

**Commonwealth of Massachusetts**  
**Executive Office of Energy and Environmental Affairs**  
**Department of Environmental Protection**  
**MASSACHUSETTS BOARD OF CERTIFICATION**

**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 renewal cycle - all Massachusetts WWTP operators expire on December 31<sup>st</sup> of every odd year. ALL operators, active or inactive, are required to renew their WWTPO license, which includes paying a renewal fee.

Operators must keep copies of course documentation (certificate of completion) for their next renewal. Documentation requires certificate or letterhead with the Name of the course, course date, name of attendee, number of TCHs, certifying signature(s) and a Board of Certification of Wastewater Treatment Plant Operators file number (for example, BC-2019-1234). *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.*

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.

There is a cap on safety training. No more than 10 hours of the TCHs earned for renewal can be safety-related. The rest must be technical hours.

<b>Pre-Approved Courses</b>	<b>TCHs</b>	<b>Additional Comments</b>
MA Wastewater Certification Exam	10	Must pass exam
MA Water Environment Association (MAWEA) training, quarterly meetings and trade show		Hours as awarded
New England Water Environment Association (NEWEA)		Hours as awarded
Professional Membership: MAWEA 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 (wastewater or related courses)	15	1 credit hour = 15 TCHs
Red Cross Basic CPR and/or First Aid Courses	3	3 TCHs MAXIMUM per course
If Continuing Education Units (CEUs) are awarded		1 CEU = 10 TCHs
HAZWOPER Annual Refresher	8	Can use only ONCE in two year period

**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 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 TCHs, 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 Status Change 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 TCHs. Reinstatement following revocation shall be by written examination.

**Please Note:** There will now be a fee for duplicate licenses and certificates. The fee for a duplicate license is \$15 and the fee for a duplicate certificate is \$25.

NEIWPCC WWTPO Training	<a href="https://neiwpc.org/learning-center/">https://neiwpc.org/learning-center/</a>
NEIWPCC Renewal Information	<a href="https://neiwpc.org/learning-center/massachusetts-wastewater-operator-training-certification/massachusetts-wastewater-operator-renewals-info/">https://neiwpc.org/learning-center/massachusetts-wastewater-operator-training-certification/massachusetts-wastewater-operator-renewals-info/</a>
List of Approved TCHs	<a href="https://www.mass.gov/doc/wastewater-treatment-plant-certification-program-ceu-given-by-and-course-name">https://www.mass.gov/doc/wastewater-treatment-plant-certification-program-ceu-given-by-and-course-name</a>
MAWEA Training	<a href="http://mawea.org/index.php/training/">http://mawea.org/index.php/training/</a>
NEWEA Calendar	<a href="https://www.newea.org/events/calendar/">https://www.newea.org/events/calendar/</a>