

EDUCATION/TRAINING REQUIREMENTS FOR WWTPO LICENSE RECERTIFICATION/RENEWAL

Operators with an Active wastewater treatment plant operator (WWTPO) license are required to obtain 20 training contact hours (TCHs) during the 2 year renewal period that ends on December 31 of odd numbered years. ALL operators, Active or Inactive, will be required to renew their WWTPO license, which includes paying a renewal fee. All operators are issued a pocket/wallet license card (showing a license expiration date) once renewed. Operators should make copies of course documentation for their renewals. An audit review of submitted TCH paperwork will be conducted for all Active operators to ensure that the TCH requirement is fulfilled. Documentation requires certificate or letterhead with the following:

- Name of course
- Course date
- Name of attendee
- Number of training contact hours (TCHs)
- Board of Certification of Wastewater Treatment Plant Operators file number (for example, BC-2009-1234). *Individuals who are unsure of Board acceptance of a vendor's TCHs offering should request a course approval/evaluation form be completed by the training vendor.*
- Certifying signatures

All courses and seminars must have direct application to the wastewater field.

Courses which are *not* pre-approved are subject to evaluation and approval by the Board. Approval is based on review of course outline, instruction materials, name, address and background of instructor, and an example of the program completion form or certificate. The provider must keep permanent records that document training hours, approval of training, and attendance rosters.

Pre-Approved Courses	TCHs	Additional Comments
MA Wastewater Certification Exam **	10	Must pass exam
MA Water Pollution Control Association (MWPCA) Training, Quarterly Meetings and Trade Show		Hours as awarded
New England Water Environment Association (NEWEA)		Hours as awarded
Professional Membership: MWPCA or NEWEA (can only use one)	2	2 TCHs MAXIMUM per renewal period
New England Interstate Water Pollution Control Commission (NEIWPCC)		Hours as awarded
Colleges or Universities (wastewater or related courses)	15	1 credit hour = 15 TCHs
Red Cross, Basic CPR, First Aid Courses *	3	3 TCHs MAXIMUM per course
If Continuing Education Units (CEUs) are awarded	10	1 CEU = 10 TCHs
If no CEUs are granted, approval of the board is needed.		Must complete and submit evaluation form
Correspondence courses		Hours as awarded
HAZWOPER Annual Refresher *	8	Can use only ONCE in two year period

PLEASE NOTE:

*** No more than 50% of the TCHs required for renewal can be safety-related.**

**** The Board of Certification recommends taking and passing a level 1 or 2 exam before taking a higher level exam.**

WASTEWATER TREATMENT PLANT OPERATOR LICENSE STATUS

When and If Status (WI) is given to an operator that has passed an exam, is not working in the field, and does not have experience as defined in 257 CMR 2.12(2). Operators with WI status are not required to obtain the training contact hours (TCHs), but must pay the renewal fee. When WI operators gain employment at a wastewater treatment facility and submit a status change form, the Board of Certification of Wastewater Treatment Plant Operators will change their status to Operating in Training (OT). From that point, operators must obtain TCHs.

INACTIVE operators (those who are not working in the field) with Operator in Training or Full status are not required to obtain the training contact hours, but must pay the renewal fee. If an INACTIVE operator wants to become ACTIVE, the operator must obtain 10 TCHs *during the same calendar year they choose to go Active* and then submit a Change Of Status form to the Board of Certification of Wastewater Treatment Plant Operators along with these TCHs. The operator then must obtain TCHs for the next renewal year.

To change your status from an Operator in Training (OT) to a Full status, you must file a completed Change Of Status form with the Board of Certification of Wastewater Plant Operators. The Operator must show specific job responsibilities performed in the wastewater treatment field that provided the experience. **OE** - open-ended time frame to achieve Full status (part-time or not at the experience level of that grade).

The Board of Certification of Wastewater Treatment Plant Operators will revoke the certification of an operator who fails to pay the renewal fee or fails to obtain the correct amount of training contact hours. Reinstatement following revocation shall be by written examination.

Please Note: The fee for a duplicate license is \$15 and the fee for a duplicate certificate is \$25.

For more information on training, contact New England Interstate Water Pollution Control Commission at www.neiwpcc.org or 978-323-7929, or the MWPCA at www.mwpc.org. For questions on the above information, contact the Board of Certification at 617-292-5867.