

ADEM

19th Annual Surface Water Meeting Operator Certification Update



Presented by Shane Brown

adem.alabama.gov



Shane Brown

334-274-4221

sbrown@adem.state.al.us

Tom Madigan

334-271-7802

twm@adem.state.al.us

Jim Grassiano

334-279-3071

jgrassiano@adem.state.al.us

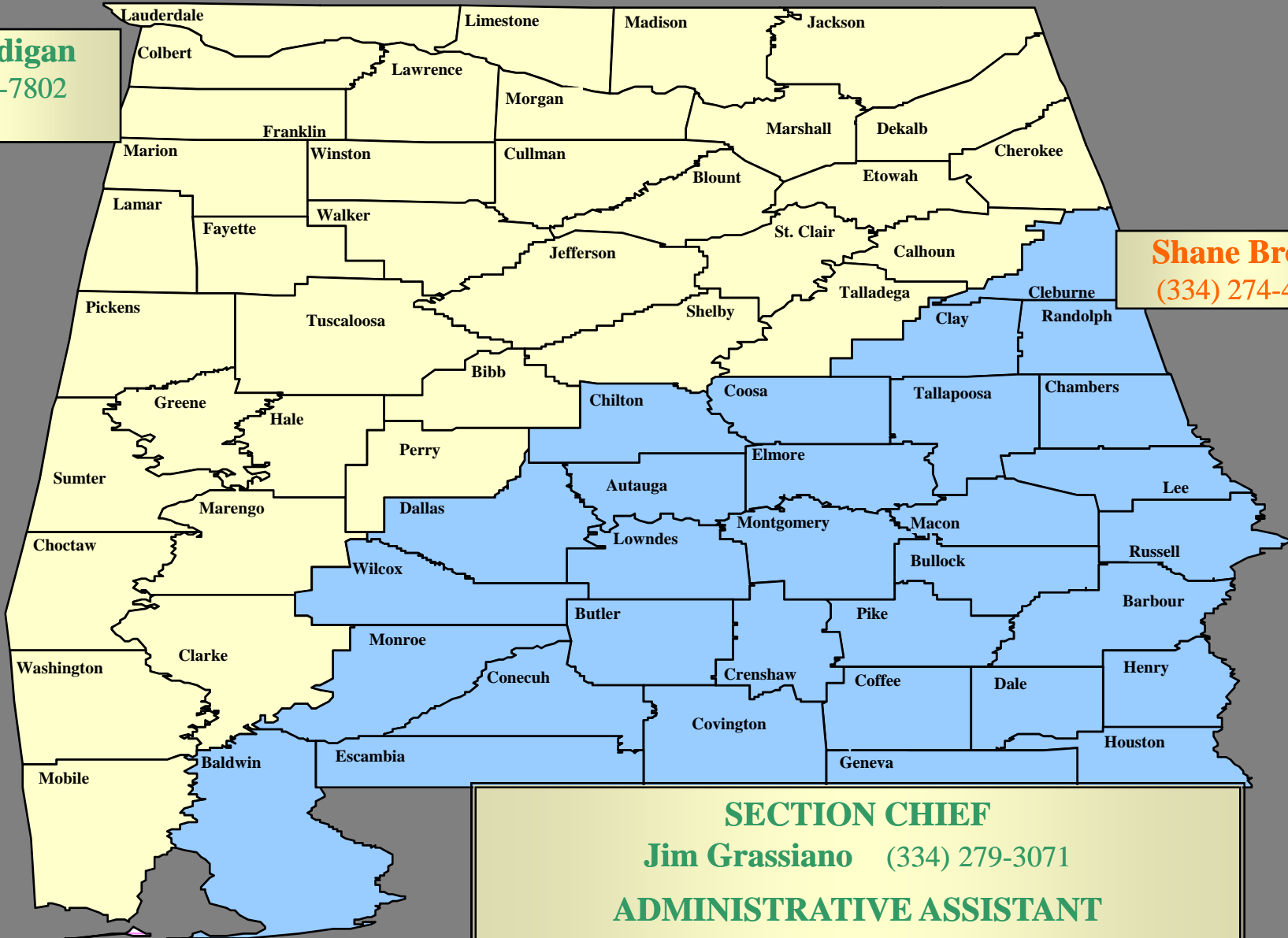
Maricia Bailey

334-271-7796

mkl@adem.state.al.us

OPERATOR CERTIFICATION SECTION OPERATOR CERTIFICATION DISTRICTS

Tom Madigan
(334) 271-7802



Shane Brown
(334) 274-4221

SECTION CHIEF

Jim Grassiano (334) 279-3071

ADMINISTRATIVE ASSISTANT

Maricia Bailey (334) 271-7796

Certified Operator Update

Number of Certified Operators- **3332**

Wastewater Operators- **1461**

Water Operators- **2516**

Dual Certified Operators- **645**

As of Tuesday, October 18, 2016



ADEM Operator Certification Staff Responsibilities

- 1. Water/Wastewater Operator Certification Program**
- 2. Water Well Drilling Standards Program**
- 3. Landfill Operator Certification Program**
- 4. Compliance Assistance Program**
- 5. ADEM's Office of Ombudsman**



Operator Certification Fees

Effective Date: 2/4/16-present

- **Form 505 (Computer Exam Application) \$325.00**
- **Form 506 (Experience Verification App) \$125.00**
- **Form 507 (Reciprocity Application) \$180.00**
- **Form 508 (Multiple Systems Application) [no fee]**
- **Form 435 (Renewal by Mail) \$ 95.00**
- **Renewal by Internet \$ 70.00**
- **Renewal Late Fee \$215.00**



Renewal Of Certificate

- Each certified Operator must apply for renewal every 3 years by:
 - a. Mail (Form 435)
 - b. On-Line (Internet renewal) Link is below:
 - <http://www.adem.state.al.us/programs/water/opcertification.cnt>
- Renewing is each operator's responsibility.



Late Fee and Expiration Of Certification

- Don't let your certificate expire!
- Late fees are significant!
- Late fee period is limited. Ultimately, your certificate may lapse and you will have to take the exam again and start all over.
- You can no longer make process control decisions, or be the operator of record. You must be supervised by a chief operator at all times.



Timely submittal of renewal application means...

- The operator makes an effort to obtain the necessary Continuing Education Hours to renew his/her certificate PRIOR to expiration date.
- Consider taking more class hours than the minimum, in case a class is not accepted. Produce carry over hours.
- When your certificate expires, it's too late to take a class! You will lose your certificate and must retest and pay more fees. But it's not the end of the world!



Approved class topics: Wastewater

- Operation and maintenance (O & M) of wastewater treatment plants and/or lagoons
- O & M of Public Wastewater Collection Systems
