Online Payments

Credit Cards or Debit Cards **WILL NOT** be accepted

Only Completed Applications will be processed; those that include payment and a completed application with original signatures.

**USER GUIDE**
For Wastewater Operators

Updated as of 07/18/2016
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**Items Required For Online Payment**

- Bank routing number and checking and/or savings account numbers.
- Completed Online Payment Form.
- Application (In order for an application to be complete the WWOCP must receive payment and a mailed completed application including original signatures).
The Wastewater Operator Certification Program (WWOCP) website

- Link to the WWOCP homepage:
Step One: Complete the Online Payment Form and email it to wwopcertprogram@waterboards.ca.gov.

- Click on ‘Wastewater Operator Online Payments’, ‘Step One Online Form’

![Image](image_url)

**State Water Resources Control Board**

**WASTEWATER OPERATOR CERTIFICATION PROGRAM (WWOCP)**

(This form is for Wastewater Operators only)

**ONLINE PAYMENT FORM**

Application Number: Q A _________

Name: Last: ___________ First: ___________ Middle: ___________ Date of Birth: ___________

Mailing Address: ___________ Apt. #: ___________

City: ___________ County: ___________ State: ___________ Zip: ___________

Telephone: Cell: (____) _________ Home: (____) _________

E-Mail Address: ___________ If Applicable: Certificate Grade: ___ & Number: _______

Payment Information:

Amount: _________ Date of scheduled payment: _________

- Complete the Contact Information for the applicant.
- If the applicant has an issued certificate number, complete the Certificate Grade and Number section.
- Complete the Payment Information with the amount of the payment and the date of payment.

<table>
<thead>
<tr>
<th>Application Type: (check which application)</th>
<th>Grade Level: (check which grade level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification</td>
<td>Grade I $170  Grade II $230  Grade III $300  Grade IV $340  Grade V $340  $50 X  _______ = _______ per number of Credentials Request</td>
</tr>
<tr>
<td>Contract Operator Credentials</td>
<td>$330 Initial or Renewal of Contract Operators (not to exceed $1,500)</td>
</tr>
<tr>
<td>Contract Operator (Initial &amp; Renewal)</td>
<td>Grade I $140  Grade II $180  Grade III $350  Grade IV $440  Grade V $440</td>
</tr>
<tr>
<td>Applications</td>
<td>$100</td>
</tr>
<tr>
<td>Examinations</td>
<td>Initial Exemption $300  Renewal $300</td>
</tr>
<tr>
<td>Boom Waiver (formerly known as Reciprocity)</td>
<td>Grade I $170  Grade II $230  Grade III $300  Grade IV $340  Grade V $340</td>
</tr>
<tr>
<td>Operation-In-Training (OIT)</td>
<td>Grade I $170  Grade II $230  Grade III $300  Grade IV $340  Grade V $340</td>
</tr>
<tr>
<td>OIT Renewals</td>
<td>$170</td>
</tr>
<tr>
<td>Provisional Operator</td>
<td>Grade I $170  Grade II $230  Grade III $300  Grade IV $340  Grade V $340</td>
</tr>
<tr>
<td>Renewals</td>
<td>Amount of Credit: _________</td>
</tr>
<tr>
<td>Using Credits on File</td>
<td></td>
</tr>
</tbody>
</table>

- Complete the Application type by selecting the type of application that is being submitted and select with the corresponding grade level.
Write down the date the application was sent in the mail.

Click on the bottom left hand side, ‘To continue’.

Applicants who use Outlook, or Eudora providers can automatically send in the Payment Information Form to the WWOCP website.

Applicants who use Gmail, Yahoo, or Hotmail providers will need save the form and then forward it manually to wwopcertprogram@waterboards.ca.gov.
**Step Two: Making a Payment**

https://www.govone.com/PAYCAL/SWRCB/Account/SubAgencies

- Click on the above Link to the California State Agency Online Payment, ‘EFT’ Menu
- Click on – Application Fees

Enter the Operator Certification Application Number as:
  a. “OA” followed by the issued operator certificate number.
  b. For operators without a certificate number, enter the initials OA followed by the first four alpha characters of the operator’s last name, the last four digits of the operator’s Social Security Number. For example, if the non-certified operator’s last name is Jones and the last four digits of his SSN is 9999 then his SWRCB Application Number is OAJONE9999. Use 0 as space holders for last names with less than 4 letters.
- Enter the amount of the payment.
- Enter the date the charge will be paid from the payee’s checking or savings account.
- Enter the Payee’s contact information, email and click Continue.
- If the payee is not representing a business, write in the Contact Name as the Employers Business Name. This field must be completed in order to move to the next step.

- Enter in the Bank Account Type, Routing Number, and Account Number.
- Mark the box to authorize payment and click continue.
Print this page for your records.

**Step Three: After Payment**

- Write the Payment Reference number provided to you on the top left corner of the application.
- Mail the application to:

  State Water Resources Control Board  
  Wastewater Operator Certification  
  P.O. Box 944212  
  Sacramento, CA 94244-2120

Contact us if you have questions at: (916) 341-5619, select option 7 or email us at wwopcertprogram@waterboards.ca.gov.