

CERTIFICATION RENEWAL REQUIREMENTS FOR WATER SYSTEM OPERATORS

More notes on CEUs

1. A course can be used only once per renewal period. For example, credit cannot be given for taking the DWP's Small Water System Course (.6 CEU) four times during a renewal period. Only one class will count toward the required CEUs.
2. If you are an operator who also has Cross Connection or Backflow certification and you've been using that training for CEUs every cycle, we encourage you to take a variety of classes to increase your professional competence.
3. If you did not earn acceptable CEUs during the required renewal cycle, you can recertify by earning CEUs before April 1 and submit them with the late fee.
4. New operators are given at least a year before being required to start earning those CEUs. Clarification will be mailed to you in your acceptance letter along with your wall and wallet certifications. We strongly encourage you to plan ahead and take the desired course(s) and workshop(s) for the type and level of system you are operating.

Oregon Environmental Services Advisory Council (OESAC)

CEUs must be approved by the Oregon Environmental Services Advisory Council. While OESAC evaluates a wide variety of courses for CEUs for both drinking water and wastewater, not all are considered relevant to water system operation. Others may be credited towards post-high-school education prerequisites when you apply for higher grades.

Check www.OESAC.com website to verify that the number of credits approved is what is reflected on your certificate. Keep in mind that "Need-to-Know" is the minimum information needed to obtain certification; professional growth goes beyond that information. (See our website for Need-To-Know criteria.)

If the course was not offered in Oregon or not evaluated by OESAC, it will be your responsibility to submit all supporting materials, verification of attendance and relevancy to your certificate to the Department of Human Services DWP for consideration.

All CEUs submitted for DWP operator renewals must be approved by OESAC. To check on course approval or to register/ sponsor a course, contact the OESAC.



**Oregon Department of Human Services
Public Health Division**
Phone: 971-673-0426
www.oregon.gov/DHS/ph/dwp

**Oregon Environmental Services
Advisory Council (OESAC)**
CEU Credits/Training
Phone: 503-698-8494
www.OESAC.com



This document can be provided upon request in alternative formats for individuals with disabilities. Other formats may include (but are not limited to) large print, Braille, audio recordings, Web-based communications and other electronic formats. E-mail -----@state.or.us, call 971-673-0427 (voice) or call XXX-XXX-XXXX (TTY) to arrange for the alternative format that will work best for you.

Operator Certification Program

The public health objectives of the Operator Certification Program are to ensure that:

- Customers are provided with an adequate supply of safe, potable drinking water;
- Consumers are confident that their water is safe to drink; and
- Water system operators are trained and certified to show they have the knowledge and skills to deliver water that meets the drinking water standards.



Certification renewal

Drinking Water System Operator Certification is renewed yearly. The fees are \$40 for one certification and \$60 for two. All current certified operators will receive a renewal form in November.

Renewals may be submitted by mail or you can now renew and pay for your operator certification online at www.oregon.gov/DHS/ph/dwp. The complete renewal packet must be returned postmarked **not later than December 31**. Renewals received after that date, as well as incomplete submittals, will be subject to late fees. **Renewal fees are nonrefundable**, so make sure you are sending accepted CEUs.

A complete renewal packet includes:

1. Payment of all fees
2. Signed renewal form
3. Documentation of 2.0 OESAC approved CEUs

Reinstatement

If you fail to renew by April 1 of the year following expiration, you will not receive the renewal form in November. Please call or go to our website for the renewal form. Your complete reinstatement packet must be postmarked by December 31 to avoid termination of your certificate.

The following fees are required for reinstatement:

1. Current renewal fee: \$40 for one certificate or \$60 for two;
2. Reinstatement fee: \$50;
3. Next year renewal fee: \$40 for one certificate or \$60 for two; and
4. CEUs, if required.

Please mail the renewal packet and fees to:

Cashier
Department of Human Services
P.O. Box 14260
Portland, OR 97293-0260

Continuing education for professional growth

In order to qualify for renewal of your Drinking Water System Operator's Certificate, you must provide evidence of continued professional growth in the field of water treatment or water distribution.

Accumulation of two college credits or Continuing Education Units (CEUs) every two years in relevant subject matter is considered satisfactory evidence of professional growth. Two college credits in the fields of engineering, chemistry, water/ wastewater technology, or allied sciences will meet continuing education requirements. One CEU is defined as 10 contact hours of qualified instruction. That is, 8 contact hours of instruction can be recorded as 0.8 CEUs.

It is a good idea to check the Oregon Environmental Services Advisory Council (OESAC) website at www.oesac.com prior to submission to verify the number of credits approved for the certifications. Instances in which OESAC approved a course or workshop but the training certificate states a different number of CEUs, have caused operators to fall short of their required CEUs during the renewal period. This can result in an incomplete renewal and late fees. Remember, some general CEUs cannot be used for renewals, but can be used as post-high-school education, so be sure to save them.

Please complete our Continuing Education Worksheet found on our website for your own records and list the courses and workshops taken and the total CEUs approved. CEU requirements are scheduled every two years based on last name: A-K and L-Z. Those whose last name begins with L-Z must submit CEUs **every ODD year**; those whose last name begins with A-K must submit CEUs **every EVEN year**.

New to Oregon?

If you were certified in another state and applied for reciprocity in Oregon during the year, you will need to report CEUs according to your last name as above. While you may be new to Oregon, we expect your education to be ongoing. CEUs earned out of state are reviewed on an individual basis by the department.