



# How to Renew Your Drinking Water or Wastewater Operator Certification

**Submit your renewal online and save 50 percent off your certification renewal fee.**

## **Renewal application fee:**

\$50 if renewed through the cabinet Web site.

\$100 if not renewed through the cabinet Web site.

## **Renewal late fee:**

\$250 plus the renewal fee.

Certification fees are non-refundable.

Additional information regarding the operator certification program, the required renewal form and instructions for renewing online may be obtained by visiting the program's Web site at [www.dca.ky.gov/certification](http://www.dca.ky.gov/certification).

You may also contact the Certification and Licensing Program at 502-564-0323 or 800-926-8111.



## **Duration of Certificates**

Drinking water treatment, distribution and bottled water certifications shall be issued with a common expiration date of June 30 of even-numbered years, and shall remain valid until that date, unless suspended, revoked or replaced by a higher classification certificate before that date. Certificates issued between January 1 and June 30 of an even-numbered year will be issued to include the next two (2) year renewal period. If a certified drinking water operator fails to renew their certificate, the certificate shall terminate if not renewed on or before December 31 of the year the certification expired.

Wastewater treatment and collection system certifications shall be issued with a common expiration date of June 30 of odd-numbered years, and shall remain valid until that date, unless suspended, revoked, or replaced by a higher classification certificate before that date. Certificates issued between January 1 and June 30 of an odd-numbered year will be issued to include the next two (2) year renewal period. If a certified wastewater operator fails to renew their certificate, the certificate shall terminate if not renewed on or before December 31 of the year the certification expired.

Certified operators with expired certificates shall not be in responsible charge of a drinking water or wastewater facility.



## **Continuing Education Requirements**

401 KAR 11:050 requires certified drinking water treatment, distribution and bottled water system operators to obtain board-approved continuing education hours prior to applying for renewal. A reference chart is located on the back page of this document. The requisite training shall be completed for each renewal during the two (2) year period immediately prior to the certificate expiration date. Certified operators holding separate treatment, distribution and bottled water certificates shall complete the training hours for recertification required only for the highest certificate in lieu of the continuing education requirements specified for both certificates.

401 KAR 11:050 requires wastewater treatment and collection system operators to obtain cabinet-approved continuing education hours prior to applying for renewal. A reference chart is located on the back page of this document. Training hours shall expire two (2) years from the date earned. Certified operators holding both a treatment and a collection certificate shall complete the required number of cabinet-approved training hours for the highest certificate held in lieu of completing the required number of continuing education hours required for both certificates.

Reminder—Continuing education hours earned prior to certification shall not count toward certificate renewal.

certifying **Professionals**

# How to Renew Your Drinking Water or Wastewater Operator Certification— Continued



## Certificate Renewal Process

A certified operator (excludes OIT certificates) may renew a certification without an examination provided that the operator has:

- Accumulated the required continuing education training prior to submitting the renewal application; and
- Submits a completed Application for Certification Renewal form and the renewal fee to the cabinet or has renewed the certification electronically on the cabinet’s Web site.

A certified operator who is designated an Operator in Training may renew a certification without examination if the operator has:

- Satisfied the continuing education requirements;
- Has earned their required years of operational experience;
- Submits an Education and Experience Documentation Form verifying their experience;
- Submits a letter of recommendation from their mentor; and
- Submits a completed Application for Certification Renewal form and the renewal fee to the cabinet or has renewed the certification electronically on the cabinet’s Web site.

## Drinking Water & Wastewater Operator Certification Continuing Education Requirements

Certification Level	Continuing Education Hours Required	Certificate Duration
Limited (only available for operators working for a school water treatment plant or for a semipublic water supply; or for operators working for a school wastewater treatment plant and collection system)	12 hours	Certificates shall terminate if not renewed on or before December 31 of the year the certification expired.
Class I and Class II	12 hours	Certificates shall terminate if not renewed on or before December 31 of the year the certification expired.
Class III and Class IV	24 hours	Certificates shall terminate if not renewed on or before December 31 of the year the certification expired.
Class I–OIT and Class II–OIT	12 hours	Certificate shall terminate if not renewed on or before June 30 of the year the certification expired.
Class III –OIT and Class IV–OIT	24 hours	Certificate shall terminate if not renewed on or before June 30 of the year the certification expired

The table listed above is intended to be a supplement to the regulation. Additional requirements regarding certification durations and renewal requirements may be located in 401 KAR 11:050.