



MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY
OFFICE OF DRINKING WATER & MUNICIPAL ASSISTANCE

**APPLICATION FOR RENEWAL OF DRINKING WATER TREATMENT
AND DISTRIBUTION OPERATOR CERTIFICATION**

This information is required by authority of Act 399, P.A. 1976

DO NOT WRITE IN BOX	
Operator ID:	
Certificates Held:	
CECs	of
Reissue Date:	
Expiration Date:	

GENERAL INFORMATION – Applicants must thoroughly complete and sign this application. A certificate that is not renewed within one year of expiration cannot be renewed or can only be renewed by retesting for the desired certification level.

There is a **RENEWAL FEE of \$95.00.**

Check box if new address.

First Name	Middle Initial	Last	Email		
Mailing Address		City	State	Zip	
Operator ID #	Expiration Date of Current Certificate	Work Phone ()	Home Phone Number ()		
CERTIFICATES HELD: INDICATE HIGHEST LEVEL HELD IN EACH CATEGORY					
Complete Treatment-F:		Limited Treatment-D:	Distribution-S:		

Check the renewal certification status you are applying for?

- Renew Now:** I currently hold a drinking water certificate and have met the continuing education requirement. **There are no refunds for renewal of certification under any circumstances.**
(If **Renew Now**, complete entire application and submit with fees.)
- None:** Please delete my name and certification information from your records.
(If **None**, Skip to bottom of page and sign application-**DO NOT** send payment if you wish to be **deleted**)

Title of Current Job Position:	
Employer:	Water Supply Serial Number:

Certification of Applicant: I certify that all information provided in this application, and any accompanying pages, is true.

Signature _____ **Date** _____

PLEASE mail completed application to one of the following addresses depending upon payment method:

<p>When paying online, go to www.thepayplace.com/mi/deq/trainandcertify. Please mail a copy of the payment receipt, the ORIGINAL application, and all documentation to this address. DO NOT MAIL CHECKS TO THIS ADDRESS:</p> <p>MDEQ Office of Drinking Water and Municipal Assistance Operator Training and Certification PO BOX 30241 Lansing, Michigan 48909-7741</p> <p><small>EQP 3440 (Rev. 7/2013)</small></p>	<p>To pay by check, please mail this application, all documentation and appropriate fees of \$95.00 to:</p> <p>Make checks Payable to: State of Michigan</p> <p>MDEQ Office of Financial Management Revenue Control/Cashier's Office PO BOX 30657 Lansing, Michigan 48909-8157</p>	<p>For overnight or express delivery, please send check/credit card receipt, application and all documentation to:</p> <p>Make checks payable to(if applicable): State of Michigan</p> <p>MDOT Accounting Service Center 425 West Ottawa Street Lansing, Michigan 48933</p> <p>For Cashier's Use Only: DWF</p>
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COMPLETED FORM SHOULD BE RETURNED PRIOR TO YOUR CERTIFICATE EXPIRATION DATE

CONTINUING EDUCATION COURSES TAKEN DURING RENEWAL PERIOD

List any training courses, not shown below, that you have taken during your current renewal period and believe apply toward your continuing education credit. Include course title, completion date, location held, sponsoring organization, and CECs or CEUs awarded.

STATE OF MICHIGAN REQUIREMENTS FOR CERTIFICATION

Under Act 399, P.A. 1976 and Administrative Rules (Excerpts from the Rules as Amended 12/4/2009)

R 325.11915 Renewal requirements.

Rule 1915. (1) The department shall renew a certificate on a 3-year cycle. To renew a certificate, a certificate holder shall submit, to the department, an application for renewal on a form provided by the department.

2) To have a certificate renewed, a holder of a drinking water certificate shall satisfy the minimum criteria for continuing education requirements as required in the following table:

Table 1. Minimum requirements for continuing education

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

(5) A certificate holder shall keep his or her own record of approved training, education, and work experience and be prepared to present proof of that training, education, and experience if required by the department.

(6) The failure of an applicant for renewal to meet the requirements of this subrule and subrules (1) to (5) of this rule shall constitute grounds for refusing to renew a certificate

Under Act 148, P.A. 2011 (Excerpts from the Law as amended 9/21/2011)

Sec. 3110 (MCL 324.3110)

(d) For certification renewals under subsection (1), the following fees apply:

(f) For certification renewals under section 9 of the safe drinking water act, 1976 PA 399, MCL 325.1009, for all drinking water certification levels as described under R 325.11901 or R 325.11902 and issued on a single certificate, \$95.00