- WWTP Process Control and/or theory
- New/advanced wastewater treatment plant technologies



Wastewater topics cont...

- Anti-terrorism training geared towards wastewater collection and treatment facilities
- Training for specific wastewater collection or treatment equipment provided by factory representatives



Wastewater topics cont...

- Sampling or analysis of wastewater
- Design calculations for wastewater collection or treatment
- Chemical safety training directly applicable to wastewater collection systems and wastewater treatment plant processes (up to 8 hrs)



Approved class topics: Water

- O & M of water treatment plants or wells
- O & M of water distribution systems
- Water treatment plant process control and/or theory
- Instruction on new water treatment plant technologies



Water topics cont...

- Anti-terrorism training geared towards water distribution and water treatment facilities
- Training for specific water distribution or water treatment plant equipment provided by factory representatives



Water topics cont...

- Design calculations for water distribution or water treatment plants
- Backflow prevention
- Chemical safety training directly applicable to water distribution or water treatment plant processes (up to 8 hrs)



CEH topic limits

- CPR 4 hrs
- Trenching & Shoring 8 hrs
- Confined Space Entry 4 hrs
- Laboratory Safety 8 hrs
- Legal Liability 4 hrs
- Stormwater Pollution Prevention 4 hrs
- Temporary Traffic Control 4 hrs
- University-Sponsored Defensive Driving Instruction 8 hrs



CEH topic limits

- System Management or Finance Courses 4 hrs
- Computer Training 8 hrs
(Both categories above must be specifically geared to water & WW operation)
- First Aid and Personal Health Protection 4 hrs
- All Other Courses Taught by Professionals in their Specific Fields (1 Hour of Instruction Equals 1 CEH, Classroom Breaks are Not Included)

UNACCEPTABLE COURSES FOR CEH CREDIT

- ✓ Regularly-scheduled safety meetings
- ✓ General management, business, or personnel law
- ✓ Teaching the same course without updating the material
- ✓ Committee meetings or meetings not educational in nature
- ✓ Courses not relevant to the class of certificate to be renewed
- ✓ No repeated classes within the three year renewal period



More on Classes and Renewals

- Approved topics are listed in ADEM's Chapter 335 Division 10 Regulations, effective April 3, 2007 edition
- Other (not listed) water and wastewater courses may be taught by industry representatives. Use discretion in selecting your classes.
- Single certificate: 24 CEHs are required per 3-year renewal period
- Dual Certificate: 15 CEHs are required per 3-year renewal period for each water and wastewater certificate



How do I get Certified??

