

**NDEP Drinking Water Operator Certification  
Nevada Rural Water Conference  
March 16, 2017**

***THINGS AN OPERATOR SHOULD KNOW  
ABOUT HIS CERTIFICATION***

*Max Sosa  
For  
Technical  
Questions*



*Rachel  
Weingart for  
Administrative  
Questions*



# NDEP Drinking Water Operator Certification

## Nevada Rural Water Conference

### March 16, 2017

- Max Sosa
- Operator Certification Program Lead, Environmental Scientist III
- Bureau of Safe Drinking Water
- p: 775.687.9527 [msosa@ndep.nv.gov](mailto:msosa@ndep.nv.gov)

Call for technical questions regarding CEU's, contact hours, regulations, training, conversions and reciprocities.



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- **Rachel Weingart**
- **Email: [rWeingart@ndep.nv.gov](mailto:rWeingart@ndep.nv.gov)**
- **Bureau of Safe Drinking Water**

**p: 775.687.9519 f: 775.687.5699**

**Call regarding receipt of certificates, mailings,  
applications, wallet cards, test locations, due  
dates and other administrative questions.**



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*Does it feel like we are going  
into an ice age?*

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***Great news regarding  
renewals!***





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- ***Wallet Cards were mailed out  
January 30, 2017 !!!***

*Wallet Cards were mailed out February 17, 2016*

*Wallet Cards were mailed out February 18, 2015*

*Wallet cards were printed on February 28, 2014*

- *If you did not receive it....*
- ***DID YOU Change Your Address or E-Mail?***



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- ***Other Good news regarding renewals! Most people checked the box on the applications,***



**and... Check out  
the advantages to  
sending in your  
renewals in earlier...**

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## ***ADVANTAGES:***

- 1) You get your renewal card faster, as we are no longer printing the cards all at one time.***
- 2) If there is an issue with your application there is more time to correct the problem before the renewal deadline.***
- 3) Less chance of having to spend 100\$ to reinstate.***

***Thank you for your cooperation!***

***Especially to those who sent in renewals earlier and also for using the electronic applications and e-payment system!***



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- Remember: ***Renewals are accepted starting September 1<sup>st</sup> !*** You do not have to hold on to your application and wait for a renewal reminder notice or December 31st.



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*Wait! did you say....*

*electronic  
applications and  
e- payments ?*

*How? Where?*

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The NDEP operator certification website :

[http://www.ndep.nv.gov/bsdw/cert\\_home.htm](http://www.ndep.nv.gov/bsdw/cert_home.htm)

- *It is as easy as 1, 2, 3*



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**Through the NDEP Operator Certification Website  
you can:**

- (1) take the contact hours you need to renew and get a certificate from the training as soon as you complete the class,***
- (2) obtain a renewal application fill it out and e mail it to us, and***
- (3) pay the renewal fee using the electronic e-pay system.***



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- 1) Go to the **NDEP operator certification website** [http://ndep.nv.gov/bsdw/cert\\_home.htm](http://ndep.nv.gov/bsdw/cert_home.htm)
- 2) Scroll down to the middle of the page to a section called **APPLICATIONS** and select and fill out the **Water Operator Renewal or Reinstatement Application *on line PDF fillable form***

using the **DOCUSIGN** portal



- AGAIN 1,2, AND 3:**
- 1) **ALL RED FIELDS ARE REQUIRED, THEY HAVE TO BE FILLED OUT**
  - 2) **SIGNATURE IS REQUIRED**
  - 3) **Before selecting FINISH you must print or save the application**  
**(or you will not be able to keep a copy) If you do something wrong,**  
**FINISH will not come up and you can not submit the application**  
**until it is correctly filled out.**



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*Are you still with me? Did I loose you?*

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## Recap:

- 1) Go to the **NDEP operator certification website** [http://ndep.nv.gov/bsdw/cert\\_home.htm](http://ndep.nv.gov/bsdw/cert_home.htm)
- 2) Scroll down to the middle of the page to a section called **APPLICATIONS** and select and fill out the **Water Operator Renewal or Reinstatement Application *on line PDF fillable form*** using the **DOCUSIGN** portal



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***3) Scroll down to the bottom of the page and select the training links labeled on line under the heading: External Educational Resources***

**Note:**

***Only the training links labeled on line will allow you to print a certificate once you complete the class.***



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## External Educational Resources

- [American Water College](#)
- [At Your Pace Online](#)
- [B&L Backflow Prevention](#)
- [BAT & Supply LLC Backflow Prevention](#)
- [CEU Plan](#)
- [H<sub>2</sub>O Know Online Classes \(Cal Nev AWWA\)](#)
- [Montana Water Center](#)
- [Nevada Rural Water Association](#)
- [Office of Water Programs at the California State University, Sacramento](#)
- [Target Solutions](#)
- [Technical Learning College](#)
- [Water Grades Online](#)
- [Water Otter Online](#)
- [Zarathom Online](#)



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*Wait! Wait! That was #3*

*you said... as easy as 1, 2, 3*

*What about*

*e- payments ?*

*OK! Ok!*

*as easy as 1, 2, 3 and 4*

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- (4) The last step is to go to the top right hand section of the Operator Certification page and go to the heading: Online Services and select E-Payments Checks only no credit cards.**

**IMPORTANT: If using e-payment, please create your login using your personal information, not your Employer's. at: <https://epayments.ndep.nv.gov/> please use the link to "Pay an Invoice or Recurring Fee," and then "Safe Drinking Water, Operator Certification."**

- Please put YOUR personal information in any area that asks for your Company information, then the receipt will be in your name and we will know who the fees are for.**
- Attach e payment confirmation sheet to application, or e mail to: [opcert@ndep.nv.gov](mailto:opcert@ndep.nv.gov)**



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**What is the most costly issue to Operators and the biggest delay in processing applications to the Certification Program?**

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## • *Incomplete applications!*

**DO NOT WRITE IN THIS SPACE**

TEST DATE	SCORE	APPROVED FOR TESTING? YES <input type="checkbox"/> NO <input type="checkbox"/>	
		APPROVED BY:	DATE:
CERT TYPE	CERT #	EXP	ISSUED DATE
		EXPIRES	DATE EXPIRES

**STATE OF NEVADA  
BUREAU OF SAFE DRINKING WATER  
APPLICATION FOR WATER TREATMENT / DISTRIBUTION  
OPERATOR CERTIFICATE**

**INSTRUCTION FOR APPLICANTS**

- Experience in operations include duties and responsibilities as required by the public water system and the grade classification of the public water system.
- **NO BLANKS** - If the question does not pertain to you, mark it as "N/A". Incomplete applications may be returned.
- All fees and experience verifications must accompany this application.
- Submit the appropriate fee for EACH certification applying for.
- Make all checks payable to the BUREAU OF SAFE DRINKING WATER. If you have any questions, please use the link to "Pay an Invoice or Receipt Fee," and then "Safe Drinking Water Operator Certification." Pay first name in the format: Number location, and last Name ID number, and last name number xxx

**BUREAU OF SAFE DRINKING WATER  
1500 SOUTH STEWART STREET, SUITE 400  
CARSON CITY, NEVADA 89601**

- Questions or comments should be directed to: BUREAU OF SAFE DRINKING WATER  
Attention: Deanna Wright at [dwright@ndep.nv.gov](mailto:dwright@ndep.nv.gov)

