

RENEWAL INFORMATION

To renew your Drinking Water **Treatment** or your **Distribution** Operator Certification for **three years**, fill out information requested below and submit this form along with your continuing education contact hour information and the appropriate fee(s) listed below to the address noted below. Make your check or money order payable to **SWRCB-DWOCP** (do not send cash), **ALL FEES ARE NONREFUNDABLE**. Your renewal **cannot** be processed without your continuing education contact hours, your **original signature**, and the **renewal fee**. If you have any questions regarding your certification, you may contact the Drinking Water Operator Certification Program at (916) 449-5611.

RENEWAL FEES

A discount is being offered to operators who are currently certified as both a drinking water treatment operator **AND** a water distribution operator. If you only have one or the other certificate, please submit the fee listed under *Renewal Fee*. If you hold both certificates, please submit the fee listed under *Discount Fee*. **YOUR DRINKING WATER TREATMENT AND DISTRIBUTION CERTIFICATES MUST BE RENEWED SEPARATELY. ONE FEE WILL NOT RENEW BOTH CERTIFICATES.**

| Grade | Renewal Fee | Discount Fee (currently certified in <u>both</u> water distribution <u>and</u> treatment) | First Late Fee | Second Late Fee |
|-------|-------------|--|---------------------|----------------------|
| 1 | \$70.00 | \$55.00 | <u>plus</u> \$50.00 | <u>plus</u> \$100.00 |
| 2 | \$80.00 | \$60.00 | <u>plus</u> \$50.00 | <u>plus</u> \$100.00 |
| 3 | \$120.00 | \$90.00 | <u>plus</u> \$50.00 | <u>plus</u> \$100.00 |
| 4 | \$140.00 | \$105.00 | <u>plus</u> \$50.00 | <u>plus</u> \$100.00 |
| 5 | \$140.00 | \$105.00 | <u>plus</u> \$50.00 | <u>plus</u> \$100.00 |

Renewal fees are due four months **BEFORE** the expiration date. A late fee of \$50 will be due for renewals submitted or resubmitted after the renewal due date, but at least 45 days prior to the expiration date. A late fee of \$100 will be due for renewals submitted or resubmitted less than 45 days prior to the expiration date but within six months after the expiration date.

CERTIFICATES THAT ARE NOT RENEWED WITHIN SIX MONTHS OF THE EXPIRATION DATE CANNOT BE RENEWED!

| <u>EXPIRATION DATE</u> If your certification expires on this date... | <u>RENEWAL DUE DATE</u> You must renew by this date to avoid late fees | <u>FIRST LATE FEE</u> A \$50 late fee applies if you renew after the "Renewal DueDate" but before this date... | <u>SECOND LATE FEE</u> A \$100 late fee applies if you renew after the "First Late Fee" date but before this date... |
|--|--|--|--|
| January 1, 2016 | September 1, 2015 | November 17, 2015 | July 1, 2016 |
| February 1, 2016 | October 1, 2015 | December 18, 2015 | August 1, 2016 |
| March 1, 2016 | November 1, 2015 | January 16, 2016 | September 1, 2016 |
| April 1, 2016 | December 1, 2015 | February 16, 2016 | October 1, 2016 |
| May 1, 2016 | January 1, 2016 | March 17, 2016 | November 1, 2016 |
| June 1, 2016 | February 1, 2016 | April 17, 2016 | December 1, 2016 |
| July 1, 2016 | March 1, 2016 | May 17, 2016 | January 1, 2017 |
| August 1, 2016 | April 1, 2016 | June 17, 2016 | February 1, 2017 |
| September 1, 2016 | May 1, 2016 | July 18, 2016 | March 1, 2017 |
| October 1, 2016 | June 1, 2016 | August 17, 2016 | April 1, 2017 |
| November 1, 2016 | July 1, 2016 | September 17, 2016 | May 1, 2017 |
| December 1, 2016 | August 1, 2016 | October 17, 2016 | June 1, 2017 |

Submit this form with your CE requirement and payment

CONTINUING EDUCATION HOURS ARE REQUIRED

Acceptable courses must have been completed since your previous renewal due date (within the last three years). Continuing education contact hours must be obtained between renewal periods and submitted before your expiration date or a late fee will be assessed.

(No more than 25% of the contact hours shall be safety related)

The following number of contact hours of continuing education will be required for renewal:

| Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 |
|----------|----------|----------|----------|----------|
| 12 hours | 16 hours | 24 hours | 36 hours | 36 hours |

When your renewal is due send copies of completion certificates for the required continuing education contact hours along with your renewal fee. Please remember, maintaining verification of your continuing education contact hours is entirely your responsibility, and is required to renew your operator certification.

For more information on renewals and continuing education, visit our website at:
http://www.waterboards.ca.gov/drinking_water/certlic/occupations/DWopcert.shtml

Mail this form, payment, and continuing education hours to:

State Water Resources Control Board
Drinking Water Operator Certification Program
P O Box 944212
Sacramento, CA 94244

Which one (1) are you renewing (check one only):

_____ Treatment **OR** _____ Distribution Grade _____

Operator #: _____ Due Date: _____

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Please submit separate form per certificate renewal.

If you would like your name & address **REMOVED** from the mailing list that is provided to the water systems, please initial here: _____

↓ *This information is required to renew your certificate* ↓

IMPORTANT RENEWAL INFORMATION
(to be filled out by operator)

Certificate Expires:

E-Mail address: _____

Provide your Distribution/Treatment number for discount

(if applicable): _____
[must be currently certified to qualify for discount]

Phone No.: () _____

Check one: Work () Cell () Home ()

Amount of Check: \$ _____

Check No.: _____

Original Signature

Date

FOR OCR OFFICE USE ONLY

Date To Accounting: _____

ID Card Sent/Database Updated: _____

Approved by: _____ Date: _____