

Alabama Department of Environmental Management (ADEM)



OpCert Online Operator Guidance Document for Water, Wastewater, and Landfill Operators and Water Well Drillers

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Contents

Getting Started	4
What can you do here?	4
You need an account if... ..	4
Is this like AEPACS?	4
ADEM Web Portal (AWP) Log in	5
ACCESS REQUEST	6
Manual review of ACCESS REQUESTS may take up to 30 days.	7
Name	7
Contact Information	7
Personal Information	8
Requested Role(s).....	9
‘Operator or Driller’ if.....	10
Facility Role(s) if	10
Trainer Role(s) if.....	10
Side Navigation.....	11
Home Page	13
Public Operator Search	15
Public Well Driller Search	16
Training Search.....	17
Help Documents.....	18
Help Request	19
Task List.....	20
Task Completion	20
Notes Boxes.....	20
Operator Detail.....	21
OPERATOR DETAIL.....	22
Profile.....	22
Contact Information	23
Certificates	24
Employment	24
Training.....	25
Exams	26
PROFILE EDIT	27
Connected User Account.....	28
Contact Information	28
FORMS	31
Water and Wastewater Operators	31

Getting Started

Form 506 Experience Verification	31
Form 435 Certificate Renewal.....	31
External Training Approval Request	32
Form 505 Operator Exam Application	34
Form 507 Reciprocal Application.....	37
Landfill Operators	42
External Training Approval Request.....	42
Well Driller Forms	43
Form 60 New Well Notification	43
Forms History	46
DOCUMENT LIBRARY.....	47
PAYMENT SUMMARY	48
Pending Invoices	48
Items Ready for Payment	50
Payment History	51

Getting Started

What can you do here?

Apply for Water/Wastewater Operator Certification, Landfill Operator Certification, and Well Driller Licensing

Manage your Certificates and Licenses

Manage Continuing Education

Trainers can have courses pre-approved and listed in our Public Training Search page

Search our database of Operators and Well Drillers.

Search our database of pre-approved courses for Continuing Education Hours

You need an account if...

- You want to become a certified water or wastewater operator
- You want to register to take a water or wastewater certification exam
- You want to become a certified landfill operator
- You want to become a licensed well driller
- You want to move to Alabama from another state and get a reciprocal certificate or license
- You have an active certificate or license and would like to maintain your certificate or license
- You manage or supervise certified operators
- You manage or supervise licensed well drillers
- You provide training for operators or well drillers

Is this like AEPACS?

AEPACS is the Alabama Environmental Permitting and Compliance System. AEPACS is a web application used to manage the permits of Landfills and of Municipal Water Treatment Facilities.

OpCert Online is a web application used to manage the certification of people who operate Landfills and Municipal Water Treatment Facilities.

Both applications start with the same Web Portal email verification.

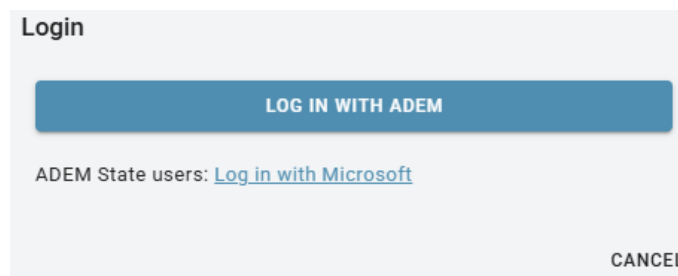
The Roles you select for AEPACS are NOT the same as the Roles you will select in OpCert Online.

ADEM Web Portal (AWP) Log in

You only have to do this once. If you already have an ADEM Web Portal account, skip this step and go to ACCESS REQUEST.