- Fill out & submit ADEM Form 505 Water and Wastewater Exam Application. Include proper fees (check or money order made out to ADEM) sent to Operator Certification Program office.
- Once approved and sent to Applied Measurements Professionals (AMP), you will receive notification from AMP to schedule your exam:
 - a. AMP postcard will arrive in your mailbox.
 - b. E-mail message sent to you

Call the 1-800 # or schedule your exam on-line via AMP's website.



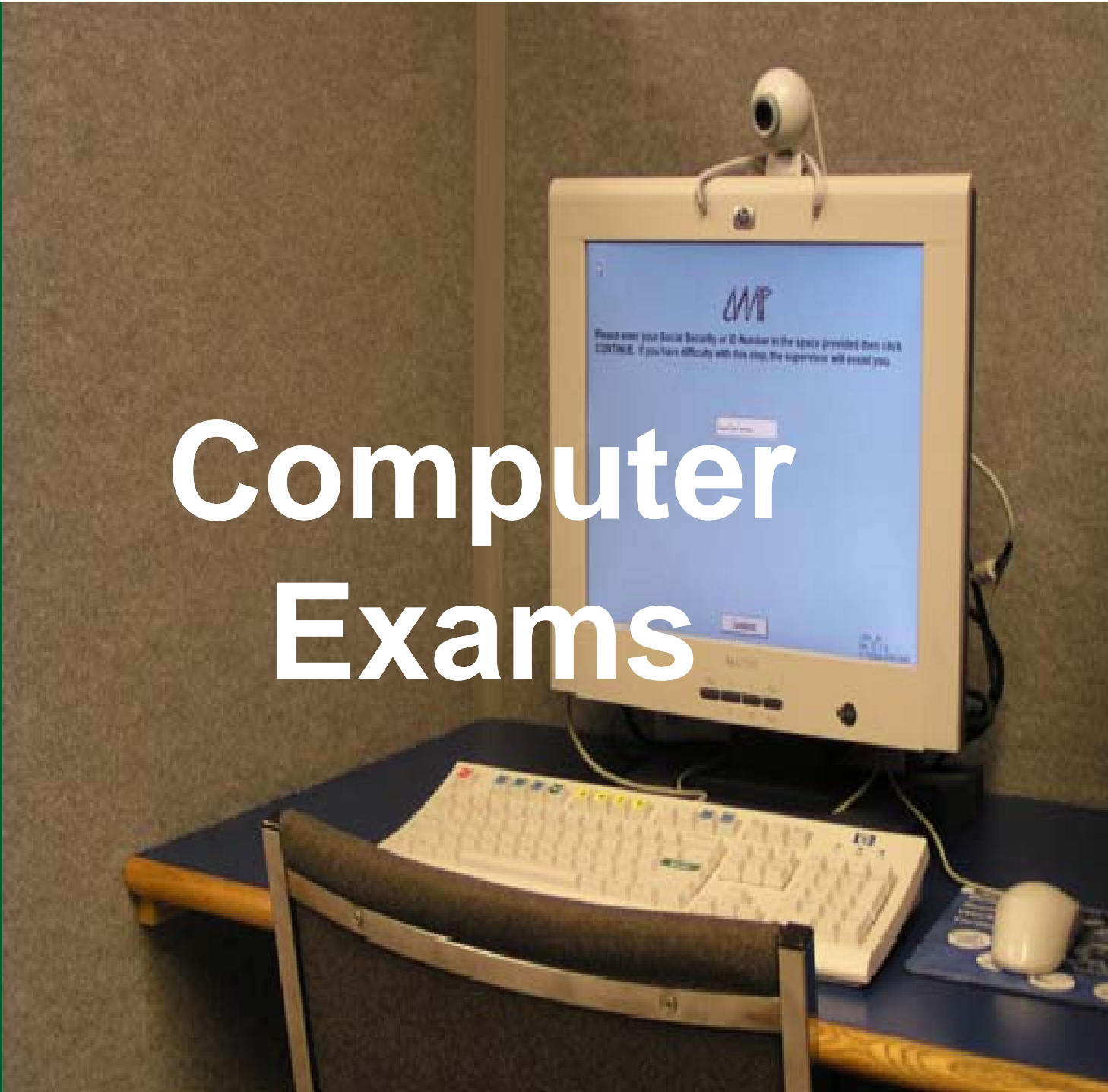
How do I get Certified??

