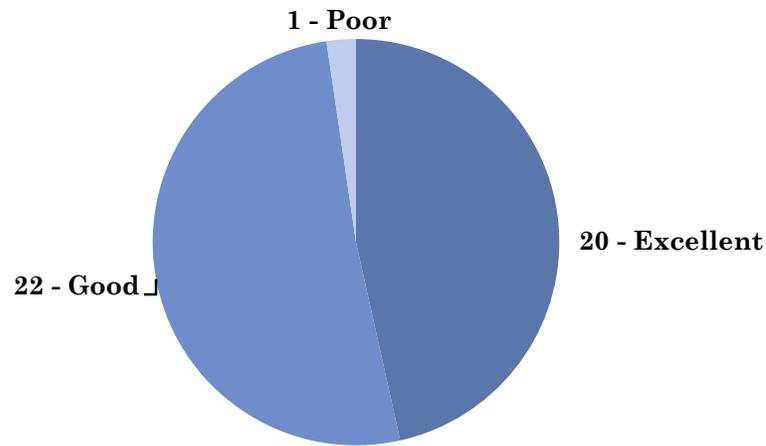
DEEP collected 51 exit questionnaires for The Municipal Inland Wetlands Agency Comprehensive Training Program online course. The exit questionnaire asked participants to rate their knowledge of the topics presented *before* completing training. The results are summarized in Chart 1 below. 47% of participants had a poor or fair understanding of the topics presented prior to completing the program. It is expected that more than half of participants will have very limited knowledge of the law and their roles and responsibilities under such law, as The Municipal Inland Wetlands Agency Comprehensive Training Program is tailored for the new agency member or staff person. Upon completion of the comprehensive online course, 98% of participants indicated their understanding improved to either a good or excellent understanding of the topics presented (Chart 2).

Chart 1.* 2013 Comprehensive Training Program - Knowledge of Participants *before* Training



*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

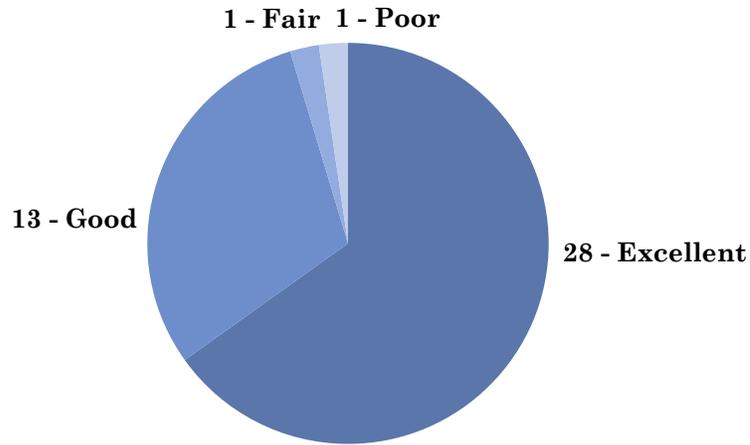
Chart 2.* 2013 Comprehensive Training Program - Knowledge of Participants *after* Training



*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

The exit questionnaire also asked participants to characterize the overall effectiveness of The Municipal Inland Wetlands Agency Comprehensive Training Program online course as excellent, good, fair or poor. Chart 3 below shows that 65% of responding participants felt the 2013 comprehensive training program was excellent, and 30% felt the program was good - a score of good or higher by 95% of attendees.

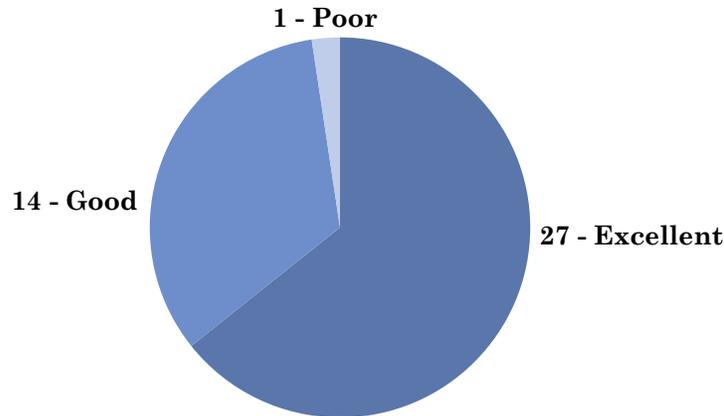
Chart 3.* 2013 Comprehensive Training Program - Overall Effectiveness



*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

A third question asked participants to indicate, by categorizing as excellent, good, fair or poor, how the information presented met their expectations and objectives. Chart 4 below shows that 95% of the responding participants felt the 2013 comprehensive training program online course was excellent or good at meeting their objectives.

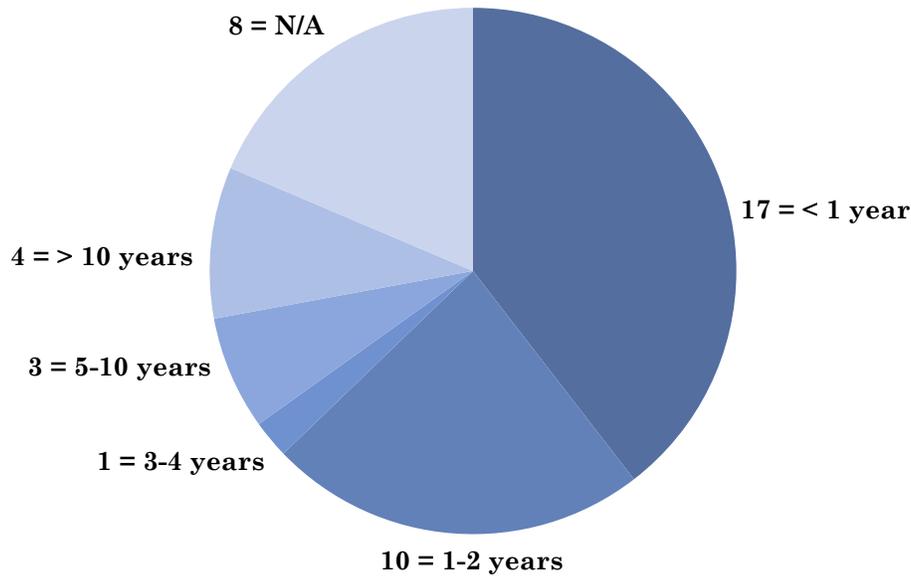
**Chart 4.* 2013 Comprehensive Training Program -
Met Objectives of Participants**



*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

Finally, comprehensive course participants were asked to indicate how long they had been a member of their inland wetlands agency or staff for the agency. Of the respondents, 40% had been with their agency less than 1 year and 23% had been with their agency between one and two years for a total of 63%. Only 18% of course participants had been with their agency three years or more (19% did not provide a response as they may have been consultants, other municipal employees, interested citizens, or students). The Municipal Inland Wetlands Agency Comprehensive Training Program is tailored for the new agency member or staff person, or those seeking a refresher of their roles and responsibilities pursuant to the Connecticut Inland Wetlands and Watercourses Act. Chart 5 below shows that the population this course was intended for is indeed completing the program.

