

Travel Approval Form

Department: Public Works

Event Name: Teex OSSF- Designated Rep class


Location: Bryan, Tx

Event Dates: March 25-27, 2025

Purpose: ☒ Required Continuing Education/Certification
☐ Job Training
☐ Other: _____

Name of Attendees:

Dustin Wilson _____

Court Decision: <small>This section to be completed by County Judge's Office</small>
<div style="text-align: center;"> 3-10-2025</div>

Required Documents Checklist:

**** Same-Day Travel - Commissioners Court Approval is not required ****

Overnight Travel

- ☒ Travel Approval Form
- ☒ Registration Information or Confirmation
- ☒ Itinerary, Agenda, or Breakdown
- ☒ Hotel Information, Confirmation, or Hotel Reservation Request Form

For Out of State Travel, please also include:

- ☐ Cost Estimation Breakdown for Trip with Airfare, Rental Car, Meals, Hotel, Etc.
- ☐ Narrative as to why the Out of State Travel is necessary

Signature of Elected Official/Department Head:



Approved in CC on 9/11/2023

Julie Edmiston

From: myTeex Student Portal <ITSI@teex.tamu.edu>
Sent: Tuesday, February 25, 2025 9:34 AM
To: Julie Edmiston
Subject: TEEX Purchase Order Approval

You don't often get email from itsi@teex.tamu.edu. [Learn why this is important](#)

**CAUTION: This email originated from outside of the Johnson County email system.
Use care when opening links or attachments. Report suspicious emails.**

Dear Juilie Edmiston,

Thank you for choosing TEEX for your training needs.

Your Purchase Order has been **approved** for OSSF - Designated Representative (EU-WWW305-160) on 3/25/2025.

PO Number: PO 25-2388

POC Name: Juilie Edmiston

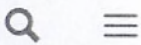
POC Email: jedmiston@johnsoncountytexas.org

Delivery registrations for Participants using this purchase order are processed.

Participant: Dustin Ty Eugene Wilson

Sincerely,

Melissa Marek
ITSI@teex.tamu.edu



OSSF – Designated Representative

WWW305 – 24.00 Hours

Schedule

Show entries

Search:

	Dates	Location	Class	Price	
Details	03/25/25 – 03/27/25	Bryan, TX	EU WWW305 160	\$595.00	Register
Details	04/22/25 – 04/24/25	Mesquite, TX	EU WWW305 167	\$595.00	Register
Details	05/20/25 – 05/22/25	San Antonio, TX	EU WWW305 164	\$595.00	Register
Details	06/25/25 – 06/27/25	Bryan, TX	EU WWW305 161	\$595.00	Register

Address

TEEX-RELLIS Campus-Bld 7900

3100 State Highway 47, Bldg. 7900
Bryan, TX 77807

Instructor

Start Time

08:00 AM (CST) Wednesday, June 25, 2025

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	Dates	Location	Class	Price	
☰ Details	06/30/25 – 07/02/25	Live Online Instructor-Led Training	EU WWW305 166	\$595.00	Register

Showing 1 to 5 of 7 entries

Previous 1 2 Next

This schedule is subject to change without notice. If you have not received confirmation of the class prior to the class start, please contact the division at (800) 723-3811 or (800) SAFE-811 or itsi@teex.tamu.edu to get the latest schedule.

Course Description @

****PLEASE NOTE** This course has been approved by the Texas Commission on Environmental Quality (TCEQ) to fulfill 24 credit hours in the following operator license area(s):**

– Onsite Sewage Facility Operator License



The OSSF – Designated Representative course not only prepares local government personnel to enforce TCEQ OSSF rules and regulations in coordination with the commission, participants also receive information specific to the proper design, construction, and operation of multiple on-site sewage disposal systems along with best practices linked to the proper response to complaint calls. Once students successfully complete the course, they may apply directly with TCEQ to take the licensing examination at either a TCEQ Regional Office or at an approved Computer Based

Contact Information

Infrastructure Training & Safety Institute
 OSHA Training Institute Education Center
 Phone: | Toll-Free: (800) 723-3811 or
 (800) SAFE-811
 Email: itsi@teex.tamu.edu

Related Courses

- [OSSF – Installer I](#)
- [OSSF – Installer II](#)
- [OSSF – Site Evaluator](#)
- [Water Utilities Safety](#)

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Representative exam will be available through CBT – see WWW901 for more details.

[Conduct During Live Online Instructor-Led Courses](#)

Prerequisites

There are no prerequisites for this course.

Course Completion Requirements

TCEQ Licensing Requirements

For any class after September 1, 2020 TEEX will no longer offer the paper-based exams in conjunction with the class. After participants successfully complete the training course, they will need to apply with TCEQ for an exam using the [TCEQ eApplication](#).


Attendance Requirements

Class attendance is an essential part of the education process and participants in TEEX courses are expected to attend all class sessions and field exercises. This course requires participants to attend a minimum of 100% of the class hours as a component of successful course completion. During the course, your instructor will review any additional attendance requirements, for example a field exercise that cannot be missed.

Recommended

Prior Training Courses or Knowledge

It is recommended, but not required, participants have previous on-the-job experience working with a Designated Representative in field conducting inspections and permitting paperwork.

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- Discuss concepts for OSSFs.
- Describe the evaluation process for OSSF site selection.
- Describe the functions of soil in an OSSF.
- Estimate the load on an OSSF.

[Show More](#)[Show All](#)

Suggested Audience

This course is designed for personnel involved in OSSF regulation. It is intended to prepare participants to sit for the state Designated Representative licensing exam, required for those regulating Texas OSSFs.

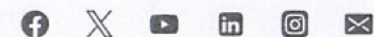
Continuing Education And Professional Credits

- 24.00 hours – Texas Commission on Environmental Quality (TCEQ)

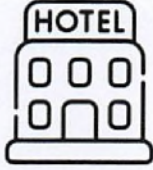
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TRAVEL HOTEL RESERVATION REQUEST

(EMAIL TO PURCHASING at pur@johnsoncountytexas.org)

DATE: 02/25/2025

DEPARTMENT: Public Works

PERSON SENDING REQUEST: Julie Edmiston EXT: 1850

Person (s) Name Attending:

*If LEOSE Funds are being used to pay for the room upon check out, please check LEOSE FUNDS below:

☐ LEOSE FUNDS

1. Dustin Wilson

2.

3.

4.

5.

6.

Function Attending: Teex- OSSF- Designated Representative

Hotel Name: Drury Plaza Hotel College Station

Hotel Address: 705 University Dr E

City: College Station

State: TX

Zip: 77840

Hotel Phone# 979 321-8865

Special Requirements:

Conference Hotel Block Code:

Conference/Training Website:

How many rooms needed: 1

Date of Check In: 3/24/25

Date of Check Out: 3/27/25

NOTE: When the Purchasing Department reserves the hotel room, payment will be processed and paid for on the travel credit card. ALL Travel PO's MUST be in place prior to travel. The hotel receipt will need to be receipted on your PO upon return. If the traveler does not obtain a hotel receipt upon check out, it's the travelers responsibility to call the hotel and obtain a copy for receipting.