- Meet 15 minutes earlier than your scheduled exam appointment.
- Make a score of 70 or better on your exam.
- Obtain the required experience for your specific grade level. (see 335-10-1-.08 “Qualifications for Certification”) in green regulation book.
- Submit Form 506 Experience Verification Application to ADEM, along with proper fee.
- Our office will send to you a certificate and 2 wallet cards good for 3 years.

ADEM

Computer Exams

adem.alabama.gov



ADEM

Send 505 appl to us with proper fees made out to ADEM.

Check or money order only, no cash, and no plastic.

adem.alabama.gov

http://www.adem.state.al.us/DeptForms/pdf forms/5051106.pdf - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Send To

Address http://www.adem.state.al.us/DeptForms/pdf%20forms/5051106.pdf

Google Search 1126 blocked Check AutoLink AutoFill Options

Save a Copy Select Text 118% Create documents anyone can open

	State of Alabama Water and Wastewater Operator Exam Application ADEM Form No. 505 11/06 m1	ADEM USE ONLY Approved _____ Rejected _____ Exam Date _____ Reviewed By _____ Applicant # _____
	Please read instructions before completing this application. Type or Print in black ink.	
1. SPECIFY THE EXAM YOU WISH TO TAKE: (circle only one)		
WATER GRADE	I	II III IV
WASTEWATER GRADE	IC I	II III IV
EXAM DATE YOU PREFER _____ (PAPER AND PENCIL EXAMS ONLY*) * Applications for paper and pencil exams must be received by ADEM at least 30 days prior to the exam date.		
<input type="checkbox"/> CHECK HERE IF APPLYING FOR A COMPUTERIZED EXAM. After approval of application by ADEM, you will be contacted directly by testing organization with further instructions.		
2. APPLICANT INFORMATION: Mr. ()		

8.5 x 11 in 1 of 2

Done Internet

Start Inbox - Micros... Presentations 2 Microsoft ... Microsoft Pow... http://www... 9:22 AM



Computer-based Exams

- All exams are computer based (by appt. only).
- Applied Measurement Professionals (AMP) proctors the exams. Exams are provided Mon-Friday 9:00 am and 1:30 pm (Central Standard Time).
- In Alabama, exams are provided in H&R Block business offices in Montgomery, Athens, Huntsville, Birmingham (2 locations) and at ABS Tax Service in Mobile.

