

## Instructions on How to Sign Up for an Online Class

Thank you for your interest in taking an online class through MSO and NOWRA. When you take a class through our online platform, you are supporting our organization. We will continue to bring you new classes! Thank you!

### Step 1: Online Classes Webpage on MSO Website

From the MSO website: [www.mosmallflows.org](http://www.mosmallflows.org) hover your mouse over “Continuing Education” and a pull down menu will appear. Click on “Online Classes”.



The screenshot shows the Missouri Smallflows Organization website. At the top, it says "Providing quality education to wastewater professionals of Missouri." and has social media icons for email, Facebook, and Twitter. The main header is "Missouri Smallflows Organization". Below the header is a navigation menu with the following items: Home, Continuing Education Classes, Annual Conference & Trade Show, About, and more... The "Continuing Education Classes" menu is open, showing a dropdown list with the following items: Seminar Classes, Online Classes (circled in red), Course Descriptions, and NOWRA Conference. Below the navigation menu is a large image of a conference room with a presentation screen and a speaker. To the right of the image is the "Mission of MSO" section, which states: "To educate installers, regulators, on-site soil morphology evaluators and other professionals involved in the wastewater industry in the latest technologies available; to provide a forum for wastewater professionals to demonstrate proper installation of wastewater systems; and to encourage wastewater professionals to educate homeowners, homeowner associations and the general public on location, operation and maintenance of their on-site sewage treatment system to assure ongoing adequate operation". Below the mission statement is a button that says "Become a member of MSO".



MSO is a non-profit organization dedicated to bringing quality educational opportunities to wastewater professionals of the state of Missouri. The Annual Conference and Trade Show showcase new technologies and bring people together to discuss new ideas and topics. Throughout the year, educational classes are hosted around Missouri to bring new information to our members and the industry.

This webpage contains much information about our online classes and CEUs. You can bookmark this page and refer back to it when needed: <http://www.mosmallflows.org/online-classes.html>

## Online Education Opportunities

Thanks to our partner NOWRA, we can now offer online classes to our membership. There are a few classes approved and more will be coming. To see course descriptions and cost, go to [NOWRA's Online Learning Academy Website](#).

**Be sure you are a member of Missouri Smallflows!** You can save money on these course fees. You can call our office or email us to check your membership status. Phone: 417-631-4027 or [contact@mosmallflows.org](mailto:contact@mosmallflows.org)

### HOW DO I SIGN UP?

[Printable Instructions on How to Sign Up for a Class](#)

[Video Instructions on How to Sign Up for a Class](#)

#### Instructions for Online Education:

1. You will need to create a profile with the Online Academy Website. This will be unique to you and allow you to track which courses you have purchased and completed. You will need a valid email address to set up your profile.
2. Be sure to select that you are a Missouri Smallflows Organization member if you are a member. If you are unsure of your membership status, call our office at 417-631-4027 to check. If you are not a member, you will be paying the non-member price for the course.
3. Once you complete the course, you will save or print the certificate. Submit this certificate to Missouri Department of Health and Senior Services, Onsite Wastewater Treatment Program for your CEUs. You can email your certificate to: [OWTScourses@health.mo.gov](mailto:OWTScourses@health.mo.gov)

### Need to know how many CEUs each class is worth?

Check out our CEU Breakdown Sheet that itemizes the CEUs for every license. This will help you determine which classes to enroll in.

[Summary of CEUs for each Class](#)

**Note: DHSS has the policy that the same course will not count for CEU credit when taken in two consecutive renewal periods (6 years).**

[I'm Ready to Sign Up for Online Classes!](#)

## Step 2: Resources

On the MSO Online Education webpage there are several resources that you can use. First, instructions on how to sign up. Second, there is a link to download a document that shows the CEUs for every class approved in Missouri. Click on "Summary of CEUs for each Class" if you want to save or print this document.

Further down on the webpage are the listings of every class approved. Special information on classes may be posted on this webpage too!

### Step 3: Sign up for Classes

When you are ready to sign up for online classes, you click on the link: "I'm Ready to Sign Up for Online Classes!"

