

June 15, 2020

Virtual CGP Training Plan**To: CASQA and the Construction General Permit Training Team**

WGR Southwest is pleased to present this plan for offering virtual CGP training in response to the recent supplement to CASQA—Construction General Permit Trainer of Record Agreement. As a company, we have acquired a significant amount of experience in online learning—producing the online QISP training program for CASQA and the State Water Resources Control Board, producing live and pre-recorded training sessions for the annual Storm Water Awareness Week and PDU Week events for nearly a decade, and recently launching a live and online hub for high-quality continuing education resources, which we call FORGE: Strengthen Your Craft. We are excited to apply our knowledge of online learning to QSP/QSD training courses, by providing an Internet-based learning experience that completely satisfies the CGP ToR Agreement.

CLASS INSTRUCTOR:

The proposed online QSP/QSD classes will be taught by WGR's **John Teravskis, QSP/QSD, ToR, CPESC, QISP**. John has over twenty years of experience in environmental regulatory compliance, assisting industrial facilities, municipalities, and construction and development projects. John is an approved Trainer of Record for the California Construction General Permit, and since 2010, he has trained over 1,000 students through this program. John has also produced and hosted over fifty hours of online learning content, including CASQA's Online QISP Training Course, and WGR's annual Storm Water Awareness Week and PDU Week events (since 2012). John was also an approved instructor for EnviroCert's Certified Professional in Erosion and Sediment Control (CPESC) from 2012 through 2014.

ASSISTANT:

Assisting with the proposed QSP/QSD classes will be WGR's **Jonah Sonner, QSP, CISEC**. Jonah has performed construction and municipal storm water inspections for WGR for nearly six years, and has been actively involved in developing, producing, and engineering most of WGR's online learning content. Jonah has been a frequent contributor to WGR's QSP/QSD training courses, where he shares his first-hand knowledge of storm water sampling and analysis techniques.

WEB ENGINEER/ASSISTANT:

The online learning platform is designed and engineered by WGR's **Andrew Teravskis**. Andrew is the manager of WGR's film production department, and is skilled in graphic and web design. He is also knowledgeable about storm water regulations and training, and has worked closely with CASQA in the past developing the IGP QISP Online Training course, and the recent HOUSEKEEPING series for Phase II Small MS4 good housekeeping topics. Andrew designed and maintains the FORGE online training platform, and has created a reliable online classroom setting for the proposed QSP/QSD training classes.

OUR ONLINE LEARNING PLATFORM:

The online learning platform for the QSP/QSD classes is WGR's **FORGE LMS Platform**, which features an integration with the **Zoom online video conferencing service**. The combination of these two services offers a straightforward, secure, interactive, and proven learning experience that requires minimal technical knowledge on the part of students and hosts. The online classes can be easily accessed on Mac and PC, along with Apple iOS and Android tablet devices. Each student will be required to join via web camera and microphone, which are ubiquitous on modern computers and tablets (joining the video meeting by phone will not be allowed). Our registration process lists the minimum computer and software requirements. The hosts and participants will be able to see and talk to each other in real time, share their computer screens, annotate on the screen using a touch screen or mouse, and participate in breakout sessions with other Zoom students in the video conference. The Zoom host has ultimate control over the experience, and can enable or disable any and all group participation features should the need arise.

Features:

WGR's online QSP/QSD training class meets all of the criteria for Internet-based (Virtual) Training Courses as outlined by CASQA. This includes adequate staffing with a knowledgeable Trainer of Record, and at least one full-time knowledgeable assistant. The ToR and Assistant both have access to sufficiently fast Internet speeds of up to 90 mbps (download) and 25 mbps (upload).

As mentioned above, our learning platform integrates Zoom video conferencing with our FORGE website, creating a two-way audio and video learning environment which allows student/instructor and student/student visual and verbal communication.