Go to <https://adem.alabama.gov/opcert>

- Click on the  button in the upper right-hand corner
- Select Login in with ADEM

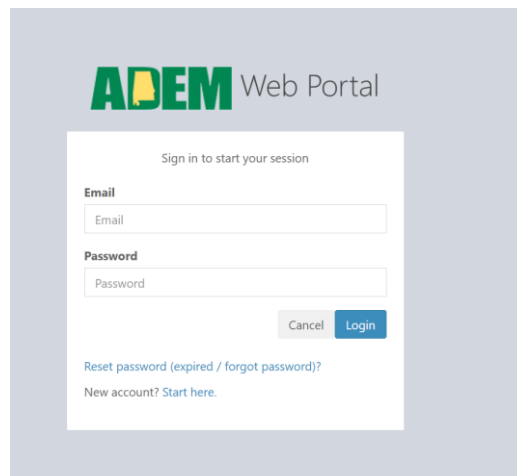


The image shows a 'Login' modal window. At the top, it says 'Login'. Below that is a large blue button labeled 'LOG IN WITH ADEM'. Underneath the button, it says 'ADEM State users: [Log in with Microsoft](#)'. In the bottom right corner, there is a 'CANCEL' link.

- If you are an ADEM employee, select “Log in with Microsoft”.
- Cancel – use this option to back out and not use the login system

***If you get locked out, call 334-274-4190 or email
ademwebportal@adem.alabama.gov***

- This will take you to the ADEM Web Portal (AWP)
<https://prd.adem.alabama.gov/awp>.
Follow the instructions in the [AWP Web Portal User Guide](#)



The image shows the ADEM Web Portal login page. At the top, it says 'ADEM Web Portal' with the ADEM logo. Below that is a 'Sign in to start your session' heading. There are two input fields: 'Email' and 'Password'. Below the 'Password' field are 'Cancel' and 'Login' buttons. At the bottom, there are two links: 'Reset password (expired / forgot password)?' and 'New account? Start here.'

ACCESS REQUEST



Once you have completed the AWP log in process, you will need to create your OpCert Online ACCESS REQUEST.

Navigate to www.adem.alabama.gov/opcert.

Click ACCESS REQUEST

A screenshot of the ADEM Access Request form. The form is titled 'Access Request' and includes sections for Name, Contact Information, Personal Information, and Requested Role(s). The Name section has fields for Suffix, First Name, Middle Name, Last Name, and Preferred Name. The Contact Information section has fields for Address Type, Address Line 1, Address Line 2, City, State, County, and Postal Code. The Personal Information section has fields for Date of Birth, Email, and Education Level. The Requested Role(s) section has a list of checkboxes for various roles: State Admin, State Scientist, State View Only, Operator/Officer, Facility Owner, Facility Admin, Facility Manager, Facility Supervisor, Trainer Admin, Trainer Staff, and State Chemical Staff. A 'Save' button is located at the bottom right of the form.

(This image taken during development. Current screen images are different.)

There are four sections to complete:

- Name
- Contact Information
- Personal information
- Requested Role(es)

Items with an asterisk (*) are required.

If a drop down list does not have the option you need, submit a Help Request after your ACCESS has been Approved.

Once all four sections are complete. click the  button.

ACCESS REQUESTS

Manual review of ACCESS REQUESTS may take up to 30 days.

Once approved you will receive an email notifying you that your access request has been approved and you can log into the system and begin your work in the system.

Name

- **Salutation*** - Preferred salutation, ex. Ms., Mrs., Mr., Dr., etc.
- **First Name*** - Legal or formal first name
- **Middle Name** - Legal or formal middle name. *Including your middle name or middle initial helps us to assign you to the correct record should someone in the database have a similar name.*
- **Last Name*** - Legal or format last name
- **Suffix** – Legal or formal suffix, ex. Jr, Sr., III, etc.
- **Preferred Name** – Example, Tommy instead of Thomas. *If your preferred name is the same as your legal name, leave this blank.*

Name					
Salutation *	First Name *	Middle Name	Last Name *	Suffix	Preferred Name
Mr. ▼				▼	