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[I'm Ready to Sign Up for Online Classes!](#)

(Instructions continue next page)

This will take you to the NOWRA webpage to select the state of Missouri:

## Training By State

Click on your state to find out which online education courses are applicable to your state. Courses which appear are approved for continuing education credit in that state. If you click on a state and nothing happens, it means that the state has either not approved any NOWRA courses or does not have continuing education requirements. Even without CEU credits, these are valuable courses for training new employees or serving as a refresher for experienced employees.

[Click here for a full menu of NOWRA course offerings, bundled packages, or to go directly to the online platform.](#)

NEHA NAWT NOWRA or



**Click on Missouri**

#### Step 4: Create a Profile

You must create a user profile that is unique to you. You will need a valid email address. Click on the upper right corner on the “\*Sign Up”.

The screenshot shows the top navigation bar of the NOWRA Online Learning Academy website. The navigation menu includes 'Events', 'Product Bundles', 'Classes', and 'Visit NOWRA ...'. A search bar is located to the right of the menu. In the top right corner, there is a 'Cart 0' icon, a '\* Sign Up' button circled in red, and a 'Sign In' button. Below the navigation bar is a large banner with the NOWRA logo and the text 'The national educational entity for the decentralized wastewater industry.' Below the banner is a section titled 'Explore Classes' with a sub-header 'Explore Classes'. The main content area contains text about course selection requirements, contact information for technical support, and information about membership. At the bottom of the page, there are three small images related to wastewater treatment.

Fill in all of the information to create your profile. Please make note of the following recommendations:

1. The question “Are you a member of NOWRA (includes local/state affiliates) or a regulator (check all that apply)\*” is an important question. If you are a current member of MSO, click member. If you are not a current member, click non-member. **To check on your membership, contact the MSO office by email or phone; [contact@mosmallflows.org](mailto:contact@mosmallflows.org) or 417-631-4027.**

## Sign Up

Required fields are marked with an asterisk (\*).

**First name \***

**Last name \***

**Email \***

**Password \***

**Are you a member of NOWRA (includes local/state affiliates) or a regulator (check all that apply) \***

*Member*

*Non-Member*

*Regulator Member*

**Name of your company or organization? \***

**Please enter your full mailing address including city, state and zip code: \***

2. Where it says “Please enter your license or certification number if applicable (OPTIONAL):”, enter in your DHSS License numbers for them to appear on your course certificates.
3. The last question: “Are you a member of other organizations?”, click “Not a member of another listed organization unless you a member of the above-mentioned groups.

**Please enter your full mailing address including city, state and zip code: \***

**Timezone \***

(GMT-06:00) Central Tim... ▾

**Country**

Select ▾

**Please enter your license or certification number if applicable (OPTIONAL):**

**Please indicate which part of the septic system industry you work in (check all that apply)? \***

- Educator/Academic
- Engineer/Designer/Soil Tester
- Installer
- Maintenance/Service Provider
- Private Inspector
- Regulator
- Supplier/Vendor/Manufacturer

**Are you a member of other organizations? \***

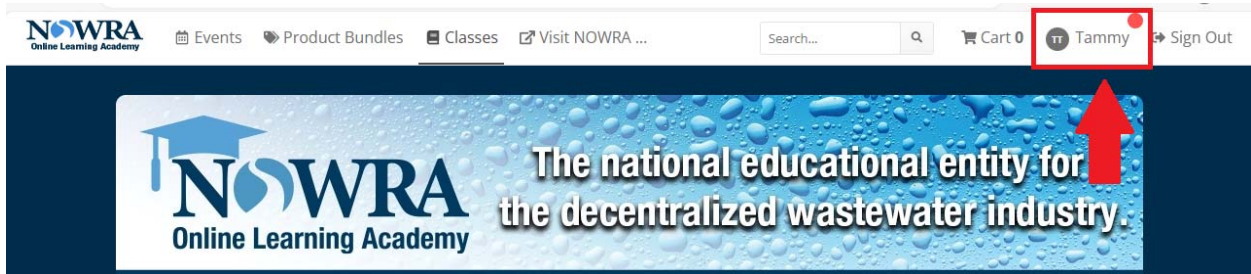
- NEHA
- NAWT
- SORA
- Not a member of another listed organization

