



[354] Renewal 71100-70211-2155
 [350] Late Fee 71100-70211-2080
 [351] Reinstatement 71100-70211-2245

**Drinking Water Program
 Operator Certification
 2010 Renewal – Please read carefully!**

Name:
 Street:
 City/State/Zip:

<input type="checkbox"/>	Check box if you have a change of contact information*
<input type="checkbox"/>	Check box to REMOVE your name and address from mailing lists [provided to PWS (for hiring) and short schools (for training)].

ATTENTION! You may now go online at <http://oregon.gov/DHS/ph/dwp/certif.shtml> and find the link to renew your Oregon drinking water operator certificate and pay fees electronically. Follow the instructions provided on this link. Below is the PIN# you will need to use to register to renew online. Each operator will have a secret PIN#. **Do Not** share this number with others.

PIN #: (Please contact the Dept. for your PIN#.)

If you renew on line, and are required to send in CEUs during this renewal cycle, (last names M-Z) your application will not be deemed complete until the office receives the CEUs. The CEUs may be faxed with a cover letter to 971-673-0694, attention Lee Keyes. Or mail the CEUs to the Department. The address is PO Box, 14450, Portland Oregon, 97293. You do not need to submit this form.

OR if you are not renewing online, use this form to renew and make payment by check. Make any corrections or additions in the box below. If you have a change of contact information, complete the New Contact Information on the back of this form. Sign, date and mail your renewal packet using the address information on the back of this form. Make a **copy** of this renewal for your records.

<i>Please make any corrections or additions below or on the back of this form</i>	
<u>Operator Data</u>	<u>Current Certifications</u>
Certification number:	
Home phone number:	
Work phone number:	
Employer(s):	

Signature: _____
 (Applicant signature and date is required)

Date: _____
 Over for more instructions

The complete certificate renewal packet must be postmarked by **December 31, 2009**. Certificate renewals postmarked after **December 31, 2010 through March 31, 2010** will be subject to a **\$30 late fee**. Incomplete renewals will be subject to the same late fee.

The complete renewal application packet must include:

- Renewal fee: \$40.00 (or \$60.00 for combination certificates)
- This signed renewal application
- Documentation of 2.0 CEUs (earned in 2008 and/or 2009). If your last name begins with M-Z, you are required to send CEU documentation.

CEU instructions: CEU documentation must include the **course title, date, location, instructor or sponsor, OESAC #, and number of CEUs awarded**. CEUs must have been evaluated and accepted by OESAC. For a list of qualified courses, check www.oesac.com. Remember to check the OESAC list for the number of approved CEUs and compare to your certificate. Renewal fees will not be refunded. **NOTE:** Newly certified operators *this year (2009)* do NOT need to submit CEUs until the next scheduled cycle.

If you have taken a course/training out of State that has NOT been approved by OESAC, we require a copy of the registration, agenda and curriculum to approve the course and determine the number of CEUs to award.

Make checks payable to: DHS-Drinking Water Program

Mail Signed Original to:
Cashier, DHS-Drinking Water Program
PO Box 14260
Portland, OR 97293-0260

Should you have any question or need further information please contact Lee Keyes at 971-673-0413.

***New Contact Information:**

Name

Home Phone

Address

Work Phone

City, St, Zip

Email Address