Our online QSP/QSD training class has been designed to be equivalent to in-person training classes, and includes the same real-time in-person training offered by our in-person classes, with the same limited amount of supplemental video learning resources (such as the Forest Service's 1948 animated short, *Junior Raindrop*). There will be two-way communication between instructor and students, and between students, for the duration of the class. Communications will be managed by the Assistant to allow for an orderly learning experience. Each student's presence and attention will be monitored and enforced by the ToR and Assistant.

Concerning supplemental technology, WGR uses the following learning enhancements:

Enhancement Category	Capabilities
Learning Materials	<ul style="list-style-type: none"> ● Access and download PDF notes and slides ● Links to current CGP Permit ● Screen sharing, including annotation ● Other downloadable reference materials
Interactivity	<ul style="list-style-type: none"> ● Pop quizzes ● Polling ● Breakout sessions ● Group questions ● Group chat
Communications	<ul style="list-style-type: none"> ● Email ● Phone ● Chat ● Voting

Administrative Approach

WGR believes the Zoom video conference learning experience is **equivalent to in-person delivery, because it is in-person delivery**. The class host and students are in the same virtual "room," and are able to communicate with each other visually and verbally, just as if they were physically present. This online course is identical in almost every way to our normal QSP/QSD classes offered quarterly at our WGR training center, and will offer:

- **Frequency.** WGR holds QSP/QSD training classes on a quarterly basis.
- **Class size.** Each class will be limited to 12 students, excluding instructor, assistant(s), and auditor(s). All students will be required to participate virtually, and no in-person students will be allowed to participate. The student list including first and last names and email addresses will be sent to CASQA before the end of each class.
- **Technology pre-check.** Each student will be required to attend a pre-check session at least one day before the start of each QSP/QSD class, so that any potential issues can be identified and addressed before the class starts.
- **Refund policy.** In the event that a person is not able to attend the online class due to technology problems, that person may request a refund. However, in keeping with our [refund policy](#), WGR will first do everything in its power to help the person resolve technology problems.
- **Teaching environment.** The ToR instructor, Assistant, and any other individuals involved in delivering the training class will join the video call in a professional environment, reasonably free of background noises and distractions.

- **Security and privacy concerns.** All personal information required for the class and for taking the QSP/QSD exam will be collected through the secure FORGE site, and will not be visible to anyone other than the ToR and his Assistant(s). Personal information may include social security numbers, credit card numbers, PIN numbers, and mailing addresses. To view our privacy policy, [click here](#).
- **Student participation.** Each student will be required to attend the video conference training from a location that is relatively free of background noises and distractions and with adequate connectivity to the Internet. Devices authorized to participate in the training class include desktops, laptops, and tablets. Video participation by phone is prohibited, but audio participation by phone is allowed assuming the student has access to a separate approved method to join by video.

Course Details:

- **Curriculum.** The class curriculum is identical to WGR's in-person QSP/QSD training curriculum, which is equivalent to the course developed by the Construction General Permit Training Team, and specified in the Agreement between CASQA and the CGP ToR.
- **Length.** Fourteen contact hours for QSP certificate training, and twenty-one contact hours for QSD certificate training.
- **Materials.** Each student will be provided with the same materials provided to students taking in-person classes.
- **Personal and continual interaction between the host and students.** Just like the classes offered at our WGR training center, our host will be able to answer questions, gauge the comprehension of the students, and tailor his teaching style accordingly. Students will be able to communicate with each other, and participate in video breakout sessions with each other within the main video conference.
- **Breakout sessions for hands-on SWPPP map discussions and annotations.** The breakout sessions will be smaller video conference groups within the main video conference.
- Just as with our normal QSP/QSD classes, **each student's full attention will be required during the online class:**
 - Students will be required to attend the online learning by video *and* audio, allowing the host to interact with each student.
 - Regularly spaced break times to prevent information overload and boredom.
 - A variety of learning formats including lectures, guest speakers, hands-on mapping exercise, small group breakout sessions, video materials, and pop quizzes. *Note: All of these varied learning formats are used during in-person QSP/QSD classes.*