

# California Industrial General Permit

## QISP Training

# REQUEST FOR QUALIFICATIONS (RFQ)

## IGP QISP TRAINERS

April 1, 2022

Please Submit Responses through:

[IGP ToR Web Page](#)

<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>

**By 4:00 p.m. PDT**  
**Friday, May 6, 2022**

Program Administered by the  
California Stormwater Quality Association

[www.casqa.org](http://www.casqa.org)



Uploading an SOQ and making a payment is straightforward but does take some time so CASQA strongly advises SOQ submitters not to wait till the 'last minute' to start these processes. SOQ submitters are solely responsible for submitting a complete SOQ by the submittal deadline. Submittals not completed by the deadline will not be accepted. There is no file size limit for SOQs but it is the responsibility of the submitter to ensure the SOQ is received electronically by CASQA. CASQA encourages submitters to confirm receipt of their SOQs by CASQA by the deadline.

**A. TRAINER NEED**

The California Industrial General Permit Training Team (IGPTT) is seeking qualified industrial stormwater trainers to provide the official QISP (Qualified Industrial Storm Water Practitioner) training associated with the California Industrial General Permit Order No. 20014-0057-DWQ, hereafter referred to as the IGP. The training to be provided is the official training to certify individuals as Qualified Industrial Storm Water Practitioners as identified in Section IX. Training Qualifications of the IGP. The IGPTT is seeking training professionals for qualification as official IGP Trainers of Record (ToR) as defined in Section F of this RFQ.

**B. BACKGROUND**

The IGPTT is a collaborative group of industrial stormwater professionals and trainers including representation from both the State Water Resources Control Board (State Water Board) and the Regional Water Quality Control Boards. The concept of the IGPTT encompassed convening a cross-section of those professionals involved with industrial stormwater regulation, compliance, and training to develop a statewide industrial training program to meet the training requirements identified in the IGP. The IGPTT has met consistently since 2013 to develop and manage the IGP QISP Training Program. The IGPTT includes four sub-teams covering training content development, trainer oversight, training exam development, and learning management system. Due to the anticipated demand for QISP Training, the IGPTT selected a training approach model where large numbers of people could be trained. IGP QISP Training is to be provided by those individuals already providing industrial training in the marketplace, and who will be trained and qualified by the IGPTT to provide the official IGP QISP Training.

**C. PROJECT GOAL**

The IGPTT Trainer Qualification Project Goal is:

Qualification of IGP QISP Trainers of Record to provide the official IGP QISP Training course to those individuals who wish to become Qualified Industrial Storm Water Practitioner as identified in Section IX of the IGP.

**D. IGP TRAINING CONTENT**

The content of the IGP QISP Training is the official training to certify individuals as QISPs as identified in Section IX. Training Qualifications of the IGP. The training encompasses the requirements in the IGP and information critical for QISPs to meet compliance with the IGP. An outline of the IGP QISP Training Content is provided in Attachment A.

**E. IGP TRAINING PROGRAM ADMINISTRATION**

CASQA administers the IGP QISP Training Program on behalf of the State Water Board. CASQA's

administration of the IGP QISP Training Program includes selection and qualification of trainers to provide the IGP QISP training, oversight of the IGP QISP Training provided by the IGP QISP Trainers, issuing certificates to QISPs and ToRs, collection of reasonable fees to cover the costs of administering the IGP Training Program, development and maintenance of the IGP Training webpages located on the CASQA website at [www.casqa.org](http://www.casqa.org), evaluation and renewal of IGP QISP and ToR qualifications, and refresher training.

## F. CANDIDATE TRAINER SELECTION CRITERIA

The IGPTT is seeking training professionals for qualification as official IGP QISP Trainers of Record as defined below:

IGP QISP Trainers of Record – Those individuals responsible for provision of all official IGP QISP Training modules in a manner consistent with delivery methodology identified by the IGPTT for Qualified Industrial Storm Water Practitioner candidates.