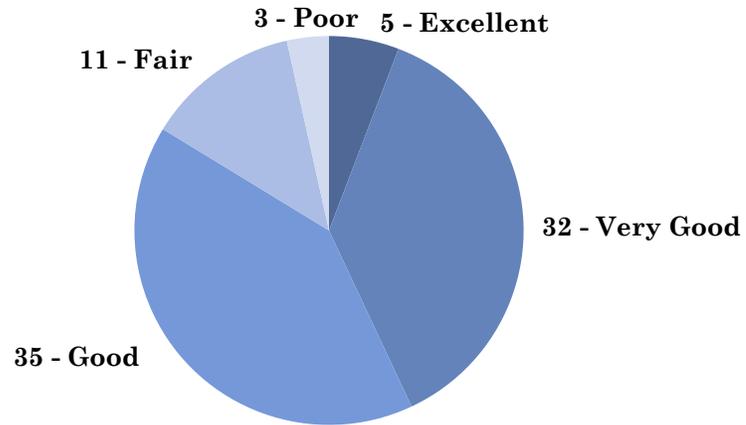
Chart 5.* 2013 Comprehensive Training Program - Length of Time with Agency



*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

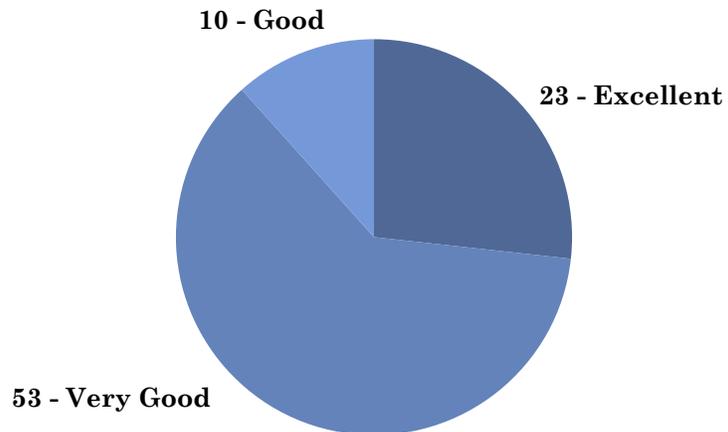
DEEP also collected 87 exit questionnaires for the Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop. However, not all 87 questionnaires were completed entirely. The exit questionnaire asked participants to rate their knowledge of the topics presented *before* attending training. The results are summarized in Chart 6 below. Of the workshop participants, 16% had a poor or fair understanding of the topics presented, 41% had a good understanding, 37% had a very good understanding and 6% had an excellent understanding of the topics presented. As this workshop attracts participants with a wide range of knowledge, it is expected and hoped that participants will have some previous familiarity with the topics presented. The intent of the workshop was to improve and expand upon that knowledge. This occurred as 11% of participants stated that *after* attending the course, their knowledge of the topics presented was good, 62% indicated very good, and 27% indicated excellent (Chart 7).

Chart 6.* 2013 Continuing Education Legal and Administrative Updates - Knowledge of Participants *before* Training



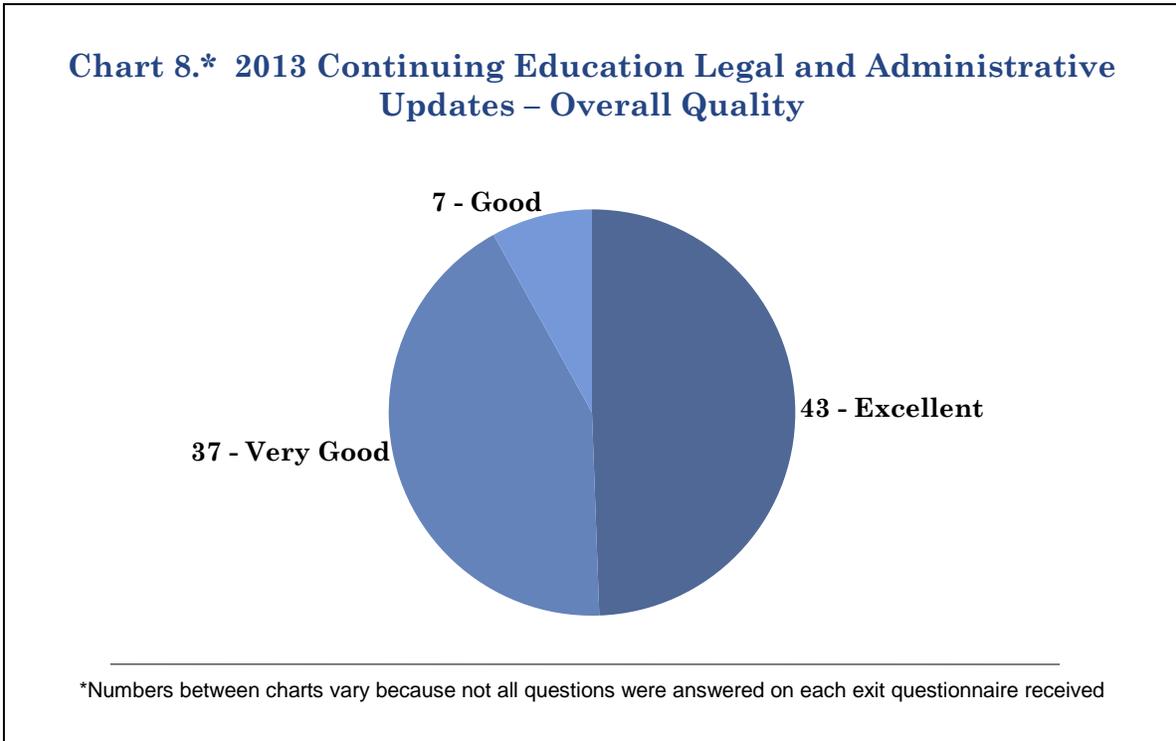
*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

Chart 7.* 2013 Continuing Education Legal and Administrative Updates - Knowledge of Participants *after* Training



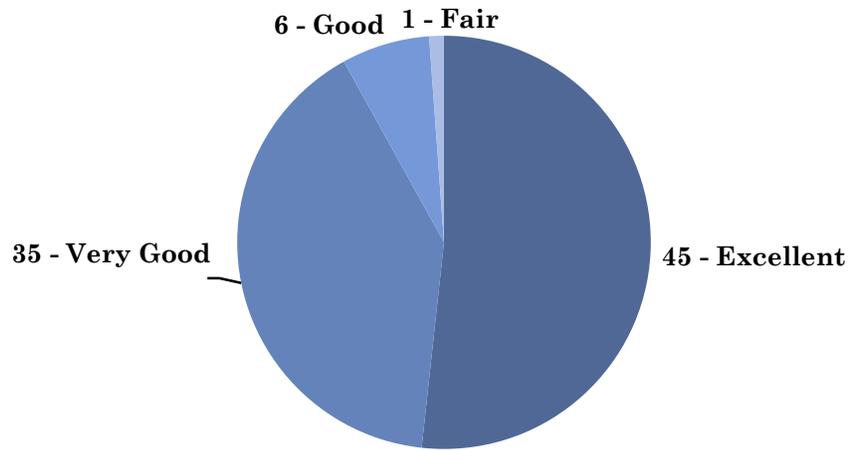
*Numbers between charts vary because not all questions were answered on each exit questionnaire received.

The exit questionnaire also asked participants to characterize the overall quality of the Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop as excellent, very good, good, fair or poor. Chart 8 below shows that 92% of responding participants felt the 2013 continuing education legal and administrative updates workshop was either of very good or of excellent quality.



A third question asked participants to indicate, by categorizing as excellent, very good, good, fair or poor, how the information presented corresponded to their objectives. Chart 9 below shows that 92% of the responding participants felt that the 2013 Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop was very good or excellent at meeting expectations and needs.

