

The Department will not renew a certificate without the complete information requested on this form.



OPERATOR CERTIFICATION RENEWAL FORM

Professional Development Hours (PDH).

A professional development hour (PDH) is equal to one contact hour of continuing education. A total of 30 professional development hours are required for each 3-year renewal period regardless of the number of certificates that are held by an operator.

The type of PDH acceptable to the Department for certificate renewal include, but are not limited to: an approved college course, a course offered by a Certified Environmental Trainer, regulatory and tribal agency training, certain types of in-house training, technical conferences, correspondence courses, and manufacturer product training. An accredited college course is usually recorded in credit hours. In general, 1 college credit hour = 10 PDHs. If an operator has a question about a specific type of training, please call the Operator Certification Program Coordinator for approval before attending the training. The Department randomly audits renewals and may ask an operator to provide the applicable documentation. Keep your documentation in case you are asked by the Department for verification.

KEEP YOUR DOCUMENTATION OF RENEWAL SUBMITTAL.

CERTIFICATE RENEWAL REQUESTS ARE PROCESSED DURING THE MONTH THAT THE CERTIFICATES ARE DUE TO EXPIRE.

Certificates are printed at the end of each month. If you have not received your renewed certificate within 30 days after the month it was due to expire please e-mail wpr@azdeq.gov to confirm your renewal.

CERTIFICATES LAPSE AFTER 90 DAYS; 60 DAYS AFTER EXPIRATION CONTACT THE OPCERT PROGRAM TO CONFIRM CERTIFICATE RENEWAL.

Mail the completed form to:
Arizona Department of Environmental Quality
Operator Certification Program
1110 W. Washington St. Mail Code 5415 B-2
Phoenix, AZ 85007

Email or FAX:
Fax 602.771.4634
Email wpr@azdeq.gov
www.azdeq.gov
Phone: 602.771.4638

DO NOT MAIL OR FAX THIS INTRODUCTORY PAGE

The Department will not notify you regarding the expiration of your certificates. Please do not call to confirm receipt of this form. Rev. 12/2010

The Department will not renew a certificate without the complete information requested on this form.

Operator Certification Renewal Form

Name _____ Operator Number OP0 _____ SSN (Last Four Digits Only) _____

Address _____

City _____ State _____ ZIP _____

Home Phone () _____ Work Phone () _____ E-mail _____

System Name and Number _____

Drinking Water Wastewater Employment Start Date _____

Indicate the type, grade, and expiration date for each certificate that you hold.

TYPE	GRADE 1	GRADE 2	GRADE 3	GRADE 4	EXP. DATE
Water Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wastewater Collection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wastewater Treatment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Do you want a Common Expiration Date (CED) for all your certificates? NO YES

DATE	Technical/Job-related Training	HOURS	DATE	Technical/Job-related Training	HOURS
	TOTAL			TOTAL	

If the requested information exceeds this form or you have any additional information, please continue on a separate sheet of paper and attach it to this form.

I hereby certify that the above information is complete and correct.

Certified Operator Signature

Date

Do Not Call To Confirm Receipt Of This Form.

If you have not received your renewed certificate within 30 days after the month it was due to expire please
Email wpr@azdeq.gov to confirm your renewal. Rev. 12/2010