

## Wastewater Treatment Plant Operator License Renewal

### Due 12/31/2025

**WWTPO renewal submissions are different for ACTIVE and INACTIVE operators.**

	Active	Inactive
Invoice	✓	✓
Payment	✓	✓
Training Certificates	✓	✗



- Update mailing address and email, if needed
- TCHs from NEIWPCC, JETCC, MAWEA, and NEWEA, and passing license exams are on the second page



- \$75 fee if postmarked by December 31, 2025
- \$105 fee if postmarked after December 31, 2025



- 20 TCHs must be earned between January 1, 2024 - December 31, 2025
- At least half of your TCHs must be non-safety related. You can only count up to 50% of your required hours from safety training.
- If you took training that is not listed on the second page, you must send us a copy of your training certificate(s).
- Exceptions to the 20 TCHs:
  - If you were newly licensed in 2025, you only need 10 TCHs
  - You get 10 TCHs automatically for passing the WWTPO exam. These hours are already included on the second page of your renewal invoice.

## Changing status during a renewal

### ACTIVE Operators changing to INACTIVE

- Check the "Change to Inactive" box on your invoice.
- Submit your renewal like an INACTIVE operator

### INACTIVE Operators changing to ACTIVE

- Submit your renewal as an INACTIVE operator, but attach the following:
  - Status change form
  - 10 TCHs, completed in the same year that the form is submitted

## Training Contact Hours (TCHs) Facts

- All hours need to be earned between 1/1/24 and 12/31/25.
- Only ACTIVE Operators need hours.
- The requirement is 10 TCHs per year. If the license was obtained in 2024, 10 TCHs were earned for passing the exam so only 10 more TCHs are required. If the license was obtained in 2025, additional hours are not required as passing the exam earns 10 hours.
- All hours can be earned in the same year.
- Most of the training taken at NEIWPCC, JETCC, MAWEA and NEWEA are listed on the 2<sup>nd</sup> page of the invoice. If training is listed on the invoice, you do not need to send in TCH proof. If training is not listed on the 2<sup>nd</sup> page of the invoice, copies of training certificates must be included.
- No more than 10 TCHs can be a safety-related training. The balance can be technical training. There is no requirement to take safety training – just a limit. There is no cap on technical training – all 20 hours can be technical training.
- Training hours are not carried over into the next renewal cycle.
- A course cannot be taken twice during a renewal period.

## Inactive Operator Status Facts

- Inactive operators are not required to get TCHs but are still required to renew every two years.
- Only go Inactive if you are not currently working as an operator in Massachusetts.
- There is a check box to change to inactive on the top half of the invoice. Please mark "INACTIVE" on the envelope when mailing in the renewal paperwork.
- To reactivate the license, an operator would need to earn 10 TCHs of approved training within the same calendar year of the request, for example, if reactivation is in 2025, all the training needs to be in 2025. After completing the training, the certificates would need to be mailed in with the completed Status Change Form. Paperwork gets sent to the state for review. The whole process takes about 3-4 weeks.

## 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 fee for invoices postmarked after 12/31/25, and for returned checks
- As long as the renewal is postmarked by 12/31/25, no late fee is required.
- There is no discount for municipal employees.
- Send paperwork with payment. Do not mail in payment and then mail training separately. Obtain training before renewing and mail in all paperwork and payment together.

**If your license is not renewed by March 31, 2026,  
you are required to retake the exam to reinstate it.**



NEIWPCC  
Wastewater  
Renewal  
Website



Contact with Questions:  
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