



# Drinking Water Operator Certification Renewal

Mail this form, payment, and continuing education hours to:

**State Water Resources Control Board  
Drinking Water Operator Certification Program  
PO Box 944212  
Sacramento, CA 94244-2120**

Check which certification you are renewing (only check one)

\_\_\_\_\_ Treatment **OR** \_\_\_\_\_ Distribution      Grade \_\_\_\_\_

Operator #: \_\_\_\_\_ Due Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Please submit a separate form for each certificate renewal.**

If you would like your name & address **REMOVED** from the mailing list that is provided to water systems, please initial here: \_\_\_\_\_

↓ *This information is required to renew your certificate* ↓

**IMPORTANT RENEWAL INFORMATION  
(to be filled out by operator)**

Certificate Expiration Date: \_\_\_\_\_

Your E-Mail Address \_\_\_\_\_

To qualify for the Discount Fee, please provide your other Treatment/Distribution/Wastewater Operator Number \_\_\_\_\_

(You must be currently certified to qualify for discount)

Phone No.: \_\_\_\_\_

Check one: Work ( ) Cell ( ) Home ( )

Amount of Check or M/O: \$ \_\_\_\_\_

**If you are presently employed by a water treatment or water distribution facility, please provide:**

Company Name: \_\_\_\_\_

City/State: \_\_\_\_\_

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**Original Signature** **Date**

**FOR DWOCP OFFICE USE ONLY**

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Date To Accounting: \_\_\_\_\_

ID Card Sent/Database Updated: \_\_\_\_\_

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## RENEWAL INFORMATION

- To renew your certification for three years, please complete the following:
1. On the top left half of this form:
    - Check mark which certification you are renewing and neatly print your grade level, operator number, due date, name, and mailing address.
  2. On the top right half of this form:
    - Neatly print your expiration date, email address, your other treatment/distribution certification number (if any), your wastewater treatment number (if any) phone number, and the amount of the check or money order.
    - If you are presently employed by a water treatment or distribution facility, please print their name and city/state. If you are not employed by a water company, please print **N/A**.
    - Sign and date on the Original Signature line.
  3. Make your check or money order payable to **SWRCB-DWOCP** (do not send cash). Please see the second page for fee amounts. **All Fees Are Non-Refundable.**
  4. Make copies of your certificates of completion or school transcripts (official or unofficial).
  5. Mail this form with your renewal fees and copies of your certificates or transcripts to the address listed below.

**If you have any questions regarding your certification renewal, contact the Operator Certification Program by email at [dwopecertprogram@waterboards.ca.gov](mailto:dwopecertprogram@waterboards.ca.gov) or by phone on the main line number at (916)449-5611.**

For more information on renewals and continuing education, visit our website at:  
[http://www.waterboards.ca.gov/drinking\\_water/certlic/occupations/DWopcert.shtml](http://www.waterboards.ca.gov/drinking_water/certlic/occupations/DWopcert.shtml)

## RENEWAL FEES

A discounted renewal fee is available to operators who hold two or more State Water Board certifications in drinking water treatment, drinking water distribution, or wastewater treatment. If you only have one certification, please pay the amount listed under *Single Certification Renewal Fee* for your grade level. If you hold two or more certifications, please pay the reduced fee listed under *Discount Fee*.

**YOUR DRINKING WATER TREATMENT AND DISTRIBUTION CERTIFICATES MUST BE RENEWED SEPARATELY.**  
**\*ONE FEE WILL NOT RENEW BOTH CERTIFICATES\***

Grade	Single Certification Renewal Fee	Discount Fee (currently hold two or more certifications)	First Late Fee (postmarked after due date)	Second Late Fee (postmarked less than 45 days before expiration date)
1	\$70.00	\$55.00	plus \$50.00	plus additional \$50.00
2	\$80.00	\$60.00	plus \$50.00	plus additional \$50.00
3	\$120.00	\$90.00	plus \$50.00	plus additional \$50.00
4	\$140.00	\$105.00	plus \$50.00	plus additional \$50.00
5	\$140.00	\$105.00	plus \$50.00	plus additional \$50.00

Renewal fees are due four months ***BEFORE*** the expiration date. This allows us processing time before your expiration date. A late fee of \$50 will be added for renewals postmarked after the due date, but more than 45 days prior to your expiration date. A second late fee of \$50 (total of \$100 in late fees) will be added for renewals postmarked less than 45 days prior to the expiration date.

<b><u>EXPIRATION DATE</u></b> If your certification expires on this date...	<b><u>DUE DATE/ FIRST LATE FEE</u></b> Your payment and renewal form are due by this date. If the postmark is after this date, a \$50 late fee will be added.	<b><u>SECOND LATE FEE</u></b> A second \$50 late fee will be added if the postmark for your payment and renewal form is after this date
January 1, 2020	September 1, 2019	November 17, 2019
February 1, 2020	October 1, 2019	December 18, 2019
March 1, 2020	November 1, 2019	January 15, 2020
April 1, 2020	December 1, 2019	February 15, 2020
May 1, 2020	January 1, 2020	March 17, 2020
June 1, 2020	February 1, 2020	April 17, 2020
July 1, 2020	March 1, 2020	May 17, 2020
August 1, 2020	April 1, 2020	June 17, 2020
September 1, 2020	May 1, 2020	July 18, 2020
October 1, 2020	June 1, 2020	August 17, 2020
November 1, 2020	July 1, 2020	September 17, 2020
December 1, 2020	August 1, 2020	October 17, 2020

**To avoid late fees, your renewal form and fees must be postmarked by your Due Date. You may then submit your continuing education hours by your Expiration Date to prevent your certification from expiring.**

### **CONTINUING EDUCATION HOURS ARE REQUIRED**

As part of your certification renewal, you must submit proof of completion for the number of continuing education contact hours as listed below. Acceptable drinking water courses must have been completed within the previous 3 years of your due date and not used on a prior renewal. Please remember, it is your responsibility to keep and maintain your proof of continuing education contact hours. Keep all originals and only submit copies of your contact hours with your renewal form and renewal fee.

	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
<b>Number of Required Contact Hours</b>	12 hours	16 hours	24 hours	36 hours	36 hours

**No More Than 25% of Your Contact Hours may be Safety-Related**

<b>Very Important</b>	<p><b>Continuing education contact hours are due by your Expiration Date. If your hours are not completed by that date, you have a six-month grace period after your Expiration date to complete them. <u>During this grace period, your certification is EXPIRED, you must not work as an operator until your certification has been renewed.</u></b></p> <p><b>If you have NOT completed your contact hours within six months of your Expiration Date, you can not renew your certification. It is expired. You must then take and pass an examination in order to be eligible for certification.</b></p> <p><b>If you complete your contact hours within six months of your expiration date, your renewal paperwork must be postmarked no later than one year after your Expiration Date. If submitted after one year, you can not renew and you must take and pass an examination in order to be eligible for certification.</b></p>
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