THINGS AN OPERATOR SHOULD KNOW ABOUT HIS CERTIFICATION

Max Sosa
For Technical Questions

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Call for technical questions regarding CEU’s, contact hours, regulations, training, conversions and reciprocities.
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Call regarding receipt of certificates, mailings, applications, wallet cards, test locations, due dates and other administrative questions.
Does it feel like we are going into an ice age?
Great news regarding renewals!
• 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?
• 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...
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!
• Remember: **Renewals are accepted starting September 1st!** You do not have to hold on to your application and wait for a renewal reminder notice or December 31st.
Wait! did you say....

**electronic applications and e-payments**?

*How? Where?*
The NDEP operator certification website:

http://www.ndep.nv.gov/bsdw/cert_home.htm

• *It is as easy as 1, 2, 3*
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.
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.
Are you still with me? Did I lose you?
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
3) Scroll down to the bottom of the page and select the training links labeled **online** under the heading: External Educational Resources

Note:

*Only the training links labeled **online** will allow you to print a certificate once you complete the class.*
External Educational Resources

- American Water College
- At Your Pace Online
- B&L Backflow Prevention
- BAT & Supply LLC Backflow Prevention
- CEU Plan
- H₂O 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
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
(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
What is the most costly issue to Operators and the biggest delay in processing applications to the Certification Program?


- **Incomplete applications!**

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**APPLICATION FOR WATER TREATMENT DISTRIBUTION OPERATOR CERTIFICATE**

- **Date:** [ ]
- **Score:** [ ]
- **Applied By:** [ ]
- **Certifying Official:** [ ]
- **Certified:** [ ]
- **Exp. Date:** [ ]
- **Certified By:** [ ]

**INSTRUCTIONS FOR APPLICANTS**

- Experience in operations include duties and responsibilities as assigned by the public water system and the grade classification of the public water system.
- NO BLANKS — if the question does not apply to you, mark it as “NA.” Incomplete applications will not be considered.
- All fees and experience verification must accompany this application.
- Submit the appropriate fee for EACH certification application.
- Make all checks payable to the BUREAU OF SAFE DRINKING WATER. If this request is unclear, please use the link to “For an Overview of Requiring Fee” and see “Safe Drinking Water Act Certification.” For more information, contact the Division of Water Quality, 505 North Virginia St., Suite 400, Carson City, NV 89710.

**PUBLIC WATER SYSTEM NAME AND ID NUMBER**

*Place your name clearly as you wish it to appear on your certificate.*

**Certification Type Requested:**
- Treatment (Check one): [ ]
- Distribution (Check one): [ ]
- Combination (Check one): [ ]

**Operator in Training (OPT) [ ]**
- Current Operator in Training (COT) [ ]

**Additional Information:**
- Address: [ ]
- Phone: [ ]

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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.*
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
• What regulation is Nevada Administrative Code NAC 445A.646?
• Hint, We talked about it last year...

Nevada Administrative Code NAC 445A.646
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. Click on “Regulations”, then NAC Water Controls and scroll down to NAC 445A.646 – “Denial of Application: Grounds”.

☒ 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.
What happens if I forget to renew my certification?
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)
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.

☐ 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?
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.**
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!
• 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 30th, 2017. Failure to reinstate prior to the deadline will require the operator with a “full certification” to retest.
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.
Are you still with me? Did I lose you?
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
Drinking Water Operator Certification Program Update:

Program Growth: 150 applicants are testing in March 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).
• 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).
• 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)**
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.
ARE YOU DROWNING IN INFORMATION YET? No! No! Not another regulation……
• 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:
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.
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.
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.
• Remember: **Renewals are accepted starting September 1st**! You do not have to hold on to your application and wait for a renewal reminder notice or December 31st.
Plan to Mail your Certification Renewal applications in September and avoid this

Or this
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!!**
Max Sosa
For Technical Questions

OR

Rachel Weingart
for Administrative Questions
NDEP Drinking Water Operator Certification
Nevada Rural Water Conference
March 16, 2017

Bureau of Safe Drinking Water Operator Certification

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