**Sign Up**

Already have an account? [Sign In](#)

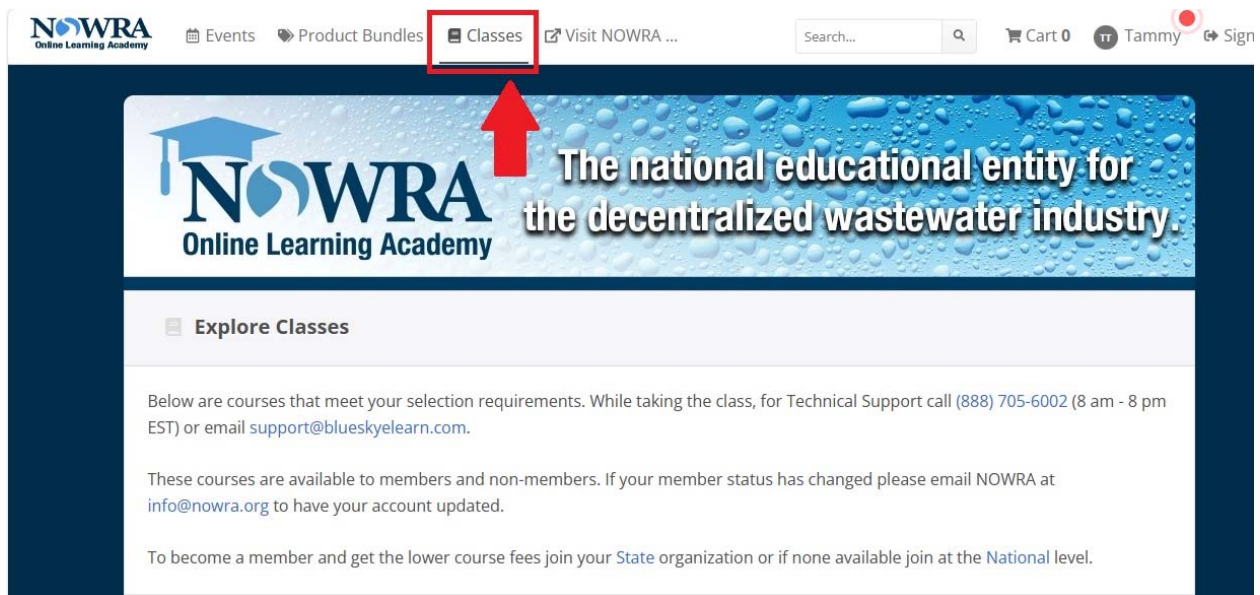
## Step 5: Selecting a Course

Now that you have created a profile, you need to make sure you are logged in. Your name will show up in the upper right corner if you are logged in.



The easiest way to narrow down the courses to the Missouri approved courses is to click on the following menus:

1. On the top white banner, click on "Classes"



2. Use the "Browse" menu to narrow down the courses to "Missouri"




## Explore Classes

Below are courses that meet your selection requirements. While taking the class, for Technical Support call (888) 705-6002 (8 am - 8 pm EST) or email [support@blueskyelearn.com](mailto:support@blueskyelearn.com).

These courses are available to members and non-members. If your member status has changed please email NOWRA at [info@nowra.org](mailto:info@nowra.org) to have your account updated.

To become a member and get the lower course fees join your [State](#) organization or if none available join at the [National](#) level.

A screenshot of the 'Explore Classes' page. At the bottom, there is a navigation bar with a dropdown menu labeled 'Browse...' and a search box labeled 'Search in classes...'. The 'Browse...' dropdown menu is highlighted with a red rectangular box.

Click on “Missouri” under Browse.

This will bring up Missouri courses. They are in no particular order so you will need to find the course title you are looking for. At this time, you can search through the pages (there is more than one page of classes or you can type in the name of the class you are looking for in the search box.

## Explore Courses

Below are courses that meet your selection requirements. While taking the class, for Technical Support call (888) 705-6002 (8 am - 8 pm EST) or email [support@blueskyelearn.com](mailto:support@blueskyelearn.com).

Browse...

Search in courses...

Missouri X

15



### Missouri Math Review 101

This course examines math review of Missouri standards for basic conventional systems. Calculations are explained and practiced for daily flow rates, tank volumes,...

