

Drinking Water Program Certification Renewal Requirements for Water Operators

Renewal Packet

Drinking Water Certifications are renewed yearly. The fees are \$40 for one certification and \$60 for two. All current certified operators will receive a renewal form in November. Your complete renewal packet must be returned postmarked not later than December 31. Renewals received after that date as well as incomplete submittals will be subject to late fees.

A complete renewal packet includes:

1. The proper amount of fees
2. A signed renewal form
3. Documentation of 2.0 OESAC approved CEUs (If required in this renewal cycle)

Continuing Education Units

Fees are non-refundable, so make sure you are sending accepted CEUs. It is a good idea to check the OESAC Web site www.oesac.com prior to submitting to verify the number of credits approved for your courses. There have been instances when OESAC has approved a course or workshop but the training certificate states a different number of CEUs which has left operators short of CEUs during the renewal period. This can result in an incomplete renewal and late fees being accrued. Remember, some general CEUs cannot be credited for renewals, but can be used as post high school education, so be sure to save them.

Please complete our Continuing Education worksheet found on our Web site for your own records and list the courses and workshops taken and the amount of CEUs approved. CEUs are reported every 2 years based on the last name, A-K and L-Z. Those whose last name begins with A-K must submit CEUs every EVEN year; those whose last name begins with L-Z must submit CEUs every ODD year.

New to Oregon?

If you were certified in another state and applied for reciprocity in Oregon during the year, you will need to report CEUs with everyone else according to your last name. While you may be new to Oregon, we expect your education to be on-going. CEUs earned out of state are reviewed on an individual basis by the department.

More notes on CEUs:

1. A course can be used only once per renewal period. For example, credit cannot be given for taking the DWP's Small Water System Course (.6 CEU) four times during a renewal period. Only one class will count toward the required CEUs.
2. If you are an operator who also has Cross Connection or Backflow certification and you've been using that training for CEUs every cycle, we encourage you to take a variety of classes to increase your professional competence.
3. If you missed getting acceptable CEUs during the required renewal cycle, you can still recertify by earning CEUs before April 1 and send them in with the late fee, or between April and December with a reinstatement fee.
4. New operators are phased into their reporting cycle based on their last name. Clarification will be mailed to you in your acceptance letter along with your wall and wallet certifications. We strongly encourage you to plan ahead and take the desired course(s) and workshop(s) appropriate to the type and level of system you are operating.

Lapsed Certification

If you failed to renew by April 1st of the year following expiration, your certification will lapse and you will not receive renewal forms in November. Please call or go to our Web site for the renewal form. Your complete reinstatement packet must be postmarked by December 31 to avoid your certificate becoming void. The following fees are required for a lapsed certification:

1. Current renewal fee: \$40 (or \$60 for two)
2. Reinstatement fee: \$50
3. Next year renewal fee: \$40 (or \$60 for two)

4. CEUs if required

Please mail the renewal
packet and fees to:

Cashier – DHS

PO Box 14260

Portland, OR 97293-0260