The selected IGP Trainer of Record candidates must demonstrate the following competencies in their submitted qualifications:

1. Credentials – Candidates will provide their current QISP Certificate to qualify as a Trainer of Record as identified in Section M (p. 67) of the IGP Fact Sheet. NOTE: Individuals approved by the CASQA Board of Directors as Candidate IGP Trainers of Record who obtained their QISP certificate through the self-guided program for California Board of Professional Engineers, Land Surveyors and Geologists (CBPELSG Licensee) will need to complete the self-paced online training step (step 2 - <https://www.casqa.org/resources/qisp-qualification>) and take and pass the midterm online exam (step 3) before being determined a fully qualified IGP Trainer of Record.
2. California Industrial General Permit Implementation Experience and/or Industrial Storm Water Management Experience – The Candidate will quantify, in number of years of experience, his/her California Industrial General Permit implementation experience and/or industrial storm water management experience. Candidates will list and provide brief (no more than 1,000 words total for both descriptions) descriptions of two example projects and/or SWPPPs, completed by the candidate that demonstrates California Industrial General Permit implementation experience and/or industrial stormwater management experience. The candidate should demonstrate working knowledge of the current California Industrial General Permit. One of the two examples provided by the candidate must be for work conducted for the current California Industrial General Permit. **Those SOQs that do not quantify years of experience in California Industrial General Permit implementation and/or industrial stormwater management experience will not be considered.**

3. Training Experience - The Candidate will quantify, in number of years of experience, his/her training experience. Candidates will list and provide brief (no more than 1,000 words total for both descriptions) descriptions of two example projects that identify the ability to effectively instruct in an educational setting. **Those SOQs that do not quantify years of training experience will not be considered.**

## **G. CANDIDATE TRAINER SELECTION PROCESS**

The selection of Candidate Trainers will be performed by the IGPTT Trainer Qualification Panel, which is made up of a cross-section of members of the IGPTT. The IGPTT Trainer Qualification Panel will review the Statement of Qualifications (SOQs) submitted and select Candidate Trainers based on the Candidate Trainer Selection Criteria identified in Section F of this RFQ. Each SOQ will be reviewed by at least two members of the IGPTT Trainer Qualification Panel who will make a recommendation to the overall IGPTT Trainer Qualification Panel.

Each SOQ will be evaluated and weighted with a maximum of 100 points available.

- Training Experience – 45 points
- California Industrial General Permit Implementation Experience and/or Industrial Storm Water Management Experience – 55 points

An SOQ must achieve a minimum of 70 points to be selected as a Candidate Trainer of Record, including a minimum of 35 points for Training Experience and a minimum of 35 points for California Industrial General Permit Implementation and/or industrial stormwater management experience. The IGPTT Trainer Qualification Panel will make a recommendation with the list of selected candidate trainers to CASQA, which administers the IGP Training Program. The CASQA Board of Directors will review and approve the list of selected Candidate IGP Trainers of Record who will be notified via email. Submitters of SOQs, not meeting the minimum points necessary for selection as Candidate Trainers of Record, will also be notified via email with identification of the deficiencies in competencies required.

## **H. TRAINER QUALIFICATION PROCESS**

Submittal of Statements of Qualifications - Individuals interested in becoming an IGP QISP Trainer of Record (ToR Applicant) should submit a SOQ with the information identified in Section I through<sup>1</sup> the IGP ToR web page (<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>)

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<sup>1</sup> Upon payment of the SOQ Submittal Fee (see Section I), ToR Applicants will receive a payment confirmation email with further instructions and a link to upload their Statement of Qualifications.

located on the CASQA website by 4:00 PM PDT on May 6, 2022. Statements of Qualifications will be accepted for online submittal through the IGP ToR web page (<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>) on the CASQA website beginning April 1, 2022 at 9:00AM PDT.

1. **Review of SOQs:** By May 27, 2022, the IGPTT Trainer Qualification Panel will review and evaluate all SOQs submitted on time through the IGP ToR web page based on the competencies identified in Section F.
2. **Selection of Candidate IGP QISP Trainers of Record:** The IGPTT Trainer Qualification Panel will select all qualified applicants, based on the competencies identified in Section F, as Candidate IGP QISP Trainers of Record. The CASQA Board of Directors will review and approve the list of selected Candidate IGP QISP Trainers of Record. Approved Candidate IGP QISP Trainers of Record will be notified via email by June 10, 2021. Those individuals not selected will also be notified via email with an identification of the deficiencies in competencies required.
3. **Mandatory IGP QISP Trainers of Record Orientation Webinar:** The IGPTT will conduct a mandatory one-hour orientation webinar for the Candidate IGP QISP Trainers of Record on June 15, 2022 at 1:00 PM PDT. Candidate IGP QISP Trainers of Record are required to attend the orientation webinar in order to be approved as an IGP QISP Trainer of Record.
4. **Qualification of IGP Trainers of Record:** Those Candidate IGP QISP Trainers of Record who attend the IGP QISP Trainer of Record Orientation Webinar will be eligible to become qualified as IGP QISP Trainers of Record by the IGPTT. To complete the qualification process, each eligible Candidate IGP QISP Trainer of Record will be required to pay a non-refundable registration fee as identified in Section M. and sign an agreement with CASQA to become a qualified IGP QISP Trainer of Record upon which CASQA will issue a Certificate of Qualification.