5

1



### NOWRA Troubleshooting Flows (1.5 hrs)

Daily water use decreased 22% from 177 gpd in 1999 to 138 gpd in 2016. This presentation will cover what this means for the septic industry.

1

2

2

1



### NOWRA Troubleshooting Septic Tanks (1.5 hrs)

This presentation will discuss aspects and methods for troubleshooting tanks of various materials.

1

1

2

1

1



### NOWRA Troubleshooting Pumps & Controls (1 hr)

This presentation will address issues when troubleshooting systems that incorporate pumps



### NOWRA Troubleshooting Soil Treatment Systems (1 hr)

This course will discuss how to troubleshooting soil treatment areas which is a complex process



### NOWRA Troubleshooting Media Filters (1 hr)

This presentation will describe the design concepts of both natural and artificial media

3. Select the course you want by clicking on it.

## Step 6: Purchasing the Course

Now you can purchase the course by selecting “Add to Cart”. You should only see one price for the course if you are logged in. If you see two different prices, that means you are not logged in yet.

Courses » Missouri Math Review 101

### Missouri Math Review 101

This course examines Missouri standards for calculations on daily flow, tank volumes and soil treatment area (STA). Step-by-step calculations are shown along with quizzes to practice math problems. Basic Installers and brand new installers will benefit from taking this course. This course was created by [Tammy Trantham](#) of Missouri Smallflows Organization.

Course Learning Objectives

1. Reviewing and practicing calculations for daily flow rules in Missouri.
2. Reviewing and practicing calculations for tank sizing rules in Missouri.
3. Reviewing and practicing calculations for calculating volume of concrete septic tanks.
4. Reviewing and practicing calculations for soil treatment area (STA) with given soil loading rates.

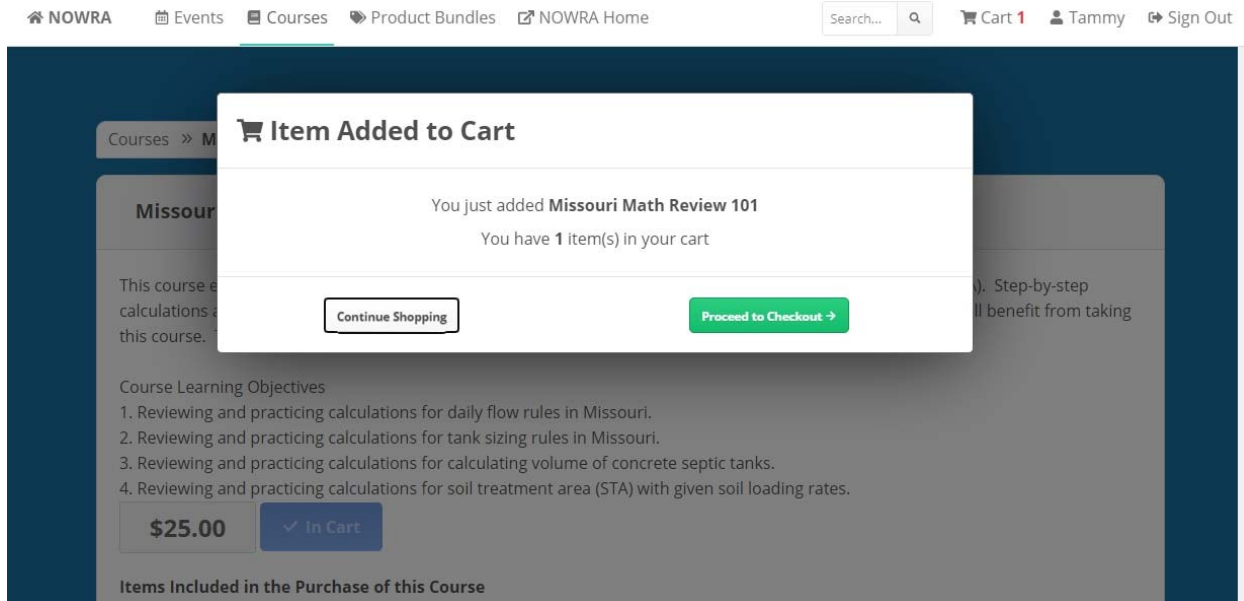
**\$25.00 - \$40.00** [Add to Cart](#)

