

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 during the two year cycle in which the certificate was in force must all be submitted.

Please make sure the application is completely filled out and signed on the second page. Also include a current e-mail address on the application. We intend to broadcast information that we believe you will find professionally helpful; 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 recent addition to the renewal application form and **must** be answered.
3. Submit copies of certificates from contact hours earned during the two year cycle in which the certificate was in force.
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. D1, D2, T1, and T2 operators are required to submit 5 hours of preapproved training certificates for each certificate they intend to renew. D3, D4, T3, and T4 operators are required to submit 10 hours of preapproved training certificates for each certificate they intend to renew. Contact or training hours **are not** transferrable to more than one certificate renewal.
6. 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.
7. Review your application for completeness/accuracy. A lot of operators have employees or spouses 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. You can imagine that if we get 50% of the applicants renewing in late December, it puts the Bureau under significant pressure to meet this deadline.

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 received them. That detracted from renewal processing efforts.

We ask that you please be patient. If cards are not mailed by the end of January, 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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