Test Location Desired (Please Circle One) <input type="checkbox"/> Battle Mountain, Dayton, Elko, Ely, Hawthorne, Las Vegas, North Las Vegas, Reno, West Wendover, Winnemucca, or at Conference.	
Certificate Type Requested (Check one) <input type="checkbox"/> Treatment or <input type="checkbox"/> Distribution	Grade Level (Check one) <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV
(Check one) Full (114) _____	Emergency (CA/NV RWWA) (117) _____
Emergency (other state) (117) _____	Operator In Training (OIT) (117) _____
Customer Operator In Training to Full (110) _____	
PUBLIC WATER SYSTEM NAME, and ID NUMBER _____	
Print your name clearly as you wish it to appear on your certificate. _____	
Mailing Address: _____	
Telephone: (____) _____	
E-MAIL ADDRESS: _____	

incomplete

NOTE: YOU MUST CHECK THE YES OR NO BOX BELOW OR YOUR APPLICATION MAY BE DENIED!  
Have you ever been in violation of any of the provisions contained in Nevada Administrative Code 445A.040? If yes, please explain on an attached sheet. (Click on [NAC 445A.040](#) or visit our website at [www.ndep.nv.gov/ndep](http://www.ndep.nv.gov/ndep). Click on "Regulations", then NAC Water Control and scroll down to NAC 445A.040 - "Denial of Applications - Grounds")





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**NAC 445A.630 Examination for certification:** *The application must be complete* and must be accompanied by the fee for the certification for which the examination is being administered.

## Test Application

I have carefully read the application instructions. I understand that my fee is **NON-REFUNDABLE** and is **NON-TRANSFERABLE**. *It may be at the discretion of the administrator(s) that my qualifications are insufficient for the grade of the certificate for which I have applied.*

**NAC 445A.6355 Certification by reciprocity** 3) *An incomplete application or an application that includes an expired certificate will not be considered.*

*Please call if you are not sure.*



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When filling out **conversion, test or reciprocity applications** please give me a breakdown of *all duties* by *listing your work experience* and what *percentage of the time or hours that you performed those duties.*

*Please call, if you are not sure.*



- *LET'S  
TALK ABOUT  
REGULATIONS*

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- ***What regulation is Nevada Administrative Code NAC 445A.646?***



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- Hint, We talked about it last year...



*Nevada Administrative  
Code NAC 445A.646*

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***Nevada Administrative Code NAC 445A.646***

**STATE OF NEVADA  
BUREAU OF SAFE DRINKING WATER  
APPLICATION FOR RENEWAL OF  
WATER DISTRIBUTION/TREATMENT OPERATOR CERTIFICATE**

***NOTE: YOU MUST CHECK THE YES OR NO BOX BELOW OR YOUR APPLICATION WILL BE REJECTED.*** To review the content of Nevada Administrative Code (NAC) 445A.646: Click here: [NAC 445A.646](#), or visit our website at: [www.ndep.nv.gov/bsdw](http://www.ndep.nv.gov/bsdw). Click on “Regulations”, then NAC Water Controls and scroll down to NAC 445A.646 – “Denial of Application: Grounds”.

***x***  ***Yes***  ***No*** ***Have you ever been in violation of any of the provisions contained in Nevada Administrative Code 445A.646? If yes, please explain on an attached sheet.***



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***What happens if I forget to  
renew my certification?***



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- **You are in violation of NAC 445A.646 Denial of application for certificate or suspension or revocation of certificate:** **Grounds.** ([NRS 445A.860](#), [445A.880](#)) The Division may deny an application for a certificate or suspend or revoke an operator's full certificate, provisional certificate or certificate as an operator-in-training if he or she:
  - 1. In applying for or obtaining a certificate, has submitted to the Division any application, document, record, report or affidavit, or any information in support thereof, which is false or fraudulent;
  - 2. Is grossly negligent, incompetent or has committed misconduct in the performance of his or her duties as an operator of a public water system;
  - 3. Has demonstrated disregard for the health and safety of the public;
  - 4. Has acted outside the rights and privileges of his or her classification for which he or she holds a certificate;
  - 5. Has been convicted of a violation of any federal law or law of any state relating to water quality, including, but not limited to, the Safe Drinking Water Act, 42 U.S.C. §§ 300f et seq.;
  - 6. Has been convicted of a felony or other crime involving moral turpitude, dishonesty or corruption;
  - 7. Has willfully made to an employee of the Division or any health authority any false statement which is material to the administration or enforcement of any provision of this chapter or [chapter 445A](#) of NRS;
  - **8. Has failed to renew his or her certification;** *or*
    - 9. Has violated, attempted to violate, assisted or abetted in the violation of, or conspired to violate any provision of this chapter or [chapter 445A](#) of NRS (Added to NAC by Bd. of Health, eff. 9-16-92; by Environmental Comm'n by R129-05, 10/31/05)