The Agreement, provided on the IGP ToR web page, covers ethical behavior, maintenance of qualification, and providing the official IGP QISP Training content. The IGP QISP Trainer of Record shall not advertise, announce, or otherwise claim that he/she is an IGP QISP Trainer of Record until they receive a fully executed copy of the Agreement and their Certificate of Qualification from CASQA. In referencing their status as a Trainer of Record, the Trainer of Record shall not refer to himself/herself as "State approved" or make an equivalent reference to the State of California or the Water Boards. The Trainer of Record may refer to himself/herself as "CASQA qualified" and/or as an "IGP QISP-ToR" or equivalent. The Trainer of Record shall not apply a CASQA, State of California, or Water Board logo to their advertisements, marketing materials, websites, or other materials.

The list of Qualified IGP QISP Trainers of Record will be posted on the QISP web page (<https://www.casqa.org/resources/qisp-qualification>) located on the CASQA website. The Qualified IGP QISP Trainers of Record will then be able to provide the IGP QISP Training to the public.

## I. STATEMENT OF QUALIFICATIONS

Individuals interested in becoming an IGP QISP Trainer of Record (ToR Applicant) should provide a detailed response to this Request for Qualifications, in the form of a Statement of Qualifications including but not limited to:

- ToR Applicant<sup>2</sup> Biographical Information
  - First and Last Name
  - Date of Birth
  - Physical Address (Number & Street, City, State, Zip Code)
  - Office Phone Number
  - Email Address
  - Name of Employer of ToR Applicant
  - Employer of ToR Applicant Physical Address (Number & Street, City, State, Zip Code)
  - Employer of ToR Applicant Phone Number
  - ToR Applicant Current Employment Start Date
- A narrative (no more than 1,000 words total) describing two (2) project examples of California Industrial General Permit implementation and/or industrial stormwater management experience, and a narrative (no more than 1,000 words) describing two (2) project examples demonstrating the ability to effectively instruct in an educational setting.
- Two-page resume including education and experience that clearly quantifies years of California Industrial General Permit implementation and industrial stormwater management experience and clearly quantifies years of training/educational experience. **Those SOQs that do not have resumes that clearly quantify years of California Industrial General Permit implementation and industrial stormwater management experience and years of training experience will not be considered.**
- Two (2) professional letters of recommendation clearly referencing California Industrial General Permit implementation and/or industrial stormwater management experience and training

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<sup>2</sup>Note: Biographical information is for the ToR applicant only and not biographical information for a person submitting on behalf of the ToR applicant.

experience with reference contact information. Each letter of recommendation can reference experience in either or both categories, 1) California Industrial General Permit implementation experience and/or industrial stormwater management experience; and 2) training experience, however between the two letters references for both categories must be provided. **Those SOQs that do not have, between the two letters, references for both categories 1) California Industrial General Permit implementation experience and/or industrial stormwater management experience; and 2) training experience, will not be considered.**

- Signed SOQ certification statement, provided in Attachment B.

All of the above information should be included in one compiled SOQ file in PDF format to be uploaded through the IGP ToR webpage (<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>) on the CASQA website.

Additionally, a non-refundable SOQ Submittal Fee of \$500.00 must be submitted with the ToR Applicant's SOQ. This fee covers the review and evaluation of the SOQs submitted and shall be paid online, with credit cards only, at the IGP ToR web page (<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>) on the CASQA website. Note that no portion of this fee will be returned to you in the event that you do not meet the minimum qualification requirements. However, if you choose to resubmit your qualifications at a later date, subsequent review fees are reduced to \$250. If you are resubmitting your SOQ after not being selected in responding to a previous IGP QISP ToR RFQ, a non-refundable SOQ Submittal Fee of \$250.00 must be submitted with the ToR Applicant's SOQ.

