



Drinking Water Operator Certification Renewal

Mail this form, payment, and continuing education hours to:

**State Water Resources Control Board
Drinking Water Operator Certification Program
PO Box 944212
Sacramento, CA 94244-2120**

Check which certification you are renewing (only check one)

_____ Treatment **OR** _____ Distribution _____ Grade _____

Operator #: _____ Due Date: _____

Name: _____

Mailing Address: _____

City: _____

State: _____ Zip Code: _____

Please submit a separate form for each certificate renewal.

If you would like your name & address **REMOVED** from the mailing list that is provided to water systems, please initial here: _____

↓ *This information is required to renew your certificate* ↓

IMPORTANT RENEWAL INFORMATION (to be filled out by operator)

Certificate Expiration Date: _____

Your E-Mail Address

To qualify for the Discount Fee, please provide your other
Treatment/Distribution/Wastewater Operator Number

(You must be currently certified to qualify for discount)

Phone No.: _____

Check one: Work () Cell () Home ()

Amount of Check or M/O: \$ _____

**If you are presently employed by a water treatment or
water distribution facility, please provide:**

Company Name: _____

City/State: _____

Original Signature

Date

FOR DWOCF OFFICE USE ONLY

Date To Accounting: _____

ID Card Sent/Database Updated: _____

Approved by: _____ Date: _____

RENEWAL INFORMATION

To renew your certification for three years, please complete the following:

- On the top left half of this form:
 - Check mark which certification you are renewing and neatly print your grade level, operator number, due date, name, and mailing address.
- On the top right half of this form:
 - Neatly print your expiration date, email address, your other treatment/distribution certification number (if any), your wastewater treatment number (if any) phone number, and the amount of the check or money order.
 - If you are presently employed by a water treatment or distribution facility, please print their name and city/state. If you are not employed by a water company, please print **N/A**.
 - Sign and date on the Original Signature line.
- Make your check or money order payable to **SWRCB-DWOCF** (do not send cash). Please see the second page for fee amounts. **All Fees Are Non-Refundable.**
- Make copies of your certificates of completion or school transcripts (official or unofficial).
- Mail this form with your renewal fees and copies of your certificates or transcripts to the address listed below.

If you have any questions regarding your certification renewal, contact the Operator Certification Program by email at dwopcertprogram@waterboards.ca.gov or by phone on the main line number at (916)449-5611.

For more information on renewals and continuing education, visit our website at:
http://www.waterboards.ca.gov/drinking_water/certlic/occupations/DWopcert.shtml

RENEWAL FEES

A discounted renewal fee is available to operators who hold two or more State Water Board certifications in drinking water treatment, drinking water distribution, or wastewater treatment. If you only have one certification, please pay the amount listed under *Single Certification Renewal Fee* for your grade level. If you hold two or more certifications, please pay the reduced fee listed under *Discount Fee*.

YOUR DRINKING WATER TREATMENT AND DISTRIBUTION CERTIFICATES MUST BE RENEWED SEPARATELY.
ONE FEE WILL NOT RENEW BOTH CERTIFICATES

Grade	Single Certification Renewal Fee	Discount Fee (currently hold two or more certifications)	First Late Fee (postmarked after due date)	Second Late Fee (postmarked less than 45 days before expiration date)
1	\$70.00	\$55.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
2	\$80.00	\$60.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
3	\$120.00	\$90.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
4	\$140.00	\$105.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00
5	\$140.00	\$105.00	<u>plus</u> \$50.00	<u>plus</u> additional \$50.00

The Regulations require that complete renewal applications (**form, fees, AND contact hours**) be submitted four months **BEFORE** the expiration date. This allows us processing time before your expiration date. A late fee of \$50 will be added for renewals postmarked after the due date, but more than 45 days prior to your expiration date. A second late fee of \$50 (total of \$100 in late fees) will be added for renewals postmarked less than 45 days prior to the expiration date.

<u>EXPIRATION DATE</u> If your certification expires on this date...	<u>DUE DATE/ FIRST LATE FEE</u> Your payment and renewal form are due by this date. If the postmark is after this date, a \$50 late fee will be added.	<u>SECOND LATE FEE</u> A second \$50 late fee will be added if the postmark for your payment and renewal form is after this date
January 1, 2025	September 1, 2024	November 17, 2024
February 1, 2025	October 1, 2024	December 18, 2024
March 1, 2025	November 1, 2024	January 15, 2025
April 1, 2025	December 1, 2024	February 15, 2025
May 1, 2025	January 1, 2025	March 17, 2025
June 1, 2025	February 1, 2025	April 17, 2025
July 1, 2025	March 1, 2025	May 17, 2025
August 1, 2025	April 1, 2025	June 17, 2025
September 1, 2025	May 1, 2025	July 18, 2025
October 1, 2025	June 1, 2025	August 17, 2025
November 1, 2025	July 1, 2025	September 17, 2025
December 1, 2025	August 1, 2025	October 17, 2025

CONTINUING EDUCATION HOURS ARE REQUIRED

As part of your certification renewal, you must submit proof of completion for the number of continuing education contact hours as listed below. Acceptable drinking water courses must have been completed within the previous 3 years of your due date and not used on a prior renewal. Please remember, it is your responsibility to keep and maintain your proof of continuing education contact hours. Keep all originals and only submit copies of your contact hours with your renewal form and renewal fee.

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Number of Required Contact Hours	12 hours	16 hours	24 hours	36 hours	36 hours

No More Than 25% of Your Contact Hours may be Safety-Related

Very Important	<p>Continuing education contact hours are due <u>with</u> your renewal application and fees by your due date. If your hours are not completed by the expiration date, you have a six-month grace period after your expiration date to complete them. <u>During this grace period, your certification is EXPIRED, you must not work as an operator until your certification has been renewed.</u></p> <p>Your renewal paperwork must be postmarked no later than one year after your expiration date.</p> <p>If you have NOT completed your contact hours within six months of your expiration date, you can not renew, your certification will be expired. You must then take and pass an examination in order to be eligible for certification.</p>
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