



AFO COURSE HOST HANDBOOK

FOR SCHOLARSHIP COURSES



Your Guide to Hosting a Successful AFO Classroom Course and Exam

SECURE A SITE LOCATION

- Site selection is one of the key components to hosting a successful AFO class. This course DOES NOT require the use of a swimming pool. Course sites range from local community centers to educational facilities to hotels to conference centers. One of the most important considerations before selecting the site is location. Choose a site that is within reasonable proximity to major transportation, has a number of hotels nearby and has adequate parking at the facility for the number of participants expected.
- It is important that the site also be conducive to providing a proper learning environment. The room must be large enough to accommodate the number of students in the class. The seating should be comfortable with enough room for each individual to take notes and manipulate their course material freely. The room should be in an area that is quiet and free of distractions. The room temperature should be adjustable by the course instructor.
- Much of the course is presented using the projector screen. Please make sure the screen is large enough and viewable by all students in the room. The room must have adjustable lighting and have the appropriate window treatments to allow for control of outside lighting as well. The screen for the presentation must be a minimum of 8' by 8'. If a sign language interpreter is necessary, arrangements must be made for a spotlight that can be placed on the interpreter but will not interfere with the rest of the presentation.

Site Requirements

1. A meeting room large enough to seat 25 people.
2. Classroom style seating, 2 people per 6' table.
3. Adjustable room lighting and appropriate window treatments that control outside lighting, to allow for the PowerPoint presentation to be seen clearly.
4. Power to an AV cart, table, etc. via two in-floor receptacles or a secured extension cord with a companion power strip for two or more plugs.
5. Site should be close to hotel/hotels. Please set up a room block at special rate if possible.
6. Room must be accessible for persons with disabilities. Make sure the recommended hotel has the appropriate accommodations for persons with disabilities.
7. Speakers' table with a chair and ice water for the instructor. No podium is required.
8. Electrical outlet at the instructor table for instructor laptop.
9. 8' x 8' (minimum) screen centered in front of the room, bottom of screen 3' to 4' from floor. Ceiling must be at least 12' high.
10. Flip chart with markers and/or dry erase board.
11. Sound amplification system with one wireless lavalier microphones, with extra batteries. This is a preference, please let NRPA know if you do not have a lavalier microphone during the planning process.