SOQs will be accepted online through<sup>3</sup> the IGP ToR web page: (<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>) on the CASQA website starting **April 1, 2022 at 9:00 AM PDT and ending May 6, 2022 at 4:00 PM PDT**. Instructions for uploading SOQs through the IGP ToR web page and payment of the SOQ submittal fee will be provided on the IGP ToR web page. **Uploading a SOQ and making a payment is straightforward but does take some time so CASQA strongly advises SOQ submitters not to wait till the 'last minute' to start these processes. SOQ submitters are solely responsible for submitting a complete SOQ by the submittal deadline. Submittals not completed by the deadline will not be accepted. There is no file size limit for SOQs but it is the responsibility of the submitter to ensure the SOQ is received electronically by CASQA. CASQA encourages submitters to confirm receipt of their SOQs by CASQA by the deadline.**

<sup>3</sup> Upon payment of the SOQ Submittal Fee, ToR Applicants will receive a payment confirmation email with further instructions and a link to upload their Statement of Qualifications.

#### J. TIMEFRAME FOR TRAINER QUALIFICATION

- **April 1, 2022 – May 6, 2022:** Statements of Qualifications will be accepted for online submittal through the IGP ToR web page (<https://www.casqa.org/programs-initiatives/qisp-qualification/industrial-general-permit-trainer-record>) on the CASQA website beginning April 1, 2022 at 9:00 AM PDT. Interested individuals shall submit a Statement of Qualifications no later than **4:00 PM** PDT May 6, 2022.
- **Week of June 6, 2022:** Selection and notification of Candidate IGP QISP ToRs.
- **June 15, 2022: Mandatory IGP QISP Trainer of Record Orientation Webinar – details to be provided to the Candidate IGP QISP ToRs.**
- **Week of June 20, 2022:** Qualification of Candidate IGP QISP ToRs. Email notification to Candidate IGP QISP Trainers of Record who have completed the required orientation webinar with instructions on paying the mandatory registration fee and executing a countersigned agreement with CASQA.

#### K. TRAINER EVALUATIONS

Trainers of Record may be subject to periodic evaluation. Evaluations may be based on observations of an IGP QISP training course provided by an IGP QISP Trainer of Record by a member of the IGPTT Trainer Qualification Panel and student course evaluations.

#### L. IGP QISP TRAINERS OF RECORD RENEWAL PROCESS

The renewal process for qualification of the IGP QISP Trainers of Record will occur on a biennial basis. The renewal process for qualification of IGP QISP Trainers of Record also includes a mandatory ToR Renewal Webinar, and the submittal of biennial registration fees, described in Section M of the RFQ, by the IGP QISP Trainers of Record.

#### M. REGISTRATION FEES FOR IGP QISP TRAINERS OF RECORD

The registration fee for IGP QISP Trainers of Record is currently \$95 and will be assessed for each IGP QISP Trainer of Record prior to issuance of a ToR certificate and on a biennial basis. The intention of the registration fee is to cover the cost of the Trainer of Record Orientation Training, trainer evaluations, renewal training, and administration of the IGP QISP Training Program. The IGPTT reserves the right to reassess fees in future years.

#### N. SUBSEQUENT IGP QISP TRAINERS OF RECORD REQUEST FOR QUALIFICATIONS

Subsequent RFQs for IGP QISP Trainers of Record will be issued on an as-needed basis.