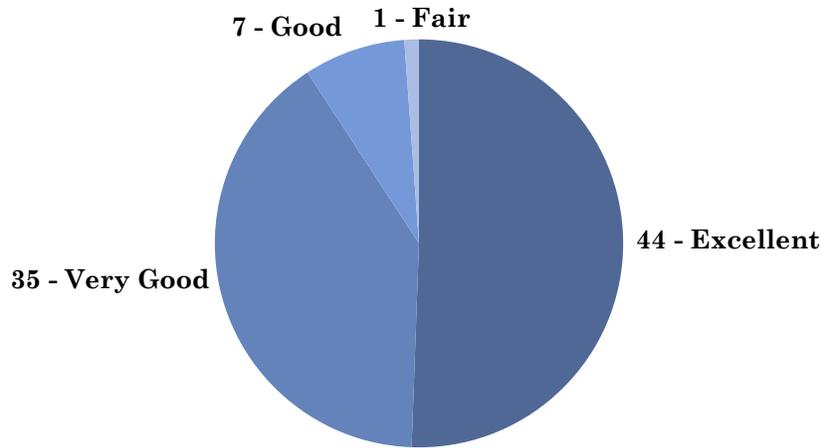
Chart 9.* 2013 Continuing Education Legal and Administrative Updates – Corresponding to Participant Objectives



*Numbers between charts vary because not all questions were answered on each exit questionnaire received

Finally, the exit questionnaire surveyed participants and asked if the course was a success in helping them understand key principles. Of the responding 2013 Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop participants, 91% felt the workshop was very good or excellent in helping them to understand the subject matter presented (Chart 10).

Chart 10.* 2013 Continuing Education Legal and Administrative Updates – Helping to Understand Key Principles



*Numbers between charts vary because not all questions were answered on each exit questionnaire received

Summary

The DEEP was pleased with the success of training offered in 2013. Format changes created some confusion among Connecticut’s municipal inland wetlands agencies, which may have resulted in reduced participation. However, the DEEP believes it maintained the high-quality learning experience municipal inland wetlands agency members and staff expect.

The Municipal Inland Wetlands Agency Comprehensive Training Program online course is tailored for the new agency member or staff person. The online course allowed the DEEP to extend training beyond that typically provided in a “live” workshop. Attendees can complete the course from the comfort of their home, or office, as their schedule permits. Based on 2013’s success, the DEEP recommends continuing to offer the online course in 2014, after some refinement. Course evaluation comments need to be addressed (e.g., typographical errors, links that did not work, etc.), and additional material added.

The Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop was designed to provide all agency members and staff with information on new legislation, new case law, and

other legal or administrative subjects. As this workshop provides municipal inland wetlands agencies with annual updates, DEEP strongly recommends that at least one member of an agency, or the agency's staff, attend the continuing education legal and administrative updates workshop offered annually.

Due to consistent registrations over the past few years, DEEP recommends that the Municipal Inland Wetlands Agency Continuing Education: Legal and Administrative Updates workshop continue to be offered on multiple dates and at various locations during the 2014 training year. However, 2014 funding and staff limitations may necessitate a reduction in the date and location offerings to two. Further, exit questionnaires indicated that a half-day program format was desirable and that participants did not feel overwhelmed with the amount of information presented. Therefore DEEP recommends continuing with the four hour program format in 2014.

The Municipal Inland Wetlands Agency Continuing Education: Soils workshop was extremely successful allowing sanitarians, engineers, consultants and municipal inland wetlands agency members and staff to partake in a cooperative educational experience. Working with partners allowed the DEEP to apply its resources to the best extent. The only problem was that a particular group's (e.g., sanitarians, inland wetlands, etc.) participation in the two-day workshop was limited in order to allow a variety of attendees. The workshop may have been offered to too many interest groups. If DEEP conducts workshops with training partners in the future an effort needs to be made to ensure more space is allotted for municipal inland wetlands agency members and staff. DEEP recommends offering continuing education "field" workshops in the future, as staff and financial resources allow; and to continue working with both internal and external training partners.

The 2013 training for municipal inland wetlands agencies was successfully accomplished as intended.

Appendix A

History of the Municipal Inland Wetlands Agency Training Program

Pursuant to the General Statutes of Connecticut (CGS) section 22a-39, the Connecticut Department of Energy and Environmental Protection (DEEP) is charged with developing a comprehensive training program for municipal inland wetlands agency members. The annual program covers a broad range of administrative, legal, and scientific topics associated with the municipal regulation of inland wetlands and watercourses in Connecticut.

Training for municipal inland wetlands agencies originated in 1987 as a result of an amendment to the Connecticut Inland Wetlands and Watercourses Act (IWWA). During the late 1980's and early 1990's the training program consisted of a series of workshops offered intermittently, primarily on the functions and values of wetlands and watercourses and site plan review. In 1995 the IWWA was further amended to require the DEEP to issue a certificate to any member of a municipal inland wetlands agency or its staff who completed the training program (CGS section 22a-39(n)). In 1996 the IWWA was yet again amended to require that at least one member of a municipal inland wetlands agency or staff of the agency complete the "comprehensive" training program developed by the DEEP (CGS section 22a-42(d)). In addition, the IWWA was amended to require "duly authorized agents" to complete the comprehensive training program before they can be delegated the authority to approve or extend certain activities pursuant to CGS section 22a-42a(c)(2). To assist municipalities with sending individuals to the training program, the 1996 amendments required the DEEP to make the training program available to one person from each town without cost to that person or the town. To implement this requirement the DEEP issued an annual Prepaid Registration Certificate, which in subsequent training years became known as a Voucher.

Due to the numerous changes made to the IWWA in 1996, including the requirement for a "comprehensive" training program, the DEEP formalized training to address the increasingly complex goals and objectives of both municipal inland wetlands agencies and municipal staff, and to efficiently convey important legal, administrative, and resource information. Consequently, the DEEP implemented a pilot training program for the fall, winter, and spring of 1996 through 1997 (see report titled "The 1996-1997 Municipal Inland Wetland Commissioners Training Program", March 2000). Upon completion of the pilot program, DEEP staff analyzed training program evaluation forms, obtained comments from various municipal inland

wetlands agencies, and received comments from other interest groups and resource professionals. This information was assessed to define the necessary statutory and resource protection knowledge and skills that needed to be taught to agency members and staff, and to make recommendations on how future training programs are to be conducted.

As a result, DEEP staff recommended that a comprehensive training program be developed titled The Municipal Inland Wetland Commissioners Training Program, and that this program consist of three components: an introductory segment, an advanced segment, and a specialized segment (see report titled "Municipal Inland Wetland Commissioners Training Program 1997 - 1998 Summary Report", October 2002). The introductory, advanced and specialized segments respectively became known as Segment 1, Segment 2, and Segment 3. Specifically, Segment 1 was intended for new agency members and staff. This portion of the training program provided an introduction to the IWWA and examined the roles and responsibilities of municipal inland wetlands agencies, the identification of wetlands and watercourses in Connecticut, the basic functions and values of wetlands, the basics of site plan review, and a brief overview of other regulatory programs. This segment was designed to be repeatable from year to year without any significant changes in course material, enabling municipal inland wetlands agencies to rely on a component of the program to train new members.

Segment 2 of the training program targeted all wetlands agency members and staff and expanded upon the introductory portion. New amendments to the IWWA, a case law update, a legal "hot topic" and a specific technical wetland related subject were offered. This segment was designed to provide a consistent program format in which annual changes to the IWWA can be presented each year.

Segment 3 was tailored for municipal inland wetlands agents and other staff, as well as experienced agency members, who have considerable knowledge of wetland and watercourse related issues. This portion of the program consisted of a technical field workshop on a specialized topic.

The 1997 – 1998 Municipal Inland Wetland Commissioners Training Program three-segment approach was a success, attended by two-thirds of Connecticut's municipalities. As a result, DEEP staff decided to continue the three-segment format with future Municipal Inland Wetland Commissioners Training Programs.

