**Operator Renewal FAQ**

**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 with the December 31 expiration date 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. Current certificate renewal is required to ensure two-year validation of any new or pending certificate.

- 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.
- If you have 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 CEUs for their license renewal.
- 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 two weeks after your expiration date (July 15, or January 15), 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.

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

- Completion of at least 2.0 CEUs (20 hours) or equivalent college 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.
- If you have 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 CEUs for their license renewal.
- 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 two weeks after your expiration date (July 15, or January 15), 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, completion date, and CEU total, see sample below:

<table>
<thead>
<tr>
<th>Title Course, Workshop, short school, etc.</th>
<th>OESAC #</th>
<th>Number of Instructors</th>
<th>Date</th>
<th>Course IDs</th>
<th>CEU Total</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metropolitan Park Water Reclamation</td>
<td>21102</td>
<td>City of Jacksonville</td>
<td>Jan 1, 2014</td>
<td>334678</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Wastewater Treatment</td>
<td>20901</td>
<td>Cal State University</td>
<td>Aug 2012</td>
<td>997687</td>
<td>1.2</td>
<td></td>
</tr>
</tbody>
</table>

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.

Confirm your renewed certificate via our online database

Through our web site, you may view the list of all currently certified wastewater operators at:

Search the Certified Operators Database

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.

What CEUs (Continuing Education Units) are accepted?

Your submitted CEUs must be approved as wastewater-relevant, either OESAC-approved, or DEQ-approved (prior approval, with approval documentation). Visit [http://www.oesac.com/index.aspx](http://www.oesac.com/index.aspx) for listings of OESAC courses.

A course document may be used only once per two-year renewal period. Submitted CEUs must have been earned within the past two years, and may not be re-used for the subsequent renewal period. For more ideas on acceptable CEUs, refer to your most recent certification award letter, and view the sheet titled “Wastewater CEU Options”, available on the Operator Certification webpage: [http://www.deq.state.or.us/wq/opcert/opcert.htm](http://www.deq.state.or.us/wq/opcert/opcert.htm)