# Attachment A

## Annotated Industrial Storm Water General Permit (IGP) Trainer of Record (IGP ToR) Outline

Training Module	Classroom
<b>Module 0</b>	
<ol style="list-style-type: none"> <li><b>1. Provide and agenda for the day</b></li> <li><b>2. Introduction and Background for Order 2014-0057-DWQ (IGP)</b> <ul style="list-style-type: none"> <li>• Brief background on the Clean Water Act authority to require this National Pollutant Discharge Elimination System (NPDES) permit in California</li> <li>• Only covers Discharges to waters of the United States (WOTUS)</li> <li>• IGP Reissuance Effective Date: July 1, 2015</li> <li>• IGP Amendment Effective Date: July 1, 2020</li> <li>• Activities covered (Attachment A, not activities in Section I.B)</li> <li>• Based on Standard Industrial Classification (SIC) Code system</li> </ul> </li> <li><b>3. Responsibilities of a Qualified Industrial Storm Water practitioner (QISP, Section IX, Attachment C)</b> <ul style="list-style-type: none"> <li>• Activities in the IGP that require a QISP:                             <ul style="list-style-type: none"> <li>○ New Dischargers with direct discharges (or discharge directly via a municipal separate storm sewer system or MS4) to 303(d) listed water bodies</li> <li>○ Level 1 Exceedance Response Actions (ERAs)</li> <li>○ Level 2 Exceedance Response Actions (ERAs)</li> </ul> </li> </ul> </li> </ol>	.5 hr
<b>In-class questions on on-line content/common questions</b>	1 hr
<b>Module 1</b> - Background and training layout, this will mention things like the exam is questions only, not guided and that the training pulls from the permit and the scenarios. We can also give a back ground on the industrial permit promulgation.	
<b>Module 2</b> - SWPPP and BMPs + 1 site scenario for reference	
<b>Module 3</b> - Monitoring and ERAs + 1 site scenario for reference	
<b>Module 4</b> <ol style="list-style-type: none"> <li><b>1. 2018 General Permit Amendment</b> <ul style="list-style-type: none"> <li>• Total Maximum Daily Loads (TMDLs)                             <ul style="list-style-type: none"> <li>○ Definition of a Responsible Discharger (when do TMDL requirements apply)</li> </ul> </li> </ul> </li> </ol>	2 hr

<ul style="list-style-type: none"> <li>○ General Purpose of the Water Board online Map Tool for TMDLs</li> <li>○ Schedule for TMDL implementation (amendment effective date, TMDL-specific schedules in Attachment E)</li> <li>○ Implementation requirements (numeric action levels and additional TMDL numeric action levels, numeric effluent limitations, etc.)</li> <li>• Sufficiently Sensitive Test Methods             <ul style="list-style-type: none"> <li>○ What are the IGP permit limits (numeric action levels, numeric effluent limitation, TMDL numeric action levels, U.S. EPA effluent limitation guidelines)</li> <li>○ How to determine if a method is sufficiently sensitive using Method Detection Limit (MDL) and Reporting Limit (RL) from the laboratory</li> <li>○ Reporting MDL and RL in SMARTS</li> </ul> </li> <li>• Attachment I Compliance Options             <ul style="list-style-type: none"> <li>○ Section I: General Provisions</li> <li>○ Section II: On-Site Option overview                 <ul style="list-style-type: none"> <li>▪ Design standard requires the continual 85<sup>th</sup> percentile volume reeducation and is a larger volume than the design storm standards in Section X of the IGP</li> <li>▪ Requires California licensed professional civil engineer</li> <li>▪ Infiltration BMPs include Maximum Contaminant Level compliance, Table A</li> </ul> </li> <li>○ Section III: Off-Site Option overview                 <ul style="list-style-type: none"> <li>▪ Design standard same as On-Site, Regional Water Quality Control Board can approve an alternate draw-down time</li> <li>▪ Agreement requires Regional Water Quality Control Board approval and includes public comment</li> <li>▪ Implementation schedules</li> </ul> </li> <li>○ Section IV: Groundwater Protections overview                 <ul style="list-style-type: none"> <li>▪ Applies to On-Site Option and Off-Site Option</li> <li>▪ Local requirements</li> <li>▪ Overview of Table B applicability</li> </ul> </li> </ul> </li> <li>• <b>2. Receiving Water</b> <ul style="list-style-type: none"> <li>• How to determine a facility's receiving water (WOTUS)</li> <li>• When to apply the tributary rule</li> <li>• Definition of a New Discharger</li> <li>• New Dischargers 303(d) requirements and</li> <li>• Existing Dischargers and 303(d) impairments</li> </ul> </li> </ul>	
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<ul style="list-style-type: none"> <li>• Hydrologic Unit Code (HUC) 10 Watershed and 303(d) impairments</li> <li>• Water Quality Based Corrective Actions</li> <li>• Tributary Rule – Tributaries to WOTUS</li> <li>• Provide 1 site scenario on New Dischargers and 303(d) impairments</li> </ul> <p><b>3. SMARTS (option to use public SMARTS help guides)</b></p> <ul style="list-style-type: none"> <li>• Creating a user account</li> <li>• Users roles in SMARTS: Legally Responsible Person (LRP), Duly Authorized Representative (DAR), Data Entry Person (DEP)</li> <li>• Discharger Enrollment for the Notice of Intent (NOI)</li> <li>• Monitoring Data Entry</li> <li>• How SMARTS Tracks ERAs</li> <li>• Annual Reports</li> </ul> <p><b>4. NEC</b></p> <ul style="list-style-type: none"> <li>• Light Industry Exemption – no longer in the regulations</li> <li>• No Exposure Certification (NEC) Criteria “Checklist”</li> <li>• NEC in SMARTS</li> </ul>	
<p><b>ERA Process and Examples (option choose from quiz and exam site scenarios)</b></p> <p><b>1. ERA Timeline</b></p> <ul style="list-style-type: none"> <li>• Baseline Status</li> <li>• Numeric Action Levels</li> <li>• Level 1 ERA</li> <li>• Level 1 Report</li> </ul> <p><b>2. Level 2 ERA</b></p> <ul style="list-style-type: none"> <li>• Level 2 ERA Action Plan</li> <li>• Level 2 ERA Technical Report</li> <li>• Industrial Activity BMP Demonstration Option 1 (eliminating numeric action level (NAL) exceedances)</li> <li>• Industrial BMP Demonstration Option 2 (not eliminating NAL exceedances)</li> <li>• Non-Industrial Pollutant Source Demonstration</li> <li>• Natural Background Pollutant Source Demonstration</li> </ul>	2 hr
<p><b>Monitoring and Sampling</b></p> <ol style="list-style-type: none"> <li><b>1. Defining drainage areas</b></li> <li><b>2. Determining proper sample location</b></li> <li><b>3. Proper sample collection</b></li> <li><b>4. Determining correct pollutants</b></li> <li><b>5. Monitoring documentation</b></li> <li><b>6. Lab reporting</b></li> <li><b>7. Sampling Methods</b></li> <li><b>8. Quality Assurance and Quality Control of samples</b></li> </ol>	.5 hr
<p><b>In-Class IGP ToR Discretionary Time</b> Examples:</p>	1 hr