Contact Information

- **Address Type*** – Physical/Mailing is the only option here.
- **Address Line 1*** – Home Physical address or Home post office box
- **Address Line 2** – Optional address line for apartment or suite number
- **City*** – City of address
- **State*** – State of address
- **County*** – This is a drop down list.
- **Postal Code*** – 5- or 9-digit postal code (not FIPS code)
- **Phone Type*** – Type of phone used – cell, home, or work phone
- **Phone*** – phone number for OpCert Team to reach you should we need to contact you directly

ACCESS REQUESTS

- **Email*** – user email when beginning registration

Contact Information				
Address Type *		Address Line 1 *		Address Line 2
Physical/Mailing				
City *		State *	County *	Postal Code *
		Alabama		
Lat	Long			
Phone Type *	Phone *	Email *		
Cell	(123) 456-7894	test@test.com		

ACCESS REQUESTS

Personal Information

- **Date of Birth*** – Your date of birth. Operators must be at least 16 years old.
- **Education Level*** – User education level *This is a drop down list that has the options for you.*
- **Education Obtained Date*** - The date you attained the Education Level selected above. *If you only recall the Month and Year, that's ok. Enter "01" for the day. This is NOT the date you were certified.*

Personal Information

Date of Birth *

01/01/1998 

Education Level *

Highschool Diploma/GED 

Education Obtained Date *

04/01/2026 

ACCESS REQUESTS

Requested Role(s)

Select ALL roles that apply.

You must select AT LEAST ONE role.

Unless you are employed by ADEM, do NOT select any of the “ADEM” Roles.

Requested Role(s)

- ☐ ADEM State Admin
- ☐ ADEM State Scientist
- ☐ ADEM State View Only
- ☒ Operator Or Driller
- ☐ Facility Owner
- ☐ Facility Admin
- ☐ Facility Manager
- ☐ Facility Supervisor
- ☐ Trainer Admin
- ☐ Trainer Staff
- ☐ ADEM State Clerical Staff
- ☐ ADEM Webmaster
- ☐ ADEM Finance
- ☐ ADEM System Administrator

ACCESS REQUESTS

‘Operator or Driller’ if

- **you are currently certified or licensed,**
- **or you plan to become certified or licensed,** as an Alabama Water, Wastewater, or Landfill Operator, or Water Well Driller

If you currently have an Operator ID or Well Driller License, type **ONLY** the significant digits of your Operator ID or License for more accurate matching.

For instance,

if your ID is “C012345”, type “12345”;

or if your ID is “LFOP0999”, type “999”

If your record existed in our legacy systems and the name, Operator ID and email used in your ACCESS REQUEST *exactly match* those in our legacy systems, then your request *may be automatically approved*.

Should any of those values differ (name or email or ID), or if you do not type your Operator ID correctly, or if you don’t type your Operator ID at all, or if you are requesting additional roles, your ACCESS REQUEST *will be reviewed manually*.

Operators: Once you have requested access, make sure your facility manager or supervisor has entered your employment information. You must be DESIGNATED to your Facility.

This will include work experience with the correct start and end dates and also if you are a responsible charge with the correct start and end dates.

Facility Role(s) if

- you are an Owner, Administrator, Supervisor, or Manager of a Facility.
- Facility Role Requests are reviewed manually.
- See Facility Help Document for more details

Trainer Role(s) if

- you provide training to operators or well drillers.
- Trainer Role Requests are reviewed manually.
- See Trainer Help Document for more details.

Side Navigation Overview

The panel on the left of the OpCert Online screen is called the Side Navigation.



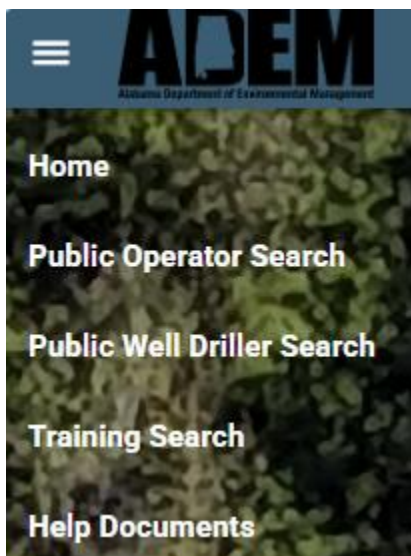
In the upper left of the Side Navigation are three stacked lines often called the ‘hamburger’ button.

