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Commissioner



Dannel P. Malloy  
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## 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. How often must an operator's certificate be renewed?

Answer 2. Operator certificates must be renewed every three years. At least three months prior to the expiration of a certificate the OCP will mail a renewal application, to each operator whose certificate is about to expire. The last updated mailing address provided by the operator is used for this mailing.

It is the responsibility of the operator to notify the OCP in writing of any change in their mailing address so the renewal applications gets to the operator. The operator contact update form is available on the DWS's web site:

[http://www.ct.gov/dph/lib/dph/drinking\\_water/pdf/Operator\\_Contact\\_Information\\_Update\\_Form.pdf](http://www.ct.gov/dph/lib/dph/drinking_water/pdf/Operator_Contact_Information_Update_Form.pdf)

### Question 3. What courses can be used for the renewal of an operator's certificate?

Answer 3. Operators may only use CT DPH Approved Water Operator Training Courses or Earned College Credit in specific subject areas to satisfy their training certification renewal requirement.

#### ● CT DPH Approved Water Operator Training Courses

A list of the CT DPH Approved Water Operator Training Courses can be found on the Drinking Water Section's (DWS's) web page: [www.ct.gov/dph/publicdrinkingwater](http://www.ct.gov/dph/publicdrinkingwater) (click on "Operator Certification", click on "Certificate Renewal and Training Information" and then on "Approved Training Courses" to get to the list).

Operators can use this list to find courses of interest that can be taken to satisfy training renewal requirements or to verify the approval of a course already taken. Note that each course is approved with its own effective date and expiration date.

The "CT DPH Approval Course Number" prefix (i.e. TDS, T, DS, TS, etc.) provides guidance as to the applicability of the listed course to the operator's certification type (T=Treatment Plant Operator, D=Distribution System Operator, S=Small Water System Operator). Note - Each Training Organization has additional course description information that can also assist operators in selecting appropriate / relevant training courses.

For classroom courses of interest, operators must contact the listed "Training Organization" to obtain their calendar of course offerings and registration information. The contact information is also provided for training organizations that offer distance education courses (i.e. Internet, CD-ROM, Correspondence).

#### ● Earned College Credit

Operators may also apply college credit to their renewal, earned during the most recent renewal cycle period, from an accredited institution for courses in following subject areas:



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Biology (General, Microbiology, Biochemistry, Ecology)  
Geology (Ground and Surface Water Hydrology),  
Math (Algebra, Trigonometry, Geometry, Calculus),  
Civil, Chemical, Environmental, & Mechanical Engineering  
(Hydraulics, Water Treatment, Fluid Mechanics,  
Distribution Systems, Environmental Remediation  
and other related courses),

Chemistry (General, Organic, Environmental),  
Business Administration (Utility Management),  
Public Health (Epidemiology, Toxicology)

**Question 4. Can a course taken prior to the certificate's effective date be used for renewal of that certificate?**

Answer 4. No. In order to count towards renewal, all training must be taken within the most recent renewal cycle, which 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 course for renewal must be taken and completed in the three years prior to that date, or between 1/1/03 and 12/31/05. Also, operators may not apply training hours for a repeated course, which was taken during the same 3 year renewal cycle period, towards the renewal of the certification.

**Question 5. 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 5. Yes, if the approved training course topic is taken within the 3 year renewal cycle and is appropriate for both certificate types.

For example, "Hydraulics" would be appropriate for treatment, distribution and small water system operator 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 or small water system operator certification.

**Question 6. What paperwork is required for the renewal of a certificate?**

Answer 6. Operators must send to the DWS a completed, signed "Certified Operator Renewal Application" along with the application fee and **copies** of the certificates, college transcripts or other proof of completion received for the CT DPH 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 or CEU's or credits earned by the operator.

**Question 7. How is the renewal process different for Conditional Operators?**

Answer 7. 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 count towards certificate renewal.

In addition to the paperwork discussed in Answer 6 above, conditional operators must also submit a completed "Conditional Certified Operator Continued Responsibility Verification Form", to verify their operational responsibility to the system for which they had been certified.

**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. An expired certification renewed within the 6 month period following the expiration date will be given an expiration date 3 years from the prior expiration date (note: new certificate renewal cycle will be less than 3 years).

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.



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