#### Items Included in the Purchase of this Course

- Introduction to Missouri Math Review 101** 🔒  
Section: 1 Presentation
- Daily Flow Calculations** 🔒  
Section: 1 Presentation 1 Assessment
- Tank Sizing** 🔒  
Section: 1 Presentation 1 Assessment
- Concrete Septic Tank Math** 🔒  
Section: 1 Presentation 1 Assessment
- Conventional Systems Soil Treatment Area** 🔒  
Section: 1 Presentation 1 Assessment
- Missouri Math Review 101 Certificate** 🔒  
Certificate: 0/9 Course Items completed

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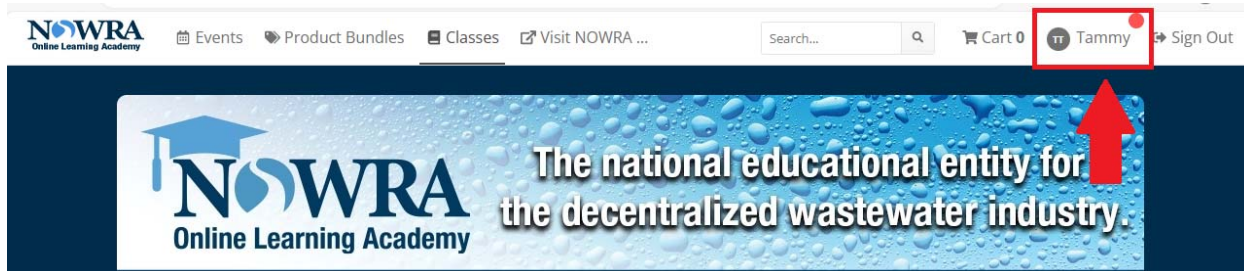
A box will pop up for you to either “Continue Shopping” or “Proceed to Checkout”. At this point you can add more classes to your cart by clicking on “Continue Shopping” or head to the Checkout.



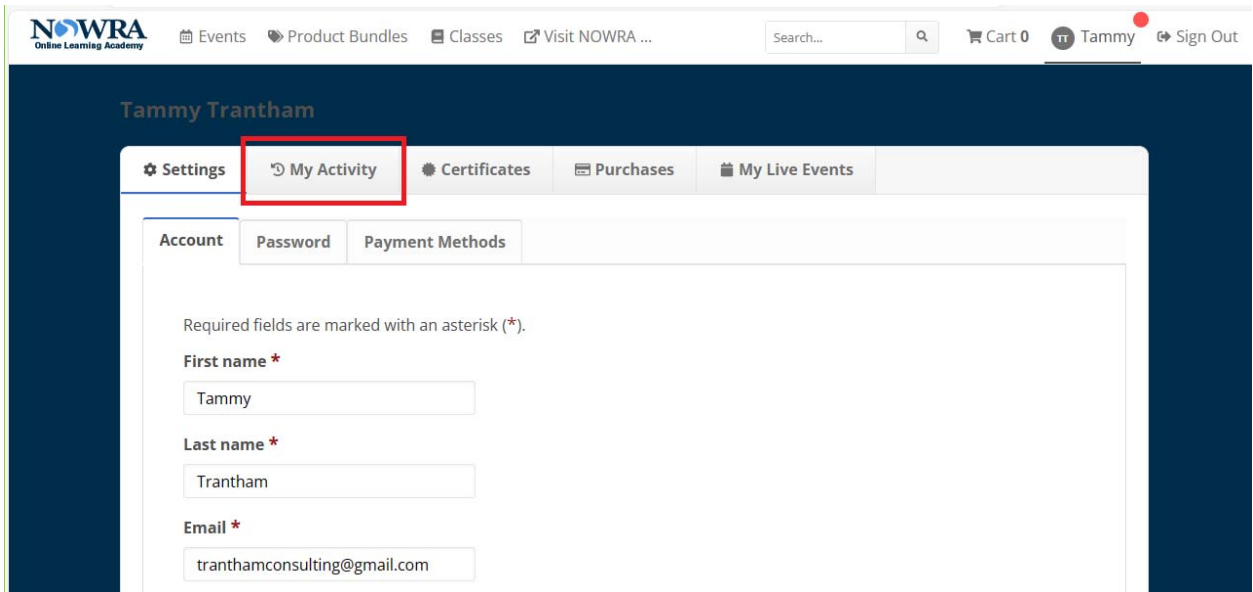
When you “Proceed to Checkout” you will enter your payment information to purchase your course.

