

CERTIFICATION RENEWAL STATUS
Michigan Department of Environmental Quality
Operator Training and Certification Program (OTCP)
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.

Quarterly Expiration Dates regardless of calendar year	January 15	April 15	July 15	October 15
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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.**

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 a higher certification level (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.

CONTINUING EDUCATION CREDIT

Michigan Department of Environmental Quality, Operator Training and Certification Program (OTCP)

Certified Drinking Water Operators

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

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.

Training courses qualifying for continuing education credit must be advisory board-approved. Individuals may download a complete list of approved courses and providers from the OTCP website that lists continuing education credit for courses not shown on this document at <http://www.michigan.gov/deqoperatortraining>.

It is strongly recommended that you check the list of approved courses and their categories prior to signing up for a course or training.

Successful Course Completion - One or two day meetings and seminars require full day attendance for successful completion. This will be determined by signing a training course participant roster, filling out a continuing education credit form (CEC) which is validated by a course official at the conclusion of the training, or by obtaining a certificate of completion after a training course or seminar has concluded. If an individual leaves a meeting or course early continuing education credit will not be given. Credit for one and two-day meetings of this type are normally assigned on the basis of contact hours with 1.0 CEC for 10 contact hours. Partial credit will not be given for one-day meetings. For courses of a longer duration, such as the 3-day courses or 12-week courses, successful completion for full credit generally requires individuals to meet the attendance requirement.

Repeat Credit - Full credit may be awarded for repeat attendance at meetings and seminars with a changing course content or agenda, such as Regional Meetings and the Michigan Section, AWWA and Michigan Rural Water Association annual conferences. For courses that basically repeat the course content, continuing education credit may be awarded to the individual for each successful repeat that occurs outside or after his or her current renewal cycle. No credit will be awarded for repeating such courses during the current certificate renewal period.

Credit for Course Instructors - Continuing education credit for course instructors may be awarded for certain courses of long duration (20 contact hours or greater). Such credit will be awarded based on the number of contact hours available to students taking the course, except that instructors may not be awarded more than one-half the number of continuing education hours required for their own level of certification. This maximum value applies to all such courses conducted by an instructor within the instructor's current renewal period.

In-Service Training & College Courses - Advisory board-approved water utility in-service training and individual college courses may be awarded continuing education credit. Water utility in-service training programs must be approved by the advisory board of examiners. CECs will be awarded for any college course when the student receives credit from the college or university provided the course is a semester in duration and relates to the duties, responsibility, operation, maintenance or supervision of a drinking water system. The following course categories merit credit: Math, Chemistry, Physics, Limnology, Accounting, Electrical, Business Management, Public Health, Environmental Regulation, Biology, Hydraulics, Engineering, Technical Writing/Communication, and Microbiology. It is recommended that students electing to take such courses contact OTCP at 517-284-5424 prior to enrolling in the course.

Other Credit - Continuing education credit equal to 1 hour (0.1 CEC) maximum may be awarded annually for an active individual, an active affiliate or an active organization representative membership in certain organizations, such as the American Water Works Association (AWWA) and Michigan Rural Water Association (MRWA). This credit value is based upon full year membership as of December 31 of each year. Accordingly, individuals holding membership each month of the 3-year renewal period may be awarded the maximum available credit of 3 hours (0.3 CECs). This credit may also be awarded in ensuing renewal periods. Also, a maximum of 6 hours (0.6 CECs) for exhibits, such as Joint Expo or MRWA annual exhibits will be allowed in any 3-year renewal cycle.

CONTINUING EDUCATION CREDITS ALLOWED FOR VARIOUS COURSES OF STUDY

Approved Drinking Water Training Courses sponsored by the Operator Training & Certification Program:

	<u>MAX. POINTS GIVEN</u>	
Advanced Cross Connection Control Seminar	0.5	“Technical” category
Basic Cross Connection Control Seminar	0.5	“Technical” category
Basic Math & Hydraulics Short Course	1.8	“Technical” category
Limited Treatment Short Course	1.8	“Technical” category
Math Short Course	1.8	“Technical” category
M.S.U. Ground Water Seminar	1.0	“Technical” category
M.S.U. Water Bacteriology Course	2.2	“Technical” category
M.S.U. Water Chemistry Course	2.2	“Technical” category
Water Distribution Short Course	1.8	“Technical” category
Water Treatment Short Course I	1.8	“Technical” category
Water Treatment Short Course II	1.8	“Technical” category

A complete listing of course providers and approved courses can be downloaded at:

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

Click on the link under Information “Check Your Drinking Water CEC’s Online” or the “List of Approved Courses for CECs” link. The “Approved Courses” link is in the lower left corner of the new page.