

## Massachusetts WWTPO Renewal – Fact Sheet

### **Training Contact Hours (TCHs) Facts**

- All hours need to be earned between 1/1/22 and 12/31/23.
- Only ACTIVE Operators need hours.
- The requirement is 10 TCHs per year. If you got your license in 2022, you earned 10 TCHs for passing the exam so you only need 10 more TCHs. If you got your license in 2023, you earned 10 TCHs for passing the exam so you do not need additional hours.
- You can earn all of your hours in one year.
- Most of the training taken at NEIWPCC, MAWEA and NEWEA are listed on the 2<sup>nd</sup> page of the invoice. If you have training listed on the invoice, you do not need to send in TCH proof. If you took training and it is not listed on the 2<sup>nd</sup> page of the invoice, you must supply copies of your TCH training certificates.
- No more than 10 TCHs can be a safety-related training. The rest can be technical training. There is no requirement to take safety training – just a limit. There is no cap on technical training – you can earn all 20 hours in technical training.
- You cannot carry hours over into the next renewal cycle.
- A course cannot be taken twice during the renewal period.

### **Changing to INACTIVE Facts**

- Inactive operators are not required to get TCHs but are still required to renew every two years.
- You can only go Inactive if you are not currently working as an operator.
- There is a check box to change to inactive on the top half of the invoice. Please mark “INACTIVE” on the envelope when you mail back your renewal.

### **Payment Facts**

- Do not send cash. We accept checks, money orders and credit cards (Visa, MasterCard and Discover only). Please write your email address on the invoice in the space provided to get a receipt for a credit card payment. Checks are payable to: NEIWPCC.
- There is a \$30 late fee for invoices postmarked after 12/31/23.
- As long as your renewal is postmarked by 12/31/23, you do not have to pay a late fee.
- There is no discount for municipal employees.
- Send in your paperwork with your payment. Do not mail in your payment and then mail in your training separately. Wait until you get your training and then mail in all of your paperwork and payment.