

**OPERATOR CERTIFICATION PROGRAM
ALABAMA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT
POST OFFICE BOX 301463
MONTGOMERY, ALABAMA 36130-1463**

ADEM USE ONLY:

Operator Number: _____

Late Fee: _____

Date Renewed: _____

Approved By: _____

Exp Date: _____

ERG: _____

This is your application for renewal of certification as a:

Water / Wastewater Grade ___ Operator

Name and address:

Your operator number is: _____

Be sure to put your number on your check and any other correspondence you send us.

Address or name change? Please make any necessary changes to the entry shown at left.

Renew online at www.adem.state.al.us with VISA/MasterCard.

In order to continue your certification, you must complete both sides of this form, sign, date, and return the form with your check for renewal. Please submit the original form and not a copy, no later than 30 days prior to expiration, otherwise your certificate will lapse and a late fee will apply.

Part 1 - Affirmation of Eligibility for Certification Renewal

I hereby enclose my check or money order for the renewal fee and certify that: The information contained herein is correct, I have met all requirements for certification renewal set forth by the Alabama Department of Environmental Management, and the ADEM Administrative Code Division 10, including the continuing education requirements as indicated below.

I understand that I may be audited by the Alabama Department of Environmental Management and if audited I may be required to submit documentation supporting my eligibility for certification renewal. I further understand that failure to comply with such requirements or any false statements made are in violation of the Code of Alabama and the ADEM Administrative Code, and could be cause for disciplinary action.

The Continuing Education Hours (CEH's) shown on the reverse side under Part 3 are true and correct.

I do not wish to renew my certification. I am returning this form without renewal fee and request inactivation of my file.

Signature _____ Date _____

Home Phone Number _____ Work Phone Number _____

Part 2 - Systems Operated

List all facilities that you operate below. **You must provide a PWS ID or NPDES permit number for each facility.** (Use additional sheets if necessary):

Facility Name	PWS ID No. (Drinking Water)	NPDES Permit No. (Wastewater)

Part 3 - Continuing Education Hours (CEH) earned during the period from _____ to _____

All activities must be relevant to certification you are renewing. Please read the instructions before completing. This part may be duplicated if necessary. Do not send documentation of these activities. Documentation will be requested if you are selected for audit.

Dates of Activity mm/dd/yy	Sponsoring Organization's Name Location (City and State)	Title/Description	Activity Indicate A, B, etc. (see chart below)	CEH

Activities – Type and Description	CEH Units
A. Association and/or ADEM sponsored short courses and seminars	1 CEH for each contact hour
B. Successfully completing for credit qualifying college or university sponsored courses	1 Sem Hr = 45 CEH 1 Qtr Hr = 30 CEH
C. Auditing qualifying college or university sponsored courses	1 Sem Hr = 15 CEH 1 Qtr Hr = 10 CEH
D. Certified and proctored correspondence courses	10 CEH for each CEU
E. Management and supervision courses	1 CEH for each contact hour
F. In-house or regional courses taught by experienced certified operators or experienced instructors	1 CEH for each contact hour
G. Teaching or instructing qualifying courses or seminars as described in A through F above	2 X CEH earned in teaching or instructing in activities A - F

Part 4 - Totals

- a. Total CEH claimed in current period
- b. CEH's carried forward from last renewal period
- c. Total available for credit this period (Line a + Line b)
- d. Total to be carried forward to next renewal (Line c minus 24 for single certifications, Line c minus 15 for dual certifications. The total shown in this column may not exceed 10)

PLEASE NOTIFY THE OPERATOR CERTIFICATION PROGRAM OF ANY CHANGE TO YOUR EMPLOYMENT STATUS. FOR YOUR FACILITY TO RECEIVE PROPER CREDIT FOR OPERATOR STAFFING WE MUST KNOW THE PWS ID OR NPDES PERMIT NUMBER FOR EACH FACILITY THAT YOU OPERATE.

Failure to pay the renewal fee and complete the continuing education hours by the deadline could cause your certification to lapse and you could no longer practice or offer to practice as a Certified Operator. Refer to the current Fee Schedule for the proper fee. You will receive separate renewal forms for dual (water and wastewater) certifications. Personal, business, or cashier checks, or money orders are acceptable and should be made payable to the Alabama Department of Environmental Management. Cash cannot be accepted.