

CERTIFICATION RENEWAL STATUS

For Michigan Department of Environmental Quality, Certified Waterworks Operators

Individuals writing and passing a certification examination are issued certificates on the basis of a 3-year renewal cycle. This applies regardless of the number of certificates already held. The expiration date of the certification is extended so that it coincides with the **expiration date** for the exam most recently passed.

Individuals renewing a certificate are issued certificates on a 3-year renewal cycle provided they have met the continuing education renewal requirement for the highest level of certification held and submitted the completed renewal application. A certificate will expire on one of the quarterly expiration dates, as shown below, regardless of the calendar year.

Persons with an expired certificate are eligible for employment at a waterworks system; however, they cannot serve as the “operator in charge” or “back-up operator” of a distribution system, a treatment system or a shift at a water treatment plant.

A certificate that has expired may be reinstated within 1-year from the expiration date of the certificate only when an individual has completed the necessary continuing education requirements as prorated from the certificate’s expiration date. **If a certificate is not reinstated within 1-year, the individual will no longer hold any drinking water certification and will be required to re-test for the desired certification.**

Quarterly <u>Expiration Dates</u> regardless of calendar year	January 15	April 15	July 15	October 15
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The following is a guide to help calculate the prorated CEC’s for the expired D, DR, F, FR and/or S, SR certifications held.

Certification Level Held	Renewal CEC’s needed	1 to 90 days expired	91 to 180 days expired	181 to 270 days expired	271 to 365 days expired
1, 2, or 3	2.4	2.6	2.8	3.0	3.2
4	1.2	1.3	1.4	1.5	1.6
5	0.9	0.9	1.0	1.1	1.2

For example, if an individual wrote and passed a fall 2009 exam, the issue date would be the day of the exam, 11/4/2009. Three years out would be in November 2012, but the closest future quarterly expiration date is January 15, 2013. If the individual did not meet the renewal CEC’s needed, the schedule above would apply. The days denoted in the table above are an approximation since the DEQ works with quarterly expiration dates only. **There is no flexibility in this policy. It is the certified operator’s responsibility to maintain a training history and be able to verify any training attended, and to submit a renewal application no sooner than 8 weeks prior to certification expiration.**

A renewal applicant, who does not meet the continuing education requirements for the higher certification levels (1, 2 or 3) but meets the continuing education requirements for the level 4, may choose to renew at the 4 level and give up the higher certification level. The request to give up the higher level certification level and be renewed as a 4 level must be in writing.

Certified operators can check their CEC’s and certification status online at:
<http://www.michigan.gov/deqoperatortraining>

Certified operators due to expire can generate a renewal application online 8 weeks or less prior to expiration by clicking on the link “Check Your Drinking Water CEC’s Online and Approved Courses” to open the Operator Training & Certification Information System (OTCIS) page. Use the navigation tools on the left side of the OTCIS page to search out operator information by last name or operator ID.

OPERATOR CERTIFICATION RULE CHANGES

EFFECTIVE DATE: December 4, 2009

Attention: Portions of the Administrative Rules pertaining to drinking water operator certification have been revised with an effective date of December 4, 2009.

ANY DRINKING WATER OPERATOR CERTIFICATE WITH AN ISSUE DATE ON OR AFTER DECEMBER 7, 2009 IS AFFECTED BY THESE REVISIONS

- Renewals are still on a 3-year cycle (no change from previous practice.)
- The NUMBER of CECs needed to renew a certificate HAS NOT CHANGED.
- The type of training required **HAS** changed. To renew a certificate with an issue date on or after December 7, 2009, a holder of a drinking water certificate will need to satisfy the continuing education in the following table:

Highest certification level held	Minimum number of continuing education training hours* required to renew	Minimum number of continuing education training hours categorized as "technical" or "managerial"
1 or 2	24	18
3	24	12
4	12	6
5	9	no minimum

*One continuing education training hour is the equivalent of 0.1 CEC

WHAT THIS MEANS TO YOU...

- If your highest level certification is a 1 or 2, then at least 1.8 of the required 2.4 CECs **MUST** be from training designated as either technical or managerial.
- If your highest level certification is a 3, then at least 1.2 of the required 2.4 CECs **MUST** be from training designated as either technical or managerial.
- If your highest level certification is a 4, then at least 0.6 of the required 1.2 CECs **MUST** be from training designated as either technical or managerial.
- If your highest certification is a 5, you need at least 0.9 CECs, but the CECs can be in any category; technical, managerial or other.

For most certified individuals, these revisions will not be a major change in the way you take continuing education training for certificate renewal because the majority of approved training is in either the technical or the managerial category. However, it will be your responsibility to obtain the correct combination of training so that you will be able to renew your certificate when it is ready to expire. Course sponsors will be required to add this information to their course announcement brochures, but this will take time. The best place to check to see the approved course category is the Operator Training & Certification Unit (OTCU) Website. Courses approved for drinking water CECs will have the letter "T" (for Technical), "M" (for Managerial), or "O" (for Other) at the beginning of the course title. If you are still uncertain or have questions, call the OTCP at 517-284-5424.

For a complete listing of all DEQ approved courses and providers, visit our website at:

<http://www.michigan.gov/deqoperatortraining>

(Click on the "List of Approved Courses for CEC's" link under the Information heading)