



# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

## Certified Operator Renewal Requirements

The Operator Certification Program (OCP) provides the following series of questions and answers to assist operators in their understanding of the renewal process.

### Question 1. How many training hours must an operator complete for a renewal?

Answer 1. This depends on the certification class. The number of required training hours is depicted in the following table.

<u>Certification Class</u>	<u>Required Training Hours,</u>
Class I & Small Water System (SWS)	10 hrs.
Class II	20 hrs.
Class III & IV	30 hrs.

### Question 2. What courses can be used for the renewal of an operator's certificate?

Answer 2. A list of approved training providers and approved training courses can be found on the Drinking Water Section's (DWS's) web page: [www.ct.gov/dph](http://www.ct.gov/dph) (click on "PROGRAMS AND SERVICES," then "Drinking Water," then under "Operator Certification," click on "Certificate Renewal and Training Information" and then on "Approved Training Courses" to get to these lists). The courses on the list of "Approved Training Courses" are those where the trainer has received individual approval for a particular course. All training hours (or equivalent approved hours) issued by an Approved Training Provider for drinking water training are accepted to meet the training renewal requirements. Keep in mind that courses must be appropriate in difficulty to the certificate level, as well as a topic relevant to a certificate type to count towards renewal. For example, Basic Water Math would be an appropriate course for a SWS operator, but would not be an appropriate course for a Class 3 Distribution or Class 4 Treatment Operator to take.

### Question 3. How often must an operator's certificate be renewed?

Answer 3. Operator certificates must be renewed every three years. At least two months prior to the expiration of a certificate the OCP will mail a renewal application to each operator whose certificate is about to expire. It is the responsibility of the operator to notify the OCP in writing of any change in their mailing address so the renewal applications get to the operator. The operator contact update form is available on the DWS's web site: [www.ct.gov/dph](http://www.ct.gov/dph) (click on "PROGRAMS AND SERVICES," then "Drinking Water," then, under "Certified Operator" click on "Operator Certification Program Information," then, "Certified operator contacts, operator responsibilities and resources," then, "Operator Verification and Contact Update" to get to the aforementioned form).

### Question 4. What paperwork is required for the renewal of a certificate?

Answer 4. Operators must send into the OCP a completed, signed "Certified Operator Renewal Application" along with copies of the certificates, transcripts or other proof of completion received for the approved training courses they completed. This documentation must indicate the name of the course, the name of the training provider, the name of the operator and the number of training contact hours, CEU's or credits earned by the operator.

### Question 5. How is the renewal process different for Conditional Operators?

Answer 5. A Conditional Operator is an existing operator that was certified by the Department of Public Health if they met certain conditions. Conditional Operators must receive specific training prior to their first renewal date to qualify for renewal. They are allowed to count those training hours earned prior to the renewal cycle towards their first renewal. After the first renewal cycle Conditional Operators, like all other operators, must take their approved courses during the 3-year renewal cycle period in order for those training hours to



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count towards certificate renewal. In addition to the paperwork discussed in Answer 4 above, conditional operators must also submit a completed "Renewal Assignment Form", to verify they are still in direct responsible charge of the system(s) to which they had been certified.

**Question 6. Can a course taken prior to the certificate's effective date be used for renewal of that certificate?**

Answer 6. No. In order to count towards renewal, all approved training courses must be taken within the 3-year renewal cycle, that is the 3-year period prior to the certificate expiration date. For example, if a certificate is going to expire on January 1<sup>st</sup>, 2006, the approved courses for renewal must be taken and completed in the three years prior to that date, or between 1/1/03 and 12/31/05.

**Question 7. Can an operator, who has a treatment and distribution certificate, apply the training hours earned at a single course towards the renewal of the two certificates?**

Answer 7. Yes, if the approved training course topic is taken within the renewal cycle and is appropriate for both certificate types. For example, Hydraulics would be appropriate for treatment, distribution and SWS renewal, but a specialized course such as "Hands on Jar Testing" is applicable to a treatment certificate but would not count towards the renewal of a distribution certification.

**Question 8. If the certificate expires, can it be renewed?**

Answer 8. Yes. You may renew an expired certificate up to 6 months following its expiration by completing the required training, submitting the required certificates and resubmitting the Certified Operator Renewal Application. To become certified later than six months after the expiration date, an operator shall meet all current certification requirements including successful completion of an examination before their lapsed certification can be re-instated. In either case the operator is NOT certified until the requirements are satisfactorily met.

**Question 9. Can the same course be taken more than once and be counted towards the renewal training hour requirements?**

Answer 9. No. A training course taken more than once within the renewal cycle may only be counted once towards the renewal training hour requirements of an operator's certification.



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