<ol style="list-style-type: none"> <li><b>1. Comprehensive SWPPP development/Review</b></li> <li>QISP Compliance Evaluation Topics             <ul style="list-style-type: none"> <li>○ SWPPP Review</li> <li>○ Site Evaluation</li> <li>○ Source Evaluation</li> <li>○ Minimum BMP Evaluation</li> <li>○ Advanced BMPs</li> <li>○ Additional BMPs</li> </ul> </li> <li><b>2. Monitoring and Implementation Plan (MIP) Review</b></li> <li><b>3. Industry Specific Content and Key BMPs</b></li> <li><b>4. Ocean Plan Requirements</b></li> <li><b>5. Compliance Groups</b></li> <li><b>6. No Exposure Certification (NEC)</b></li> <li><b>7. Plastic Materials</b></li> <li><b>8. Notice of Non-Applicability (NONA)</b></li> <li><b>9. Standard Industrial Classification (SIC) code training (based on SWRCB SIC code video)</b></li> <li><b>10. Detailed use of the Water Board online Map Tool</b></li> </ol>	
<p>Total Time</p>	<p>7 hr</p>

# Attachment B



## California Stormwater Quality Association®

*Dedicated to the Advancement of Stormwater Quality Management, Science and Regulation*

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I certify that all information submitted in my IGP Trainer of Record Statement of Qualifications is true. I certify that I will not advertise, announce, or otherwise claim that I am an IGP Trainer of Record until I receive a fully executed copy of the Trainer of Record Agreement with CASQA and my Certificate of Qualification. Once fully qualified, in referencing my status as a Trainer of Record, I will not refer to myself as “State approved” or make an equivalent reference to the State of California or the Water Boards. I may refer to myself as “CASQA qualified” and/or as a “IGP-ToR”. I will not apply a CASQA, State of California, or Water Board logo to my advertisements, marketing materials, websites, or other materials. Classes that I provide will be held in-person under my responsible charge, and will contain the minimum content and class time specified by CASQA and the SWRCB. Unless the Trainer of Record has been qualified by CASQA to offer and conduct training live using the Internet (i.e., virtual training), on-line training is not allowed for the classroom portion of the qualified QISP training.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_