In 1999 the training program was offered on a calendar year basis. Previous training programs began in October of a given year with Segment 1 and ended in June of the following year with Segment 3, similar to a school

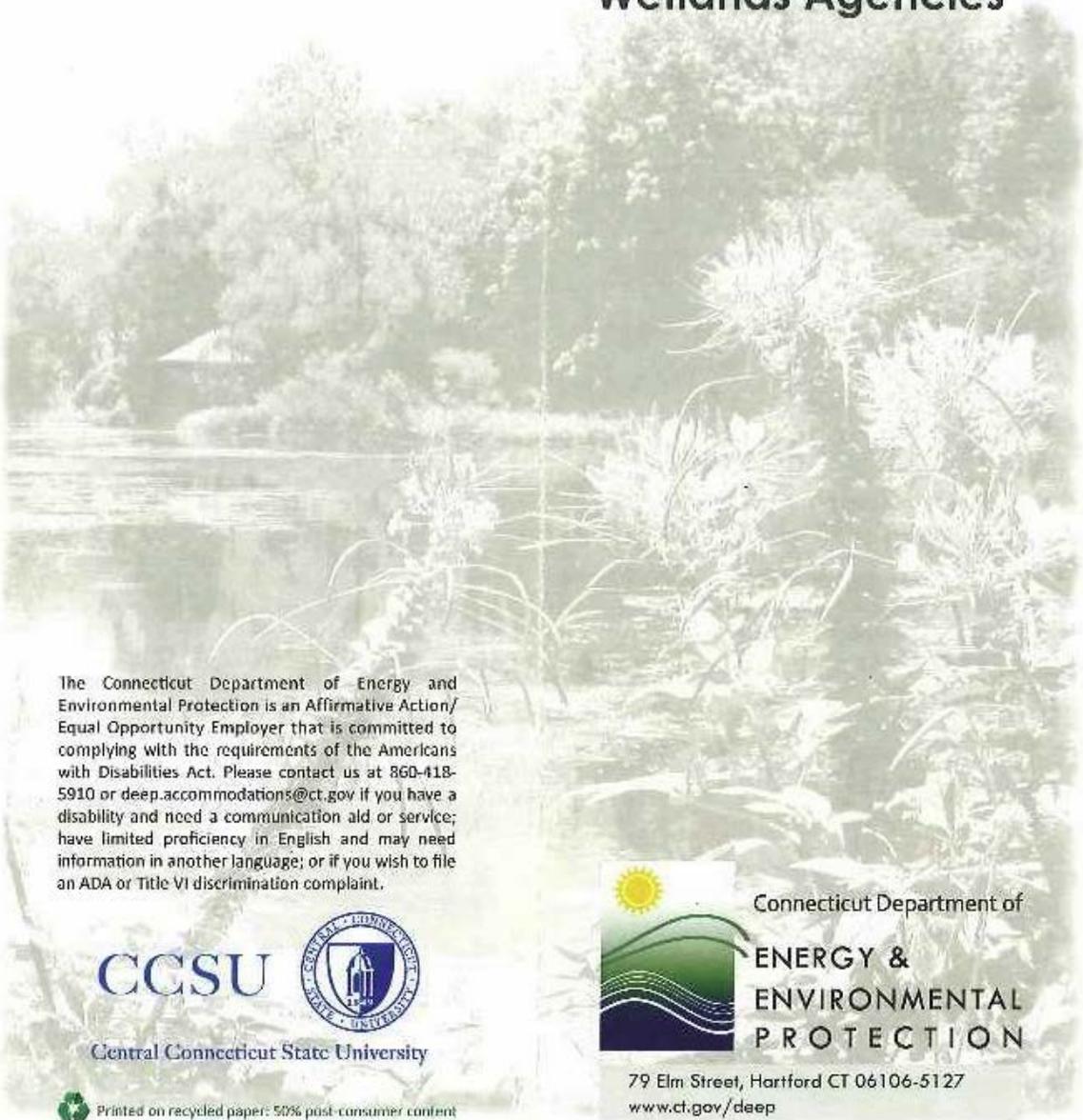
schedule. Conducting the program in such a manner caused some confusion among participants and was not administratively efficient. The new calendar year schedule allowed the program to begin in the spring with Segment 1 and Segment 2, and finish in the fall with Segment 3 (see report titled "Municipal Inland Wetland Commissioners Training Program *1999 Summary Report*, December 2002"). DEEP staff maintained the calendar year, three-segment format for the 2000 through 2012 training programs (for more information regarding a specific training year see the corresponding summary report).

In 2012 the DEEP offered participants two options for completing Segment 1. Participants could either register for a "live" workshop or complete a new online course (see report titled "Municipal Inland Wetland Commissioners Training Program *2012 Summary Report*, July 2013"). The online course option allowed the DEEP to extend the Segment 1 offering without numeric or geographic limitations. The online course, designed to be self-paced, provided the same content as the traditional day-long workshop; and included text, slides, video, and self-assessments. The benefit to the online course is that a new agency member did not have to wait until the springtime of a given year to complete Segment 1. The online course was available for registration and completion at any point during the calendar year. The majority of 2012 Segment 1 participants completed the online course, with less than twenty participants attending the "live" workshop. The online course was very successful receiving many positive comments.

In 2013 DEEP staff revisited statutory requirements, staffing and financial resources to determine the level of training that could be provided. This combined with a desire to modernize and add flexibility to the program resulted in DEEP staff eliminating the three segment approach to training. What was previously known as The Municipal Inland Wetland Commissioners Training Program Segment 1 became The Municipal Inland Wetlands Agency Comprehensive Training Program. The new title more appropriately matched the statutory requirement for training. This comprehensive training program consisted of the previous Segment 1 online course. Further, what was previously known as The Municipal Inland Wetland Commissioners Training Program Segment 2 and Segment 3 became The Municipal Inland Wetlands Agency Continuing Education Training. It is anticipated that a wide variety of workshops, including an annual legal and administrative update workshop, will be offered under this title.

Appendix B1

2013 Municipal Inland Wetlands Agency Training – Brochure #1



CPPSR
CENTER FOR PUBLIC POLICY
AND SOCIAL RESEARCH
At Central Connecticut
State University

Governor William A. O'Neill Endowed Chair in Public Policy and Procedural Politics

Connecticut DEEP's Training for Municipal Inland Wetlands Agencies

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IMPORTANT: CHANGE IN TRAINING PROGRAM OPERATIONS FOR 2013

Connecticut's Department of Energy and Environmental Protection (DEEP) is pleased to announce that training for municipal inland wetlands agencies will now be supported by **the Center for Public Policy and Social Research (CPPSR) at Central Connecticut State University (CCSU)**. CPPSR at CCSU will provide a framework for participant registrations and will assist with program logistics. For 2013, training will consist of a **Comprehensive Training Program** component and a **Continuing Education** component.