Click the hamburger and the Side Navigation will shrink.

Click again and the Side Navigation will return.

This is especially useful when navigating the site on a small screen.

Before you LOGIN, the Side Navigation shows five items, Home, Public Operator Search, Public Well Driller Search, Training Search and Help Documents:

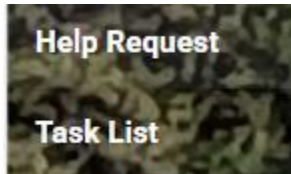


You are reading the Help Document now. Congratulations!

Side Navigation: Overview

Once your OpCert Online ACCESS REQUEST has been approved, navigate to adem.alabama.gov/opcert. Click LOGIN. Enter your password.

Your screen will refresh and your Side Navigation should have at least two additional options: Help Request, Task List.



Additional options in the Side Navigation are as follows:

Operators will have *Operator Detail*;

Training Providers will have *Providers*;

and Facility Personnel will have *Facility Detail*.

Home Page

Current Events, Helpful Links, and Downloadable documents can be found on the Home Page.

Example of Home Page Helpful Links

Water Workforce Career and Education Resources	
PFAS (on ITRC)	Work for Water - Curious about a career in Water? START HERE
Groundwater and Well Care for Public Water Systems	The Work in Water Experience - Water Workforce Education resources for School Counselors, Utilities and Schools. Includes Lesson Plans, Job Career Profiles and informative videos.
Continuing Education Provider Links • Water Workforce Continuing Education • Other Water Workforce Associations and Agencies	EFCN Educators Resource Hub - A searchable hub for <i>Water Education & Career</i> lesson plans - and much more!
Future Water Leaders Toolkit	
Solid Waste Resources	
Approved Training - see pdf Downloads below	Form 60 EDD (Electronic Data Deliverable) - coming soon Note: The EDD is provided below as a courtesy for you to upload Form60 information directly to Alabama WaterSTAR. This does NOT replace the Form60 submission to ADEM.
Alabama SWANA	Alabama WaterSTAR
Water Exam Need-To-Know	
-	Wastewater 1C
Water Grade I	Wastewater Grade I
Water Grade II <i>Alabama Water Treatment Grade II uses WPI's Water Treatment Class 1 exam</i>	Wastewater Grade II
Water Grade III <i>Alabama Water Treatment Grade III uses WPI's Water Treatment Class 2 exam</i>	Wastewater Grade III
Water Grade IV	Wastewater Grade IV

Example of Home Page Downloadable Documents

Available Documents

Download	Document
	Alabama Well Driller Reciprocity Form
	Alabama Well Standards Program Guidelines
	CY2024 Q1 OpCert Updates (W/WW)
	CY2024 Q2 OpCert Updates (W/WW)
	CY2024 Q3 OpCert Updates (W/WW)
	CY2024 Q4 OpCert Updates (W/WW)
	CY2025 Q1 OpCert Updates (W/WW)
	CY2026 Q1 OpCert Update
	Landfill Operator Approved Training

Public Operator Search

Operator Search

First Name

Last Name

State Id
Operator / Landfill ID

Operator Type
Select operator type... ▼

Only show active operators?

SEARCH

☒

Inactive operators are those who have only expired certificates

The Alabama operator certification program designates Level 4 as the highest level of licensure a water/wastewater operator can obtain.

State Id(s)	First Name	Last Name	Certificates
No operators found			

Note: ADEM's Operator Certification Program will no longer issue Wallet Cards to Water or Wastewater Operators. Wallet Cards were used to verify an operator's status at any time. With OpCert Online, an operator's status can now be found from any browser, at any time.

You must enter at least one letter in either the First Name box, the Last Name box, or one number in the State Id box.

