



State of Oregon Department of Environmental Quality

# Wastewater Operator Renewal FAQ

Contact: 503-229-5161, 503-229-5349, or [opcert@deq.state.or.us](mailto:opcert@deq.state.or.us)

Oregon DEQ

Wastewater System Operator Certification Program

700 NE Multnomah Street, Suite 600

Portland, OR 97232

## How is my Wastewater System Operator certificate renewed every two years?

DEQ mails out a two-page renewal application form to each certificate holder's mailing address on record about 75 days prior to the expiration date. It includes each person's name, address, unique certification number(s), and the new two-year renewal period. Certificate-holders expiring on June 30 should receive a form in mid-April. Certificate-holders expiring on December 31 should receive a form in mid-October.

If your form does not arrive, contact us early. Always notify the Program of any address change. Operators are still responsible for renewing their operator certificate, regardless of whether they received the form or not.

Certificate renewal is required even if applicants have a new or pending upgrade at the time of renewal. A current active certificate is required to ensure current validation of any new or pending certificate.



*Seaside Wastewater oxidation ditch*



*Continuing Education session*

## What is required to maintain or renew a certificate?

- Completion of at least 2.0 CEUs (20 hours) or equivalent academic credit, during each two-year renewal cycle. Education or training must have direct application to the job tasks and required knowledge of a wastewater system operator, and be pre-approved by OESAC or DEQ.
- If you have both a Collection and a Treatment certificate, (any grade) you only need meet continuing education for one; accruing at least 2.0 CEUs total within the last two years.
- Operators are responsible for tracking their CEU awards and confirming approval (see next page).
- Payment of the \$160 renewal fee, (same fee for one or two certifications).
- Complete and mail the renewal materials, to be postmarked no later than your expiration date (June 30, or December 31), in order to avoid the \$120 reinstatement fee.
- Continued employment as an operator or Oregon residency is NOT required.
- Avoid going into expired status. If you are the system supervisor, you may not supervise the operation of a wastewater system with an expired certificate, so allow 4-6 weeks application processing time.

## Record your continuing education credits

The Renewal application has 3 sections: the employer / facility information, the fee section, and the CEU table, as well as the operator's signature and date. The second page provides detailed application instructions, and mailing address.

The CEU table includes columns for recording the course title, OESAC ID number, sponsor, or instructor, completion date, # wastewater CEUs or credits, and total. See sample below:

### C. CEU Table (2.0 minimum CEUs or academic credit hours, NOT PDHs) from 1/1/2018 to 12/31/2019

Certificates, College Transcript (quarter/semester), or official letters for approved courses must be attached

**Complete this table – Do not leave any table cells blank- incomplete forms will be returned.**

Title of: Course, Workshop, short school, etc. (required)	OESAC / Course # (required)	Sponsor Organization, or Instructor (required)	Completion Date (Mo/Day/Year) (required)	# WW CEUs OR credits (required)	DEQ Use only
Plumbing 101	4008	Technical Learning College	11/4/2019	.8	
Annual Summer Classic	3947	OAWU	8/22/2019	1.5	
Collection Systems Methods for Improvement	3467	Calif. State Univ. Sacramento	5/6/2018	2.0	
<i>Wastewater - approved CEUs or credits <u>must</u> be listed above OR listed on an attached copy of table to qualify, AND have been completed between Jan. 1, 2018 – Dec. 31, 2019, &amp; not previously claimed (possible exception for first-time renewals – call first).</i>				<b>TOTAL</b> 4.3	
<b>Total your CEUs here</b>					

Copies of all printed CEU documents (not hand-written) must be enclosed: CEU certificates, transcript, or other official records. Before mailing to DEQ, make a copy of your submitted renewal materials, and retain in your Operator certification file.

## What CEUs (Continuing Education Units) and credits are accepted?

Your submitted CEUs or courses must be approved as wastewater-relevant, either OESAC-approved, or DEQ-approved (prior approval, with documentation). Visit the Oregon Environmental Services Advisory Council (OESAC) website: <http://www.oesac.org> for listings of OESAC courses. Professional Development Hours (PDH's) are not considered equivalent to CEUs and are not OESAC-approved. For more ideas on acceptable CEUs, refer to your most recent certification award letter, and view the sheet titled "Wastewater CEU Options", available under "DEQ-approved training" on the Operator Certification webpage: <http://www.oregon.gov/deq/wq/wqpermits/Pages/Wastewater-Operator-Certification.aspx>.

A course document may be used only once per two-year renewal period. Submitted CEUs must have been earned within the past two years, unless you are re-instating your certification, and may not be re-used for the subsequent renewal period.

## Confirm your renewed certificate via our online database

Through our web site, you may view the list of all currently certified wastewater operators under the section "Certification database":

[>Find Certified Operators by Name](#)

You may confirm that DEQ has processed your renewal by viewing your new expiration date. If not renewed, once the expiration date has passed, the names fall off the external database. Once renewed, they appear again on the external database. Allow 4-6 weeks for renewal processing. The two-year validation cards are then mailed out about 2 weeks after DEQ processing.