

# Wastewater Operator Certificate Renewal

## Frequently Asked Questions

### Wastewater System Operator Certification Program

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

The Oregon Department of Environmental Quality mails out a renewal notice to each certificate holder's mailing address in their Your DEQ Online Responsible Official, or "RO," account, about 90 days prior to the expiration date. It includes each person's name, address, certificate type, grade, unique certification number(s), and the new two-year renewal period. Those with certificates expiring on June 30 should receive a notice in early April; certificates expiring on Dec. 31 should receive a notice in early October.

If your notice does not arrive, contact us early. Always keep your mailing address current in your online account. Operators are still responsible for renewing their operator certificate, regardless of whether they received the renewal notice 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.

**The program starts accepting Operator Certification Renewal applications no sooner than three months leading up to the expiration date – starting in October for the Dec. 31 expiration and starting in April for the June 30 expiration. Early renewals will be sent back."**

## What is my specified two-year CEU renewal period?

DEQ's wastewater operator certificates are valid for two years. The date of your first issued certificate establishes your specified two-year renewal period. This will either be in the month of June **OR** December, and either odd year **OR** even year. For your first certificate, you will receive between two years and two and a half years of validation, depending on when you are issued your first certificate. Subsequently, you will have exactly two years in each renewal period after your first renewal.

<b>EXAMPLES: If your current expiration date is:</b>	<b>Your two-year renewal period for gaining CEUs prior to your expiration date is:</b>
Dec. 31, 2025	Jan. 1, 2024 to Dec. 31, 2025
June 30, 2026	July 1, 2024 to June 30, 2026
Dec. 31, 2026	Jan. 1, 2025 to Dec. 31, 2026
June 30, 2027	July 1, 2025 to June 30, 2027
Dec. 31, 2027	Jan. 1, 2026 to Dec. 31, 2027

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

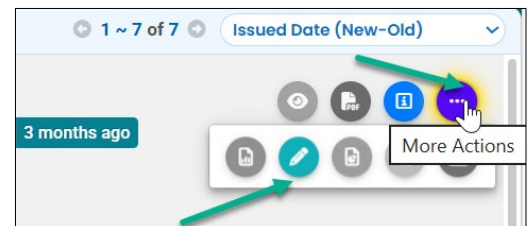
- Completion of at least 2.0 Continuing Education Units, CEUs, (20 hours) or equivalent academic credit, during each two-year renewal cycle. Education or training must have direct application to the job tasks and required knowledge of a wastewater system operator.

- CEUs must be pre-approved by the [Oregon Environmental Services Advisory Council](#).
- Applicable college credits may be used but must be pre-approved by DEQ.
- Passing a wastewater exam for UPGRADING, or a second certificate, qualifies for 2.0 CEUs if exam is in your two-year cycle (NOT the reinstatement period). See our web page flyer, [Obtaining 2 CEUs for Passing a Wastewater Exam](#), for full details.
- Professional Development Hours are not considered equivalent to CEUs and are not OESAC-approved.
- If you have both a Collection and a Treatment certificate (any grade), you only need to meet continuing education for one. **Only renew one** certificate in YDO – pick one. **Do NOT** pay for two renewal submittals.
- Operators are responsible for tracking their CEU awards and confirming approval.
- Complete and submit the renewal application in YDO. The \$168 renewal fee payment must be received no later than your expiration date. (or current fee, see [Wastewater Operator Certification Application Fee Table](#)) (same fee for one or two certifications). Fees increase by 3% each Nov. 1. Submittals after your expiration date incur the reinstatement fee of \$128.
- 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 four to six weeks application processing time.
- 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, during the one-year reinstatement period following the expiration date. Once used, a CEU document cannot be re-submitted for a subsequent renewal submission, even if it was in excess of 2.0 CEUs. There are no “rollover” or carryover CEUs.

Continued employment as an operator or Oregon residency is NOT required.

## How do I renew my certificate in Your DEQ Online?

Follow the [Renew or Reinstate a Wastewater Operator Certificate user guide](#), found on our web page. Open your PLC tab, and select the purple ellipsis, for “More Actions” then the turquoise Renew” icon:



Fill out all the form boxes completely, the CEU table, (screenshot below), attach your CEU document(s), and pay the fee. Complete the “Submit” tab. Please allow four to six weeks for DEQ processing.

A screenshot of the 'CEU Table (2.0 minimum CEUs or academic credit hours, NOT PDHs)' form. It has a red header bar with the title. Below it, a red box contains the instruction: 'Certificates, College Transcripts (quarter/semester) or official letters for approved courses must be attached'. Another red box says: 'Please add at least one record. Click the "+ New" button below.' with a blue arrow pointing to a yellow '+ New' button. At the bottom, there's a note: 'Certificate Application Grade and Fee – grade selection triggers fee amount'.

## Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities.

For translation or other formats, visit DEQ's [Civil Rights and Environmental Justice page](#).