### Step 7: Starting the Course and Helpful Information

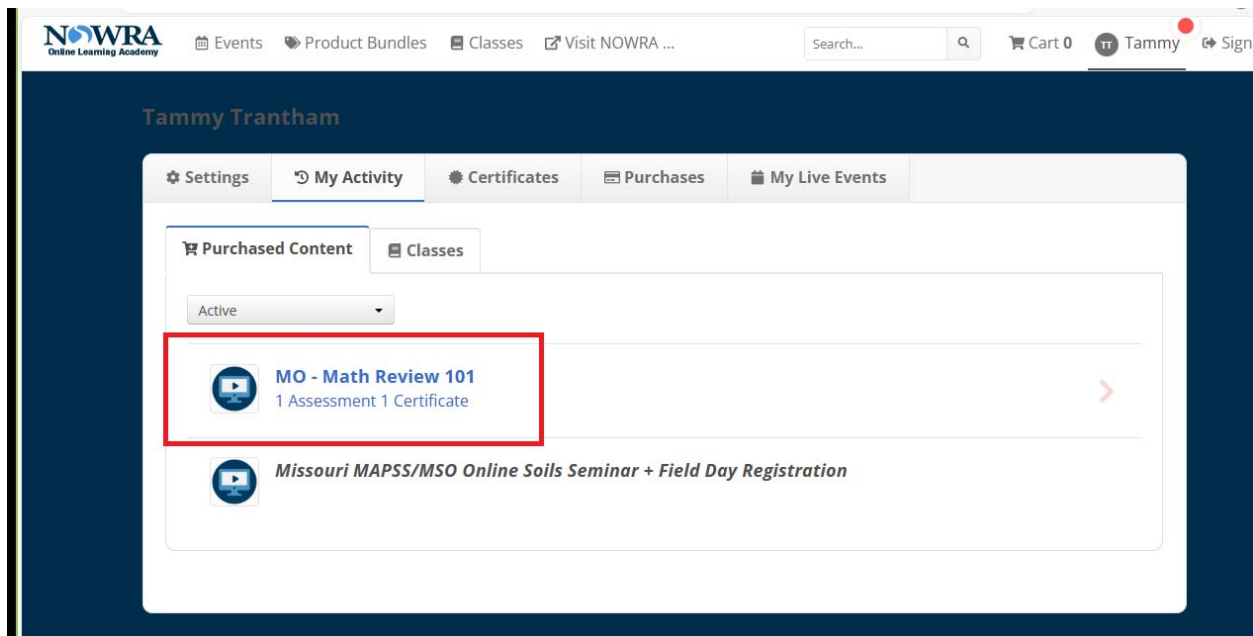
1. Once you have purchased the course, you will need to go back and start the course. To find your courses, click on your “Name” to go to your profile.



2. When you first open this webpage, it will open to your “Settings”. Click on “My Activity”.



3. Now you can click on the course name to get started on the course.



### Helpful Information:

1. If you are having technical difficulties, contact BlueSky Support by clicking on the blue Question Mark on the bottom right of the webpage. They can help you with technical problems.



2. Be sure to finish every video in its entirety. Many functions of the class will not become available unless you watch every bit of the video.
3. You can retake the quizzes until you pass them.
- 4. When you complete a course, print your certificate to send to Missouri DHSS or download it and email to [owtscourses@health.mo.gov](mailto:owtscourses@health.mo.gov). MSO does not send your completed certificate of online classes in for you. This is your responsibility.**
5. Feel free to reach out to MSO with any questions.
  - a. Email: [contact@mosmallflows.org](mailto:contact@mosmallflows.org)
  - b. Phone: 417-631-4027

Thank you and good luck with our online classes!