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***Nevada Administrative Code NAC 445A.646***

**STATE OF NEVADA  
BUREAU OF SAFE DRINKING WATER  
APPLICATION FOR RENEWAL OF  
WATER DISTRIBUTION/TREATMENT OPERATOR CERTIFICATE**

***1) YOU MUST CHECK THE BOX YES ON YOUR APPLICATION OR IT  
WILL BE REJECTED.***

**x  Yes** Have you ever been in violation of any of the provisions contained in Nevada  
Administrative Code 445A.646?

***2) If yes, please explain on an attached sheet.***

***Example: Missed renewal date.***



***What ELSE happens if I forget to renew my certification?***

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- 1) *Certifications not renewed by the renewal deadline are considered expired and the operator may not perform any duties of an operator.*
  
- 2) *Until an operator becomes recertified by reinstating or re-testing, a contract operator of appropriate grade & type must be hired to maintain compliance.*
  
- 3) *Those operators working with an expired certificate are subject to disciplinary and enforcement actions.*



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**It's your license, It's your livelihood**

**Take ownership of your certification(s) maintain  
your own files of professional certification  
history & records.**



***Keep your Certificates, Keep your Application Copies,  
Keep your Transcripts, Keep your Wallet Card & Training  
Records, Keep it all where you can FIND it!***



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- The provision for reinstatement requires that operators with expired certification(s) submit their completed application along with a \$100.00 fee that
- *must be received before 5PM in Carson City on June 30<sup>th</sup>, 2017. Failure to reinstate prior to the deadline will require the operator with a “full certification” to retest.*



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- ***Please note that, operators with expired OIT or Provisional Operator certification(s) cannot be reinstated and must retest in order to obtain a valid certificate.***





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*Are you still with me? Did I loose you?*