ADEM

**Montgomery, Alabama
H & R Block Office**



adem.alabama.gov

ADEM

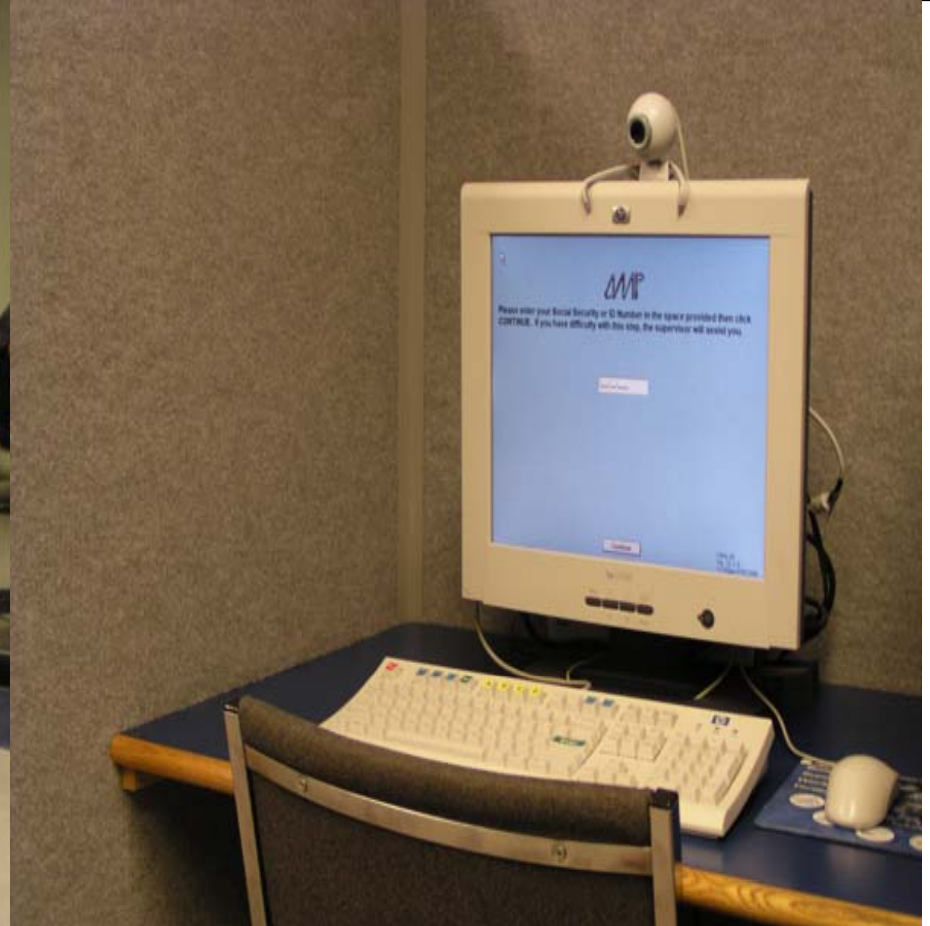
Check In with Proctor



adem.alabama.gov

ADEM

Testing Carrels



adem.alabama.gov

ADEM

ADEM's Website and Operator Web Page

- ADEM Web Site: adem.alabama.gov
- Operator Web Page
- Click on:
 - ADEM Programs
 - Water Division
 - Operator Certification

adem.alabama.gov



Operator Audits

- Ensure Compliance with ADEM Operator Regs
 - Review for falsified/inaccurate attendance records
 - Review for inappropriate course work
- Not to be feared
 - We know most people are honest
 - Enforcement is rare but will be taken if necessary
 - Some audits are randomly selected; some are due to incomplete applications, inaccurate data, or other red flag issues



Operator Audits

- We will notify the operator by mail
- Send us a copy of all your course completion certificates/agendas/syllabi, etc
- Call us if you have questions
- Delays only create more expired certificates

ADEM


Please...

- Update your contact information
 - **** Reliable personal e-mail address ****
 - Home Address
 - Home Phone
 - Work Phone
 - Cell Phone
 - Facility

adem.alabama.gov


ADEM

Why did I get audited?#!

- You were picked at random
OR
- Incomplete Information
 - Left out vital information such as dates, description of classes, CEHs, title, description & activity type, operator cannot be reached by phone, e-mail and/or home address
- Sloppy handwriting (illegible!) 
- Repetition of classes
- Inappropriate classes
- Not enough hours for renewal


ADEM

What is the 180 day period?

- Not a grace period but a “pending review or suspense period”
- Time to substantiate a questionable CEH claim that you have already incurred and is presently under ADEM review
- You will be paying a late fee of \$215.00 in addition to the renewal fee \$95.00 or \$70.00 
- The late fee applies 30 days PRIOR to the certificate expiration date

ADEM

More about the 180 day period

- If the arrival date of your renewal is within 30 days before your expiration date, your application is late but has not expired.
- During the 180-day period, your certification is expired, but it remains in suspense (under ADEM review). 
- The operator cannot use the 180-day time as a 'grace period'. ADEM makes the determination of imposing the 180-day period during review of an applicant's renewal application. [e.g., audit of a late application]



An important note about the 180-day period

- During this period, you are not a certified operator
- You are no longer an operator of record making process control decisions.
- You must be supervised by a certified operator.

ADEM

So, once again about the 180 day period?

- Not intended to provide you with another 180-days to acquire CEHs, but if granted, you may be given time to make up a class we did not accept
- If renewed during the 180-day period, you are back on track
- If you ignore our audit request, your certification will expire and you must re-test and send us a new exam and certification application.

adem.alabama.gov



ADEM

QUESTIONS?



Shane Brown
Operator Certification Coordinator
ADEM
334/274-4421
sbrown@adem.state.al.us