Comprehensive Training Program Component

The DEEP's 2013 Municipal Inland Wetlands Agency **Comprehensive Training Program** is presented pursuant to the General Statutes of Connecticut section 22a-39. The **Comprehensive Training Program** consists of an on-line course offered through a CCSU website platform. The on-line course covers a range of legal, administrative, and scientific subjects relevant to municipal inland wetlands agency regulation. A DEEP-issued certificate will be awarded to participants after completion of the program course. Completion of the **Comprehensive Training Program** fulfills the training requirement for duly authorized agents pursuant to the General Statutes of Connecticut section 22a-42(c)(2). Further, a voucher allowing one person to complete the **Comprehensive Training Program** has been mailed to each municipal inland wetlands agency with instructions on its use. **To receive complementary registration**, the designated participant must include the original DEEP voucher with the mailed registration form, or use the voucher code with on-line registration. The voucher is not applicable to continuing education workshops. If interest warrants, there will be one in-person workshop held in mid or late summer as an alternative to the on-line course. Please see the registration form to indicate your interest in attending an in-person workshop. **It is strongly recommended that new agency members and staff complete the Comprehensive Training Program.**

Continuing Education Component

The DEEP's 2013 Municipal Inland Wetlands Agency **Continuing Education Training** provides municipal inland wetlands agency members and staff the opportunity to complement their knowledge and training with continuing education workshops. Of particular importance is the necessity to relay current legal and administrative information, such as court case opinions and amendments to the law. Workshops offered as continuing education will consist of annual legal and administrative updates; and technical, field oriented classes. Due to limited workshop enrollment, participants must preregister. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. **It is strongly recommended that at least one member of a municipal inland wetlands agency and staff attend the annual legal and administrative update Continuing Education workshop.**

Program Cancellation by DEEP

The DEEP reserves the right to cancel or reschedule any aspect of the training program. Program registrants will be notified at the earliest possible time and offered a different date/location if one is available. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Program Cancellation by Participant:

If a participant needs to cancel registration fees are refundable only if cancellation is received 48 hours prior to the start of a workshop. If cancellation is received with less than 48 hours notice the participant will be charged the full program fee. Registration fees for the **Comprehensive Training Program** on-line course are refundable only prior to December 1, 2013 **and** if the registrant has not entered the on-line course. Please call CCSU 860-832-2064 to cancel.

PROGRAM DESCRIPTIONS

Comprehensive Training Program

The Municipal Inland Wetlands Agency *Comprehensive Training Program* is designed for new agency members and staff. This interactive, multi-media, self-paced, on-line training course will teach participants the fundamentals of the Connecticut Inland Wetlands and Watercourses Act. The course will "walk" participants through each section of the law and will discuss various procedural topics that such agencies encounter on a regular basis (i.e.: ex-parte communication, how to make a "record", etc.) The roles and responsibilities of municipal inland wetlands agencies will be emphasized. Additional information, including but not limited to, wetland soils, the functions and values of wetlands and watercourses, stream crossing best management practices, and site plan re-view will be presented. A certificate of program completion is awarded by the DEEP to participants completing the Municipal Inland Wetlands Agency *Comprehensive Training Program*.

Continuing Education Training: Legal and Administrative Updates

The Municipal Inland Wetlands Agency *Continuing Education Training: Legal and Administrative Updates* workshop is strongly recommended for all municipal inland wetlands agency members and staff. Participants will receive a comprehensive review of relevant and current legal and administrative issues. The review will consist of a synopsis of the 2013 legislative session including any amendments to the Inland Wetlands and Watercourses Act, and an examination of recent court cases by

representatives of the Office of the Attorney General. A number of topics associated with these cases will be discussed including inland wetlands agency jurisdictional issues. Finally, the program will conclude with an open question and answer session. This program will be offered on five different dates/locations.

Continuing Education Training: Soils

A Municipal Inland Wetlands Agency *Continuing Education Training: Soils* workshop is being planned in cooperation with the Department of Public Health (DPH), Environmental Engineering Program, and the CT Environmental Health Association (CEHA). This two-day workshop is to be held in October 2013 and will focus on "soils and septic systems". The workshop will provide participants with an overview of soil science with a focus on identifying restrictive layers for Subsurface Sewage Disposal Systems. Classroom presentations will be followed by demonstrations and hands-on learning in the field. While geared toward sanitarians, the workshop will be very beneficial to all municipal inland wetlands agency members and staff. A brochure for this workshop containing additional program and registration information will be available in late August.

REGISTRATION FORM

Please copy this registration form for additional registrants.

Online Registration at: www.ccsu.edu/cppsr/deep Have DEEP voucher or credit card information ready: Visa, MasterCard.

Or mail enclosed completed form & DEEP voucher, check or P.O. to:

Center for Public Policy and Social Research, RVAC 125, CCSU, 1516 Stanley Street, New Britain CT 06050.

Attention: DEEP Training

Name.....
(Name as it will appear on your certificate, if applicable)

Home Business

Street.....

City.....State.....Zip.....

Email.....
(of participant)

Date of Birth.....
(requested for online course)

Please list any special needs you may have:
.....

The following required information must be provided for this registration form to be processed.

Check one of the following:

I am a member of my municipal Inland Wetlands Agency for the Town/City of:
.....

I am a municipal employee hired/assigned to support the Inland Wetlands Agency for the Town/City of:
.....

My title is:

Other, please briefly explain (i.e.: Conservation commission member, concerned citizen, consultant, etc.)
.....

if applicable, how long have you been a member or staff of your inland wetlands commission?

less than 1 year 1-2 years 3-4 years
 5-10 years more than 10 years

Register for the Municipal Inland Wetlands Agency Comprehensive Training Program online course.

Will Pay Fee of \$75

Will Use Voucher Representing town of
.....

I'm unable to access the online course; please contact me if an in-person workshop is scheduled.

The online Course will remain open for registration until December 1, 2013. Coursework needs to be completed by December 15, 2013. Registrants will receive program confirmation and course instruction by email.

Register for Municipal Inland Wetlands Agency Continuing Education Training - Legal and Administrative Updates

Will Pay Fee of \$60
(includes handouts and morning refreshment)

Choose one location:

1. **Thursday, June 6, 2013** - Torrington, UConn Campus, 9:00 AM - 1:00 PM

2. **Wednesday, June 12, 2013** - Bridgeport, Housatonic Community College, 9:00 AM - 1:00 PM