# **NDEP Drinking Water Operator Certification Nevada Rural Water Conference March 16, 2017**

## **DRINKING WATER OPERATOR CERTIFICATION PROGRAM UPDATE:**

- **IN 2016  
THE DRINKING WATER  
OPERATOR  
CERTIFICATION  
PROGRAM WAS MOVED  
UNDER DATA  
MANAGEMENT**

**BUREAU CHIEF**  
MY LINH NGUYEN

**DATA MANAGEMENT / OPERATOR CERTIFICATION  
SUPERVISOR**  
LINH KIEU

**DRINKING WATER OPERATOR CERTIFICATION  
PROGRAM MANAGER**  
MAX SOSA

**OPERATOR CERTIFICATION ADMINISTRATIVE ASSISTANT**  
RACHEL WEINGART

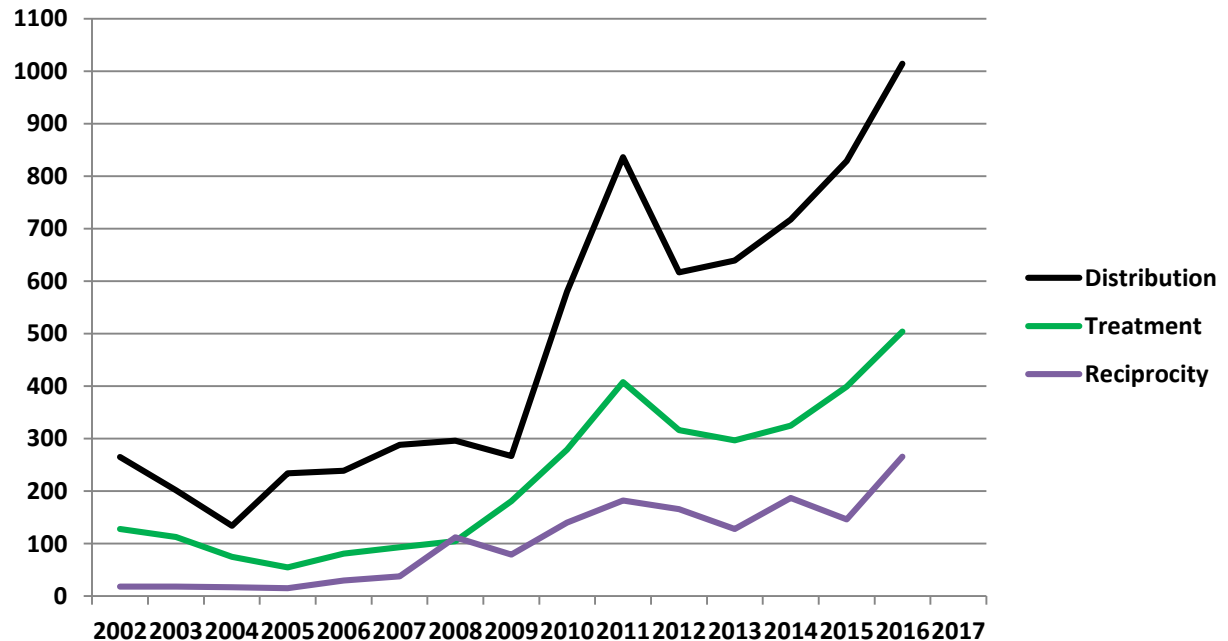




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## Drinking Water Operator Certification Program Update:

Program Growth : 150 applicants are testing in March 2017





## NDEP Drinking Water Operator Certification Nevada Rural Water Conference March 16, 2017

### Renewal Policy Update:

- *From this point forward, effective January 1, 2017 :*
- *Operators will be required to maintain only their highest OIT grade for their respective certification type (Distribution or Treatment) and not their corresponding underlying OITs.*
- *Operators will still need to maintain their Full certifications (if they have one) and are required to renew, convert and test in ascending order as per (NAC 445A.630.5).*



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- A CERTIFIED OPERATOR WITH:
- ***D 3 FULL, D4 OIT CERTIFICATION ;***
- ***T1 OIT, T2 OIT, T3 OIT CERTIFICATION***
- WOULD ONLY RENEW THE:
- ***D 3 FULL, D4 OIT AND T3 OIT CERTIFICATION***
- AND WOULD NEED THE FOLLOWING CONTACT HOURS:
- ***D 3 FULL / 10 HOURS, D4 OIT 10 / HOURS,  
T3 OIT / 10 HOURS***
  
- ***The operator would still be required to maintain the  
D3 Full certification and is required to convert and test  
in ascending order as per (NAC 445A.630.5).***



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- A CERTIFIED OPERATOR WITH :
- ***D1 FULL, D2 OIT, D3 OIT, AND D4 OIT CERTIFICATION;***
- ***T1 FULL, T2 OIT, T3 OIT, AND T4 OIT CERTIFICATION***
- WOULD ONLY RENEW THE:
- ***D1 FULL AND D4 OIT ; T1 FULL AND T4 OIT CERTIFICATIONS***
- AND WOULD NEED THE FOLLOWING CONTACT HOURS:
- ***D1 FULL / 5 HOURS AND D4 OIT 10 / HOURS;***  
***T1 FULL / 5 HOURS AND T4 OIT 10 / HOURS***
- ***The operator would still be required to maintain the D1 Full and T1 Full certifications and is required to convert and test in ascending order as per (NAC 445A.630.5)***



