August 31, 2019

Dear Massachusetts Licensed Wastewater Treatment Plant Operator:

As a licensed Operator in the state, you are responsible for completing the enclosed renewal form and paying the $75 renewal fee by December 31, 2019. The form, TCH proof (see below) and fee must be sent to NEIWPCC. If the materials submitted meet renewal requirements, the issuance of a renewed WWTPO license should take 3-5 weeks.

If you are INACTIVE, or are changing from ACTIVE to INACTIVE during this renewal process, please write "INACTIVE" on the return envelope. In addition, a company or municipal check submitted for multiple operators should include the last name and wastewater license number of ALL persons covered by this check. This step, along with the inclusion of all completed renewal applications, will help avoid delay in the renewal process.

As the renewal form indicates, you must have obtained 20 hours of pre-approved training contact hours (TCHs) during the license renewal period (January 1, 2018 - December 31, 2019) to remain Active, unless you are newly certified for the first time in 2018 (you would need just 10 more for renewal), or newly certified for the first time in 2019 (no TCHs needed for this renewal), as wastewater exams are worth 10 TCHs towards renewal. If you took training classes with NEWEA or MWPCA during the period of January 1, 2018 through approximately mid-July, 2019, the TCHs for these classes should be shown on the back of your renewal invoice. For NEWEA, MWPCA or NEIWPCC TCHs that don't appear on your renewal invoice, and for ALL OTHER (approved) training classes, YOU MUST SUBMIT HARDCOPY PROOF (for example, copies of course completion certificates or letters, official transcripts, etc.). PLEASE SEE THE OTHER SIDE OF THIS LETTER FOR TCH/EDUCATIONAL REQUIREMENTS FOR RENEWAL AND OTHER USEFUL WWTPO LICENSE INFORMATION AND RETAIN FOR CURRENT AND FUTURE REFERENCE. ALSO PLEASE NOTE that no more than 50% of the TCHs required for renewal can be safety-related.

For further details on the Massachusetts wastewater certification and training program, visit https://neiwpcc.org/learning-center/massachusetts-wastewater-operator-training-certification/ where you can also obtain a schedule of the Massachusetts wastewater treatment courses offered through NEIWPCC. Additional opportunities for approved TCHs can be found at: www.newea.org and www.mwpca.org. If you are planning to use NEWEA or MWPCA membership TCHs, you must include a copy of your current membership card with your renewal submittal in order to receive credit for these TCHs. (Note that only one of these memberships can be used for TCHs in a renewal cycle.)

Please be advised that there is a fee for returned checks and late renewals. The additional fee for a returned check is $30. The additional late fee, for renewal applications received or postmarked between January 1, 2018 and March 31, 2019, is $30. The total cost for a late renewal would be $105. With respect to this renewal cycle, reinstatement of a WWTPO license after March 31, 2020, if not renewed by then, will be by examination only.

For more information on recertification, please contact NEIWPCC at (978)-323-7929 ext. 105. If you have specific questions regarding TCH eligibility, contact the Board of Certification at (617)-292-5867.

Thank you for the work that you do to help keep the Commonwealth's waters clean.

Sincerely,

Michelle Jenkins
Information Officer
NEIWPCC Wastewater and Onsite Programs