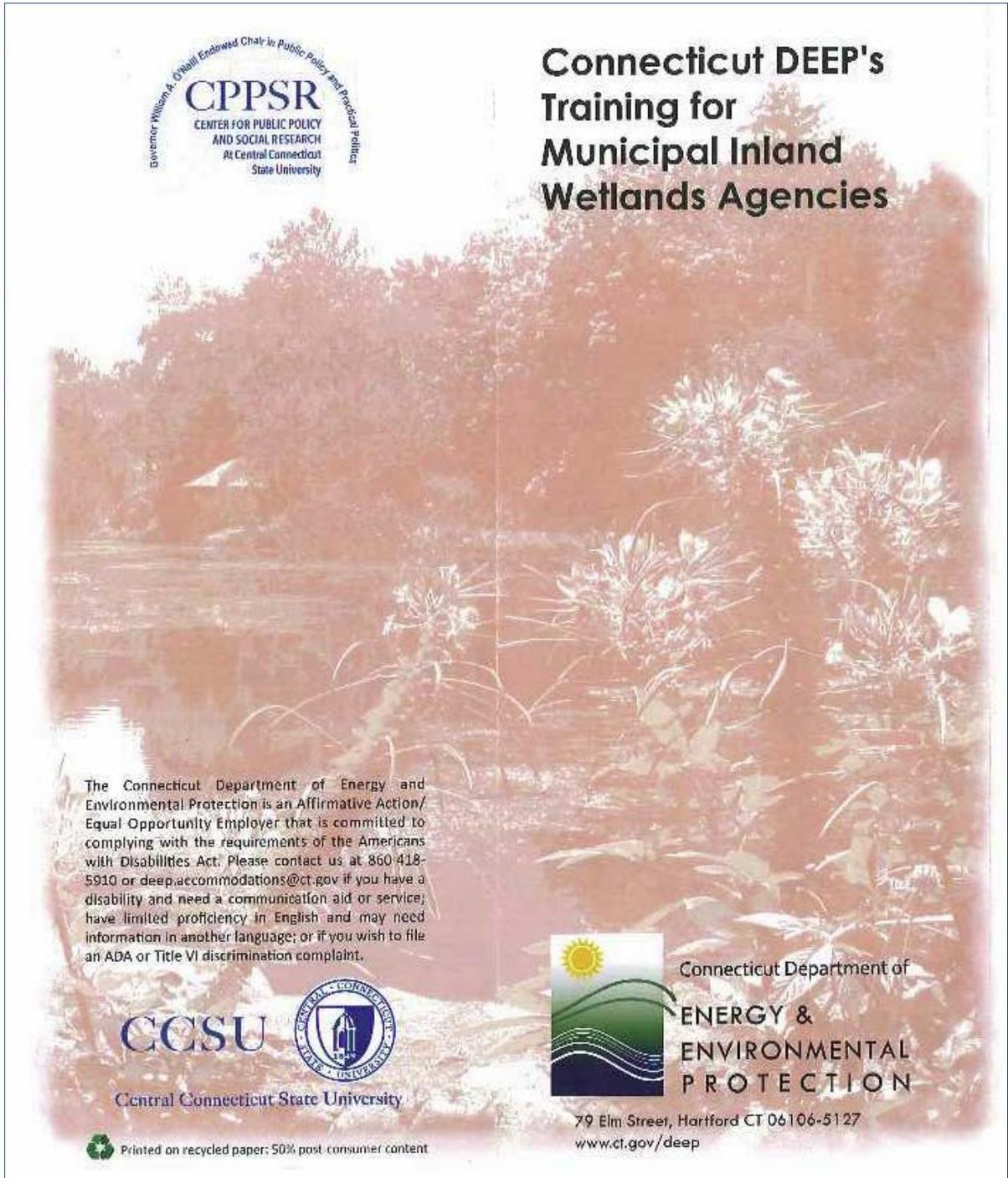
3. **Wednesday, June 19, 2013** - Vernon, Tolland County Agricultural Center, 9:00 AM - 1:00 PM

4. **Saturday, June 22, 2013** - New Britain, Central Connecticut State University, 9:00 AM - 1:00 PM

5. **Thursday, June 27, 2013** - Norwich, Three Rivers Community College, 9:00 AM - 1:00 PM

Appendix B2

2013 Municipal Inland Wetlands Agency Training – Brochure #2



CPPSR
CENTER FOR PUBLIC POLICY
AND SOCIAL RESEARCH
At Central Connecticut
State University

Governor William A. O'Neill Endowed Chair in Public Policy and Practical Politics

Connecticut DEEP's Training for Municipal Inland Wetlands Agencies

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact us at 860-418-5910 or deep.accommodations@ct.gov if you have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.

CCSU 
Central Connecticut State University

 Connecticut Department of
**ENERGY &
ENVIRONMENTAL
PROTECTION**

79 Elm Street, Hartford CT 06106-5127
www.ct.gov/deep

 Printed on recycled paper: 50% post consumer content

IMPORTANT: CHANGE IN TRAINING PROGRAM OPERATIONS FOR 2013

Connecticut's Department of Energy and Environmental Protection (DEEP) is pleased to announce that training for municipal inland wetlands agencies will now be supported by the **Center for Public Policy and Social Research (CPPSR) at Central Connecticut State University (CCSU)**. CPPSR at CCSU will provide a framework for participant registrations and will assist with program logistics. For 2013, training will consist of a **Comprehensive** Training Program component and a **Continuing Education** component.

Comprehensive Training Program Component

The DEEP's 2013 Municipal Inland Wetlands Agency **Comprehensive** Training Program is presented pursuant to the General Statutes of Connecticut section 22a-39. The **Comprehensive** Training Program consists of an on-line course offered through a CCSU website platform. The on-line course covers a range of legal, administrative, and scientific subjects relevant to municipal inland wetlands agency regulation. A DEEP-issued certificate will be awarded to participants after completion of the program course. Completion of the **Comprehensive** Training Program fulfills the training requirement for duly authorized agents pursuant to the General Statutes of Connecticut section 22a-42(c)(2). Further, a voucher allowing one person to complete the **Comprehensive** Training Program has been mailed to each municipal inland wetlands agency with instructions on its use. **To receive complementary registration**, the designated participant must use the voucher code with on-line registration. **The voucher is not applicable to continuing education workshops. It is strongly recommended that new agency members and staff complete the Comprehensive Training Program.**

Continuing Education Component

The DEEP's 2013 Municipal Inland Wetlands Agency **Continuing Education** Training provides municipal inland wetlands agency members and staff the opportunity to complement their knowledge and training with continuing education workshops. Of particular importance is the necessity to relay current legal and administrative information, such as court case opinions and amendments to the law. Workshops offered as continuing education will consist of annual legal and administrative updates; and technical, field oriented classes. Due to limited workshop enrollment, participants must preregister. Registration is on a first-come, first-served basis with priority being given to inland wetlands agency members and staff. **It is strongly recommended that at least one member of a municipal inland wetlands agency and staff attend the annual legal and administrative update Continuing Education workshop.**

Program Cancellation by DEEP

The DEEP reserves the right to cancel or reschedule any aspect of the training program. Program registrants will be notified at the earliest possible time and offered a different date/location if one is available. If the participant is unable to switch to a different date/location any paid registration fees will be refunded in full.

Program Cancellation by Participant:

If a participant needs to cancel the Municipal Inland Wetlands Agency **Comprehensive** Training Program online course please call CCSU at 860-832-2064. Registration fees for the online course are refundable only prior to December 1, 2013 and if the registrant has **not** entered the online course.

If a participant needs to cancel the Municipal Inland Wetlands Agency **Continuing Education** Training: **CEHA/DPH 2013 Soils Workshop** please contact the Connecticut Environmental Health Association at Eastern Highlands Health District at 860-429-3325. **No program refunds will be made after October 1, 2013.**

PROGRAM DESCRIPTIONS

Comprehensive Training Program

The Municipal Inland Wetlands Agency *Comprehensive Training Program* is designed for new agency members and staff. This interactive, multi-media, self-paced, on-line training course will teach participants the fundamentals of the Connecticut Inland Wetlands and Watercourses Act. The course will "walk" participants through each section of the law and will discuss various procedural topics that such agencies encounter on a regular basis (i.e.: ex-parte communication, how to make a "record", etc.) The roles and responsibilities of municipal inland wetlands agencies will be emphasized. Additional information, including but not limited to, wetland soils, the functions and values of wetlands and watercourses, stream crossing best management practices, and site plan review will be presented. A certificate of program completion is awarded by the DEEP to participants completing the Municipal Inland Wetlands Agency *Comprehensive Training Program*.

Continuing Education Training: CEHA/DPH 2013 Soils Workshop

The Municipal Inland Wetlands Agency *Continuing Education Training* workshop on soils is being planned in cooperation with the Department of Public Health (DPH), Environmental Engineering Program, and the CT Environmental Health Association (CEHA). This two-day workshop will be held in October 2013 and will focus on "soils and septic systems". The workshop will consist of both lecture and field components. All attendees will receive a Soils Field Guide as well as a detailed Soils Workbook.

This workshop is being conducted by the CT Environmental Health Association (CEHA) and the Department of Public Health for sanitariums; however, limited space has been provided for municipal inland wetlands agencies. **Only 25 spaces will be available to municipal inland wetlands agency members and staff on a first come first served basis.** A waitlist will be maintained should additional space be made available. CEHA members should register through CEHA's website to receive a CEHA discount. All other municipal inland wetlands agency members and staff should register as indicated in this brochure.

