



Instructions for Registering and Logging in to the Online SWOT Basic Training

These instructions were developed specifically for those who have submitted an initial application for Solid Waste Operator Certification through the State of New Hampshire's Department of Environmental Services (NHDES).

To ensure that you successfully register and complete the required Basic Training, please read and follow the instructions in each of them.

1. Upon receipt of your Processed Applicant letter from NHDES, provide an email address to the SWOT Program that is unique to you. Send this email with your full name to SWOT@des.nh.gov with a subject line of "SWOT Processed Applicant Email".
 - a. If you do not have an email address that is unique to you, you need to set one up. If you are unsure how to do this, please talk with your employer.
2. Use the registration link in the Processed Applicant letter to register for one of the Basic Training dates that is listed on the registration webpage. When you register, you will use the same email address that you provided to NHDES in #1 above.

Do NOT share the registration link for Basic Training found in your processed applicant letter with other solid waste operators seeking to take basic training. If anyone is interested in taking the class, please have them reach out to Tara Mae Albert at Tara.Albert@des.nh.gov or (603) 271-3713 for further information.

- a. If none of the dates work for you, you MUST submit a statement, in writing, to NHDES explaining why you cannot attend. After receiving your statement, the SWOT Coordinator will determine whether or not to extend your Processed Applicant status.
3. When you submit your registration for Basic Training, a confirmation email will be sent to the email address you used when you registered. (HINT: It should be the same email address that you provided to NHDES in #1 above.) The confirmation email will have the link for you to join the session on the day of class. This link is unique to you and will be tied to your exam and registration information.
4. On the day of Basic Training, you must log in using the link you received in your confirmation email. If there are multiple Processed Applicants taking the same Basic Training, you may take the class together, however, each Processed Applicant must take the exam without assistance by logging in with their unique link.

If you have any questions, please contact Tara Mae Albert, SWOT Coordinator, at Tara.Albert@des.nh.gov or (603) 271-3713.