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## Drinking Water Operator Certification Program Update:

- At the December 2016 Water and Wastewater Operators forum meeting a guest asked how often are the certification program requirements revisited?
- The requirements had last been revisited in 2003.
- A committee was formed from attendees at the Water and Wastewater Operators Forum to review the Operator Certification Program requirements and make recommendations to the Bureau of Safe Drinking Water.
- Committee meetings are being held monthly and a workshop was held earlier this week at the Nevada Rural Water Conference March 14, 2017.
- Please attend the Water and Wastewater Operators forum meeting for future updates.
- Remember that you do receive contact hours for renewal by attending the forum meetings.



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***ARE YOU DROWNING IN  
INFORMATION YET? No! No! Not  
another regulation.....***



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- **NAC 445A.641 Continuing education:  
Conditions for obtaining credit. ([NRS  
445A.860](#), [445A.880](#))** *The Division shall not grant any credit of continuing education to the holder of a certificate for participation in training unless:*



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- 1.) *The course of training is approved by the division OR.....***
- 2.) *Credit for continuing education may be granted for participation in a training course that has been preapproved by the Bureau of Safe Drinking Water with verification of attendance.***



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Alternately, the Bureau of Safe Drinking Water may grant continuing education for attendance in a course, if the course is relevant to the operation and maintenance of water treatment or water distribution. Verification for attendance at a non-preapproved course must include course syllabus, instructor's name, instructor's title, instructor's address, length of course (hours), location of course, and a copy of the attendance list or letter from instructor verifying attendance.

**As per NAC 445A.641 Continuing education: Conditions for obtaining credit.**



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## Remember:

*The renewal application must be complete* and must be accompanied by a certificate or letter of attendance from the training provider from a *course of training that has been approved by the division.*

*A renewal application is considered incomplete if it includes a training that has not been preapproved or expired .*

*An expired training certificate is a certificate from a training taken prior to the effective date of the certificate. Training taken after the expiration date will only be acceptable for a reinstatement.*

*It may be at the discretion of the administrator(s) that my training does not qualify for the certificate for which I am renewing.*

*Please call if you are not sure.*



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- Remember: **Renewals are accepted starting September 1<sup>st</sup> !** You do not have to hold on to your application and wait for a renewal reminder notice or December 31st.



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***Plan to Mail your Certification Renewal  
applications in September and avoid this***



***Or this***



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#### **Please remember:**

- 1) ***CHECK THAT BOX!!!!***
- 2) ***Make sure to check that he/she has signed the application or applications.***
- 3) ***Make sure to check that he/she has all necessary paperwork for application***
- 4) ***Call if any questions or concerns prior to sending in applications.***
- 5) ***Make sure you know and understand the regulations before signing off on it.***
- 6) ***If taking a test, make sure he/she puts down the location on where they are taking the test.***
- 7) ***Make sure to fill out application completely, proof read afterwards.***
- 8) ***If using e pay make sure you identify who the payment is from.***
- 9) ***Keep track of your renewal date.***
- 10) ***PLEASE CALL BEFORE IF YOU ARE NOT SURE!!***



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*Max Sosa  
For  
Technical  
Questions*

OR

*Rachel Weingart  
for  
Administrative  
Questions*





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**Bureau of Safe Drinking Water Operator Certification**

**Max Sosa**

**Operator Certification Program Lead**

**p: 775.687.9527 f: 775.687.5699**

**Email: [msosa@ndep.nv.gov](mailto:msosa@ndep.nv.gov)**

**Rachel Weingart**

**Administrative Assistant**

**Email: [rWeingart@ndep.nv.gov](mailto:rWeingart@ndep.nv.gov)**

**p: 775.687.9519 f: 775.687.5699**

**Nevada Division of Environmental Protection**

**Bureau of Safe Drinking Water**

**901 S. Stewart St., Ste 4001**

**Carson City, NV 89701**