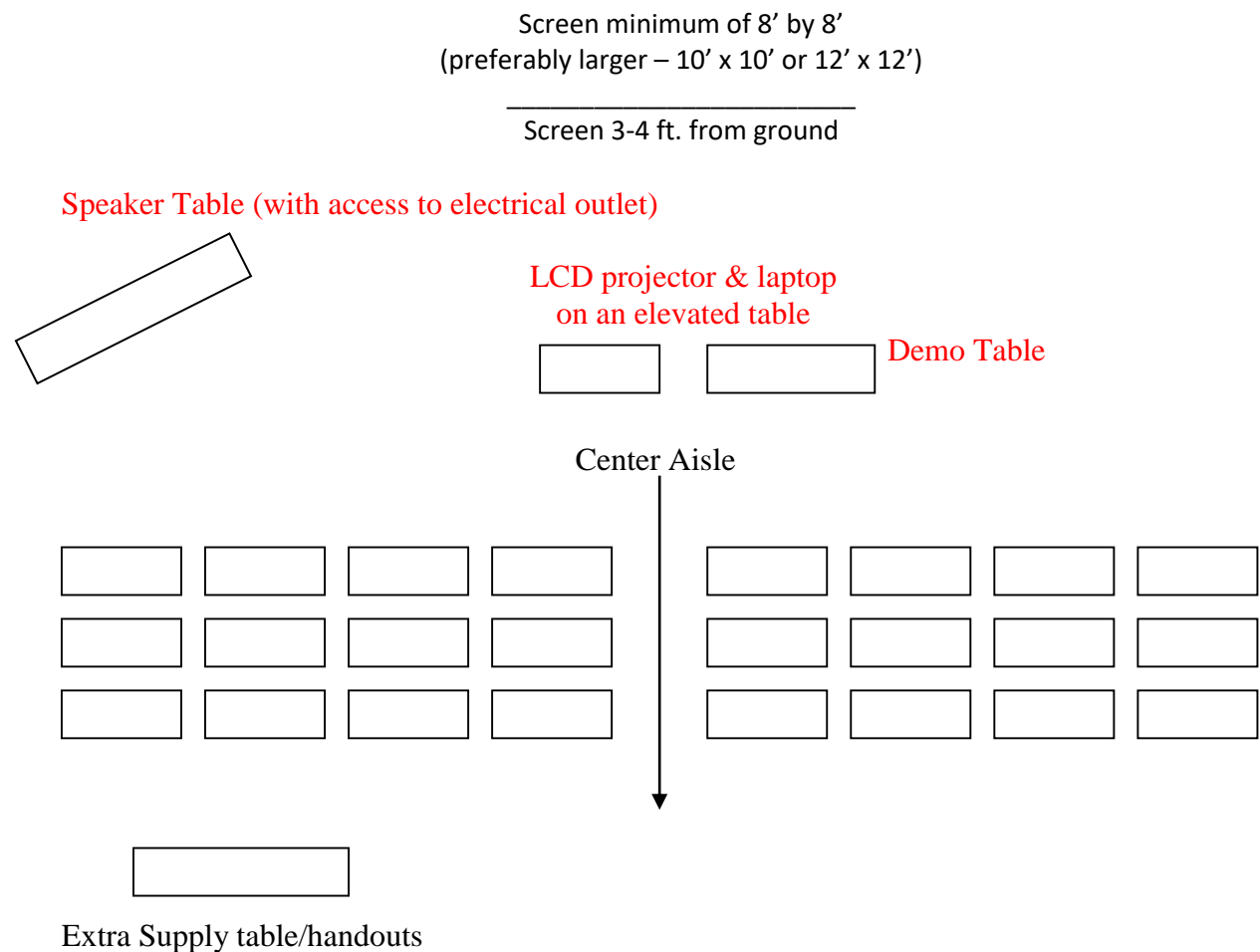
SET UP THE CLASSROOM

Please arrive one hour early to ensure that the room is set up and all AV equipment is working properly. Course materials used in hands-on exercises will be shipped to arrive at least one day prior to the course. The instructors will help unpack and set up these materials. The instructor will also assist with preparing the materials to be shipped back to NRPA.

Classroom Setup

The following recommended room setup has proven to be the most effective for the course. The importance of the audio/visual arrangements cannot be stressed enough. The need for speaker mobility, possibility of the need for sign language interpreter, and student interaction all require a usable room setup.

Please review the setup with the instructor prior to the final arrangements at the site.



DURING THE COURSE

Please arrive early on the course days to greet the arriving course participants and help them check in. Ensure that the room is set up and all AV equipment is working properly. Meet with the instructor to go over any last-minute details.

Begin the course by introducing yourself as the host. Additionally, remind the course participants that an ID is required to take the exam before turning the floor over to the instructor.

Hosts are required to have someone in attendance the entire time the course is taking place. Meet with the instructor at the end of the day to see if they need anything.

Course Schedule

Day 1

<u>8:00 – 8:15am</u>	Chapters 1-4: Intro/Systems Approach, Profile of an AFO, Evolution of a Swimming Pool, Qualities of a Healthy Pool and Health-Department Considerations
<u>8:15 – 9:15am</u>	Chapter 5: Circulation, Capacities and Basic Calculations
<u>9:15 – 10:15am</u>	Chapters 11-13: Pool-Water Chemistry Goals, Chemical Types for Sanitizing and Treating Water and Sanitation Plus
<u>10:30 – 10:45am</u>	Chapter 14: Water Testing
<u>10:45 – 11:15am</u>	Chapter 15: Breakpoint Chlorination
<u>11:15 – 12:00pm</u>	Chapter 17: Pool-Water Balance
<u>12:00 – 1:00pm</u>	LUNCH
<u>1:00 – 2:00pm</u>	Chapter 18: Dosages
<u>2:00 – 2:30pm</u>	Chapter 19: Alternative Sources for Disinfection and Oxidation
<u>2:45 – 3:05pm</u>	Chapter 16: Stabilization
<u>3:05 – 4:50pm</u>	Chapters 6-8: Water Collection Systems, Pumps and Filtration
<u>4:50 – 5:00pm</u>	Review and Assign Quiz

Day 2

<u>8:00 – 8:20am</u>	Review quiz
<u>8:20 – 8:40am</u>	Chapter 9: Flow Meters, Feeders and Other Mechanical Devices
<u>8:40 – 8:55am</u>	Chapter 10: Heaters and Heating
<u>8:55 – 9:25am</u>	Chapter 20: Concepts of Automation
<u>9:25 – 9:40</u>	Chapter 21: Deck Equipment
<u>9:40 – 10:00am</u>	Chapters 22-23: Spas, Special Case Pools and Water Parks
<u>10:15 – 10:40am</u>	Chapter 24: Problems and Solutions
<u>10:40 – 10:50am</u>	Chapter 25: Preventative Maintenance
<u>10:50 – 11:05am</u>	Chapter 26: Design Considerations
<u>11:05 – 11:15am</u>	Chapter 27: Purchasing and Contracting
<u>11:15 – 12:00pm</u>	Chapter 28-29: Common Sense Safety and Risk Management
<u>12:00 – 1:00pm</u>	LUNCH
<u>1:00 – 1:15pm</u>	Chapter 30: Innovations
<u>1:15 – 1:40pm</u>	Chapter 31: An Overview of Leadership, Management and Organization
<u>1:40 – 1:55pm</u>	REVIEW
<u>2:00 – 5:00pm</u>	FINAL EXAM

*Breaks will be taken as needed

CERTIFICATION EXAM

The AFO Certification Exam will be administered by the course instructor the afternoon of the second day of the course. Three hours are allotted to complete the examination. The instructor will proctor the exam as well as grade the exams on site.

CERTIFICATE AND CEU's

Those who have successfully passed the exam will receive their AFO Certificate via email within 2-4 weeks upon completing the exam. Those who attend both days of the course can earn 1.5 CEU credits.