State of Idaho
Division of Occupational and Professional Licenses

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Backflow Assembly Tester (BAT) Course Approval Process

An applicant seeking Board approval of a Backflow Assembly Tester training program must submit sufficient information for the Board to evaluate the content, instructional methods, equipment, and student competency requirements of the program.

The applicant must provide the following:

1. **Course Information**
   - Provider name and contact information;
   - Course title;
   - Minimum of 30 course hours for an initial course or 8 hours for a refresher course;
   - Whether approval is sought for an initial BAT course, BAT refresher course, or both.
   - Whether the course is approved by other licensing bodies;
   - Proposed delivery format and location(s); and
   - Maximum number of students per course.

2. **Instructor Information**
   - Name of each instructor;
   - Idaho BAT license number and additional certifications or licenses; and
   - Documentation that each instructor has been approved by the Board or an instructor application submitted concurrently with the program application.

3. **Detailed Course Syllabus**
   The applicant must provide a syllabus showing the subjects taught and the approximate amount of instructional time assigned to each subject.

   For an initial BAT course, the curriculum should address, all current *Need to Know Criteria*. Additionally, the course should address:
   - Applicable Idaho statutes, rules, codes, and professional responsibilities;
   - USC field-testing procedures or other board-approved procedures;

4. **Curriculum Crosswalk**
   - A document identifying where each required subject is addressed in the curriculum.
   - The Board may identify an accepted BAT examination content outline or Need-to-Know Criteria to be used as the curriculum benchmark.

   Sample Crosswalk:

Required Competency	Syllabus Section	Page(s) of Training Material	Assessment Method
Backpressure/Backsiphonage	Module 1	pp. 4–12	Written questions
RP assembly	Module 4	pp. 35–48	Written + practical
DC assembly	Module 5	pp. 49–60	Written + practical

Required Competency	Syllabus Section	Page(s) of Training Material	Assessment Method
PVB	Module 6	pp. 61–69	Written + practical
SVB	Module 7	pp. 70–76	Written + practical
USC Testing Procedures	Modules 4–7	pp. 35–76	Practical
Troubleshooting/Failures	Module 8	pp. 77–91	Practical

5. **Instructional Materials**
    - Student manual or workbook;
    - Instructor materials or presentation slides;
    - Handouts;
    - Testing-procedure documents;
    - Videos or other significant instructional materials; and
    - Any other materials necessary for the Board to understand what students will be taught.

6. **Hands-On Training Plan**
   The applicant must describe:
    - The amount of course time dedicated to hands-on training;
    - How students rotate through testing stations;
    - The number of students assigned to each testing station;
    - How each student is provided with an opportunity to personally perform required testing procedures; and
    - How instructors provide supervision and feedback.

7. **Training Equipment**
   The applicant must provide an equipment inventory demonstrating access to:
    - Operational RP assemblies;
    - DC assemblies;
    - PVB assemblies;
    - SVB assemblies;
    - Appropriate test kits/gauges with current calibration documentation consistent with applicable standards and manufacturer requirements; and
    - Equipment capable of demonstrating common failure conditions.

8. **Student Assessment**
   The applicant must provide a description of how student competency is evaluated. The submission should include:
    - A written assessment plan or examination blueprint identifying the subjects being evaluated;
    - The minimum score or other criteria necessary to successfully complete the course;
    - A performance checklist showing the skills each student must demonstrate;
    - Procedures used to evaluate proper testing of RP, DC, PVB, and SVB assemblies; and
    - Procedures for evaluating the student's ability to identify and troubleshoot abnormal or failed conditions.

   The Board may request copies of examination questions or practical examination materials for confidential review. Course assessments must be sufficient to determine whether a student has met the minimum requirements for successful completion of the course. Any written or practical examination required for licensure is separate from the course assessment and is subject to additional Board approval.

9. **Attendance and Completion Requirements**
    - Method used to document attendance;
    - Minimum attendance required;
    - Standards for successful completion; and
    - Sample certificate of completion. Certificates must have a disclosure expressing that such certificate is not a license.

10. **Recordkeeping**

    The provider must describe how it will maintain a minimum of six (6) years' records of:
    - Student attendance;
    - Successful completion;
    - Course dates;
    - Instructor(s);
    - Assessment results; and
    - Certificates issued.

Program Changes

Changes to approved curriculum, testing procedures, course length, instructional materials, or hands-on training requirements should be submitted to the Board for review prior to implementation. Course approval is issued for a period of 5-years.