Day one of the workshop will allow sanitariums, municipal inland wetlands agency members, and inland wetlands staff to hear from guest speaker Peter C. Fletcher; and will provide participants with a series of field activities related to soil texturing and site hydraulics. Peter is a Certified Professional Soil Scientist with nearly 40 years of field experience. Peter currently owns his own consulting business and provides soils expertise to town, state, and federal agencies. He has 25 plus years of field mapping experience as a soil scientist with the USDA Natural Resources Conservation Service and is currently and adjunct instructor at the University of Massachusetts, Amherst.

Day two of the workshop will start with additional lecture followed by exploration of soil pits. Municipal inland wetlands agency members and staff will examine two soil pits in order to discuss soil characteristics and wetland delineation issues. Sanitariums will examine other soil pits. Please dress appropriately for field conditions.

Comprehensive Training Program Online Course Registration

To register for the Municipal Inland Wetlands Agency *Comprehensive Training Program* online course please register online at: www.ccsu.edu/cppsr/deep

The online Course will remain open for registration until December 1, 2013. Coursework needs to be completed by December 15, 2013. Registrants will receive program confirmation and course instruction by email.



CEHA/DPH 2013 Soils Workshop Registration Form

To Register for the Municipal Inland Wetlands Agency *Continuing Education Training: CEHA/DPH 2013 Soils Workshop*

IMPORTANT:

Space is limited to the first 25 paid participants. CEHA members please register through CEHA's website to receive a reduced fee. Due to limited space for classroom lecture and field demonstrations walk-ins will **not** be allowed.

Date:

Wednesday October 23, 2013
AND
Thursday October 24, 2013

Time:

8:30 am - 4:30 pm each day

Location:

DEEP's Sessions Woods Wildlife Management Area
341 Milford Street (Rte 69), Burlington, CT

Cost:

\$125.00 includes two-day workshop, morning refreshment and lunch on both days.

PLEASE CLEARLY PRINT INFORMATION

Name: _____

Title: _____

Phone: _____

Mailing Address: _____

City: _____

Zip Code: _____

Email: _____

Registration Deadline:

Registrations due by October 1, 2013 on first come first served basis. Mail completed form and check or money order **payable to CEHA** to Eastern Highlands Health District, Soils Training Workshop, 4 South Eagleville Road, Mansfield, CT 06268

Appendix C1

Agenda for the Municipal Inland Wetlands Agency Continuing Education Training: Legal and Administrative Updates Workshop



79 Elm Street • Hartford, CT 06106-5127

www.ct.gov/deep

Affirmative Action/Equal Opportunity Employer

2013

Municipal Inland Wetlands Agency *Continuing Education* Training: *Legal and Administrative Updates*

AGENDA

8:30 AM – 9:00 AM	Sign-in/Coffee
9:00 AM – 9:15 AM	Welcome and Program Overview
9:15 AM – 9:30 AM	2013 Legislative Overview
9:30 AM – 10:15 AM	Court Case Update Part 1
10:15 AM – 10:25 AM	Break 1
10:25 AM – 11:10 AM	Court Case Update Part 2
11:10 AM – 11:20 AM	Break 2
11:20 AM – 11:50 AM	Emergency Permitting/Authorizations
11:50 AM – 12:10 PM	Permit Conditions
12:10 PM – 12:50 PM	Question and Answer Session
12:50 PM – 1:00 PM	DEEP Inland Wetlands Management Section Updates and Program Wrap-up
1:00 PM	Adjourn

Appendix C2

Agenda for the Municipal Inland Wetlands Agency Continuing Education Training: Soils Workshop

<i>Connecticut Environmental Health Association and Connecticut State Department of Public Health Environmental Engineering Program</i>		
Soils Training Workshop Sessions Woods Wildlife Management Area October 23, 2013		
*A*G*E*N*D*A*		
8:30 - 9:00	Registration and Refreshments	
9:00 - 9:05	Opening Remarks	<i>DPH and CEHA</i>
9:05 – 9:35	Reading the Landscape: Soils	<i>Lisa Krall, Soil Scientist, USDA- Natural Resources Conservation Service</i>
9:35 – 10:00	Soil Parent Materials and Horizons	<i>Peter C. Fletcher, Soil Scientist</i>
10:00 – 10:15	Break	
10:15 - 12:00	Soil Parent Materials and Horizons (cont.)	
12:00 – 1:00	Lunch Break (lunch provided) Group organization for afternoon activities.	
1:00 – 1:45	Activity #1 Soils Texturing	<i>Peter C. Fletcher, Soil Scientist</i>
1:45 – 2:30	Activity #2 Site Hydraulics	<i>Antoanela Daha, P.E. Sanitary Engineer, DEEP</i>
2:30-2:45	Break	
2:45-3:30	Activity #3 Introduction into DPH Form 2A Pit Evaluation	<i>Matthew Pawlik, P.E., R.S. Sanitary Engineer, DPH Rick Zulick, Soil Scientist, R.S., Installer</i>
3:30- 4:15	Activity #4 Percolation Test	<i>Sean Merrigan, Sanitary Engineer, DPH Steve Jacobs, R.S.</i>
4:15 – 4:30	Wrap-up - Closing Discussions	

*Connecticut Environmental Health Association
and
Connecticut State Department of Public Health
Environmental Engineering Program*

