

STATE OF NEVADA BUREAU OF SAFE DRINKING WATER

CERTIFICATION RENEWAL INFORMATION

Dear Certified Operators:

2010 is coming to a close, and renewal season is rapidly approaching. Keep in mind renewals are due *in the Bureau office* by close of business, Monday, January 3rd due to the New Year holiday falling on December 31st this year. There are over 960 renewals, which is our largest number of renewing operators ever! In order to help spread the workload, we are encouraging operators to send in Renewal forms as soon as possible.

When you renew, ensure your application is complete. A renewal application, check for \$30 or e-payment receipt (attached or write number on front of application), and copies of certificates from contact hours earned in 2009-2010 must all be submitted. Applications and renewal information can be found here:
http://ndep.nv.gov/bsdw/cert_application_renew.htm

Please, make sure the application is completely filled out and signed on the second page. Also, we are asking operators to put a current e-mail address on the application. We intend to broadcast more information in the future that we believe you will find professionally helpful, and e-mail is a very cost-effective way to do this.

A few notes to make processing your application faster:

1. Fill out both pages of the application and sign the second page.
2. Pay attention to the "yes/no" question on the second page. This is a new addition to the renewal application form this year and **must** be answered.
3. Put copies of each contact hour proof of completion document not previously submitted, and earned in 2009-2010 in with the application.
4. Contact hours are required for **each** active certificate. For example, if you hold a Full and an OIT, contact hours are required for both.
5. Submit your application **early**, we tend to get a lot of "procrastinators" and get swamped the last week in December. Early applicants will get processed and entered in the database much quicker.
6. Review your application for completeness/accuracy. A lot of operators have employees or spouses handle/fill out their renewal application. Your operator certification is a license to work for many of you. It only takes a few minutes to review your application to make sure it is accurate and complete.

What to expect after you submit your renewal application:

Per Nevada administrative code 445A.6293-3, we are required to provide a renewal card no later than 30 days after the expiration of the previous card (1/31/2011). You can imagine that if we get 50% of the applicants renewing in December, it puts the Bureau under significant pressure to meet this deadline.

It is very likely we will be doing a mass mailing of all the wallet cards at one time. In the past, we have tried sending the cards out in "batches," but it resulted in a lot of calls from operators wondering why they had not received their wallet card while others had. Those calls did take time to field, and detracted from renewal processing efforts.

We ask that you please be patient. If cards are not mailed by January 31, 2011, we will update our webpage with an estimated date for delivery.

Help us to help you get your renewal cards on time! Get your applications in early!

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