**Soils Training Workshop
Sessions Woods Wildlife Management Area
October 24, 2013**

A*G*E*N*D*A

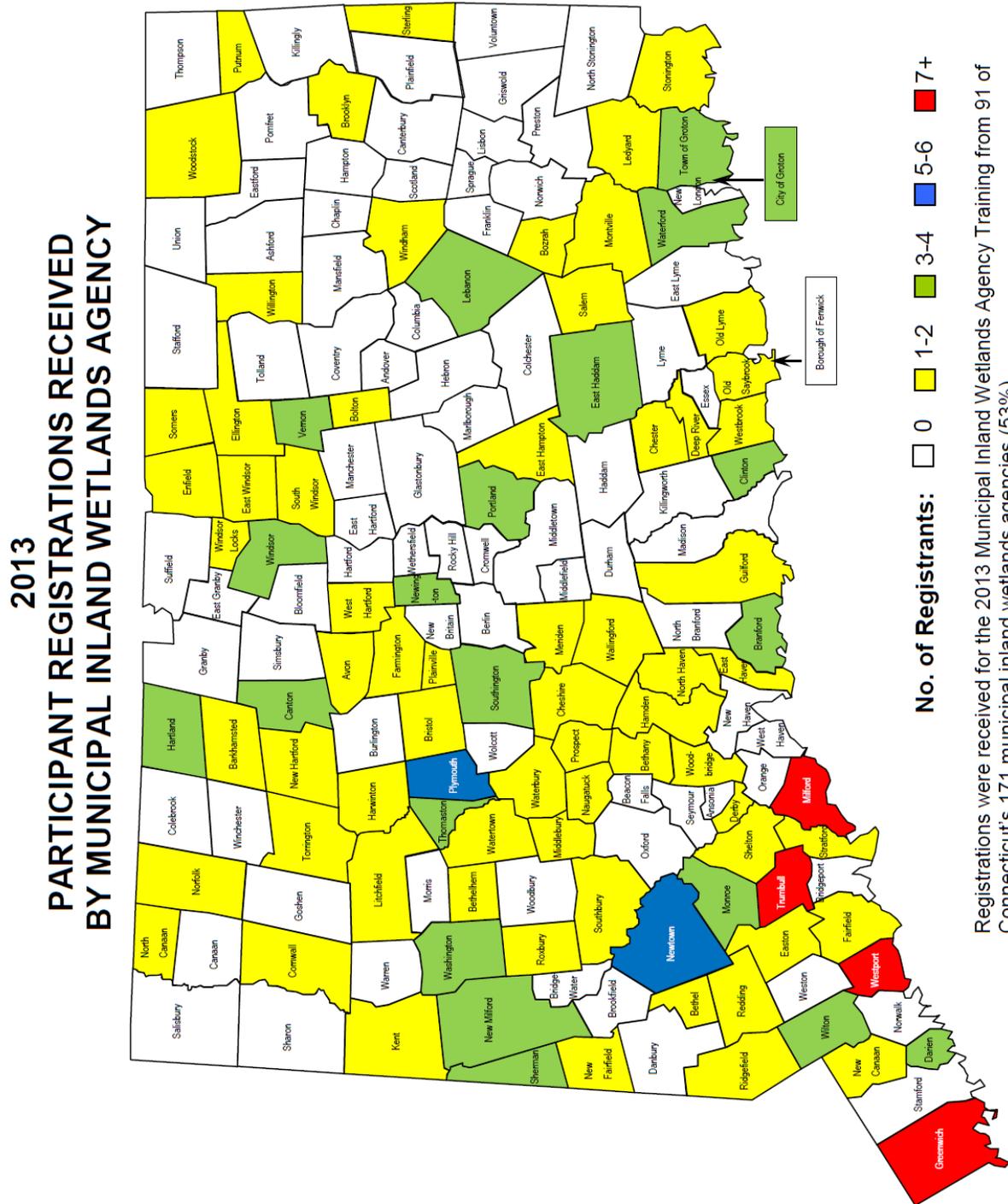
8:30 - 9:00	Registration and Refreshments	
9:00 - 10:15	Soils Color, Groundwater and Redox, Soil Consistency and Structure	<i>Peter C. Fletcher, Soil Scientist</i>
10:15 - 10:30	Break	
	Group Organization	
10:30 - 11:30	Field Activity	
11:30-12:30	Field Activity	
12:30-1:15	Lunch Break (lunch provided)	
1:15-2:15	Field Activity (Inland Wetlands Group: NRCS Rain Simulator)	
2:15-3:15	Field Activity (Inland Wetlands Group: Wrap-up Discussion with NRCS and DPH)	
3:15-4:15	Field Activity (Inland Wetlands Group: Adjourn)	
4:15-4:30	Wrap-up and Questions in main building	

**Walking time has been allotted between activity locations.
Please use that time for breaks. Restrooms will be available in the building.**

**PLEASE DRESS APPROPRIATELY
BOOTS AND LONG PANTS RECOMMENDED**

Appendix D

2013 Registrations by Municipality



Appendix E

Voucher for the Municipal Inland Wetlands Agency Comprehensive Training Program On-line Course

**The 2013 Municipal Inland Wetlands Agency
Comprehensive Training Program Voucher**

Town/City Name: WOODSTOCK DEEP Voucher #: DEEP-13-169

Participant Name: _____
PLEASE PRINT

Daytime Phone #: _____

This voucher (CGS sec. 22a-42(d)) authorizes one person from each town to register for the Comprehensive Training Program without cost to such person or town. Mail this original completed voucher with a completed registration form to Central CT State University as stated on the registration form; or complete an on-line registration and provide the voucher number where requested (www.ccsu.edu/cppsr/deep).
The voucher **cannot** be applied to *Continuing Education Training*.

Contact the DEEP Wetlands Management Section with questions at (860) 424-3019.

Appendix F

Sample of Certificate of Completion for the Municipal Inland Wetlands Agency Comprehensive Training Program On-line Course



Appendix G

Services Provided by the Center for Public Policy and Social Research (CPPSR) at Central Connecticut State University (CCSU)

Services provided by CPPSR included but were not limited to: 1) receiving telephone, mail, on-line, or in-person registration; 2) accepting cash, check, money order, credit card or DEEP voucher; 3) handling daily training program inquiries via phone or e-mail; 4) full accounting services; 5) sending individual registration confirmations to registrants; 6) preparing periodic registration counts and rosters; 7) maintaining wait lists; 8) preparing final participant report; 9) designing and compiling exit questionnaires; 10) personal consulting services to assist in implementation and evaluation of training; 10) planning and facilitation of food services; 11) arranging for instructional space and set-ups including on-site registration; 12) securing and contracting program speakers as identified by DEEP; 13) procuring participant transportation for field workshops; 14) designing and producing program brochures and certificates; 15) creating, managing and maintaining an on-line course; 16) creating, managing and maintaining a website for program registration and information; and 17) long-term data management.

Services Provided by the Connecticut Department of Energy and Environmental Protection (DEEP)

Services provided by DEEP included but were not limited to: 1) planning and developing the comprehensive and continuing education components; 2) providing brochure content; 3) procuring and/or identifying program speakers; 4) drafting and printing program vouchers; 5) developing and photocopying program handouts, including agendas, and collating the information into packets; 6) providing a list of acceptable workshop sites and food vendors for sessions not held at CPPSR, or use those identified by CPPSR and mutually agreed upon; 7) handling daily training program inquiries via phone or e-mail; 8) two mass mailings of program brochures and vouchers to all municipal inland wetlands agencies; 9) procuring workshop visual aids/audio-visual equipment; 10) handling on-site logistics with the assistance of CPPSR; 11) mailing program certificates of attendance; and 12) developing an annual training program report.

Appendix H

Exit Questionnaire for the Municipal Inland Wetlands Agency Continuing Education Training: Legal and Administrative Updates

**CENTER FOR PUBLIC POLICY & SOCIAL RESEARCH (CPPSR)
at CENTRAL CONNECTICUT STATE UNIVERSITY (CCSU)
CT DEEP INLAND WETLANDS CONTINUING EDUCATION**

June 12, 2013

Legal and Administrative Updates

Instructor(s): *Office of the CT State Attorney General*

EVALUATION

In order to aid the Center for Public Policy & Social Research (CPPSR) in its evaluation, we would appreciate your completing this form. Your comments will assist us in improving this program and in developing future programs. The evaluation form need not be signed.

Key for all questions: 5=Excellent, 4=Very Good, 3=Good, 2=Fair, and 1=Poor

1. *Before* attending this course, in general how would you rate your knowledge of the topics presented?
5 4 3 2 1

2. *After* attending this course, in general how would you rate your knowledge of the topics presented?
5 4 3 2 1

3. How would you characterize the course overall?
5 4 3 2 1

Please rate the course in the following areas:

4. Course organization and design 5 4 3 2 1

5. Course materials 5 4 3 2 1

6. Course success in helping
you understand key principles 5 4 3 2 1

7. Course corresponds to your objectives 5 4 3 2 1

(OVER)

Key for all questions: 5=Excellent, 4=Very Good, 3=Good, 2=Fair, and 1=Poor

Please rate the instructor(s) in the following areas:

8. Instructor(s)' clarity in presenting subject matter	5	4	3	2	1
9. Instructor(s)' ability to encourage questions and/or participation	5	4	3	2	1
10. Instructor(s)' response to questions	5	4	3	2	1
11. Instructor(s)' overall effectiveness	5	4	3	2	1

Please rate course logistics in the following areas:

12. Facility/meeting site	5	4	3	2	1
13. Location accessibility	5	4	3	2	1
14. Registration/confirmation process	5	4	3	2	1

Please provide additional comments:

What did you like most about the course?

What did you like least about the course?

Do you have any suggestions for changes or improvements in the course?

What additional topics/skills would you like to learn about?

Other?

Please return this completed form before you leave the session. Thank you.

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