You can look for just Water/Wastewater Operators or just Landfill Operators. If you don't select anything in this box, you will be searching in the list of all Operators.

Operator Type

Select operator type... ▲

Water/Wastewater Operators

Landfill Operators

Select SEARCH to show the results.

Public Well Driller Search

Well Driller Search

First Name

Last Name

Well Driller ID

Company County

Well Driller ID

Only show active well drillers?

SEARCH

Well Driller ID

First Name

Last Name

Certificates

Company Information

No well drillers found

You must enter at least one letter in either the First Name box, the Last Name box, or one number in the Well Driller Id box or Select at least one County in the Company County box.

Select SEARCH to show the results.

The information in these results is based on data provided to ADEM by the Well Driller. Our legacy database did not capture phone numbers. Once Well Drillers update their records in OpCert Online, their phone numbers will show in the results.

When Selecting more than one County, the results will show Well Drillers in all of the Counties selected. For example, if you select Montgomery and Lowndes, the results will show all Well Drillers in Montgomery and all Well Drillers in Lowndes County.

Training Search

Training Course Search

Search

Provider ID

Provider Name

Course ID

Course Name

Start Date

mm/dd/yyyy

City

Classification Area

☐ In-Person

☐ Virtual

☒ Both

End Date

mm/dd/yyyy

State

Alabama

Training Topic

☒ Upcoming Only

☐ Include Unlisted Courses

SEARCH

You can search for ADEM preapproved courses directly from the Training Search.

Select SEARCH to see results.

View	Course ID	Course Name	Training Provider	Classification	Topic	Start
------	-----------	-------------	-------------------	----------------	-------	-------

Using the default options, this list will show all Upcoming Courses and courses that are In-Person and Virtual.

You can narrow your results by adding information to any of the boxes on this page.

Courses listed here have been preapproved by ADEM.

Training Providers are able to upload attendance from these courses directly to your Profile.

Help Documents

HELP & USER INFORMATION

OPERATOR
[Operator Help Document](#)

FACILITY
[Facility Help Document](#)

TRAINING PROVIDER
[Training Provider Help Document](#)

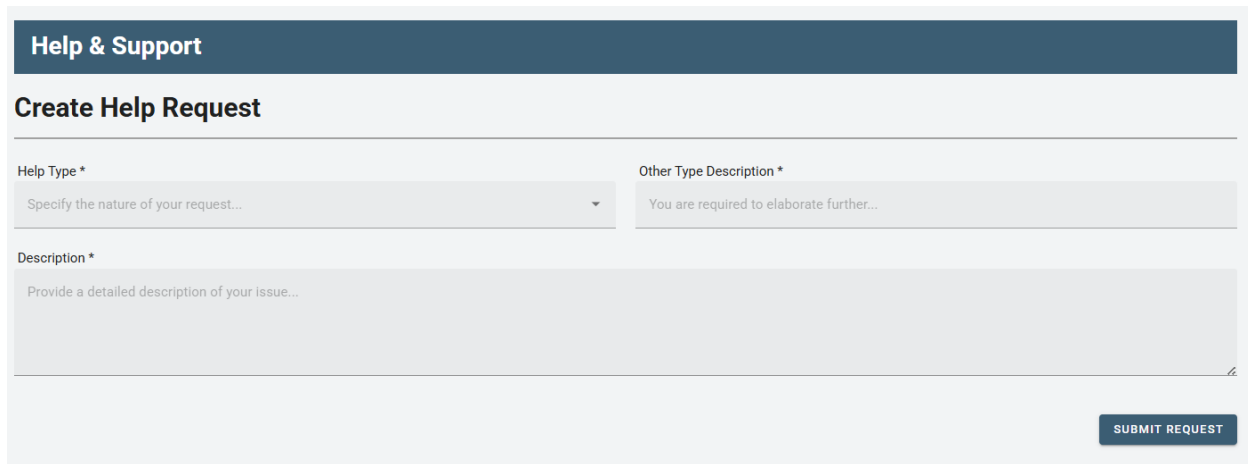
Once logged in, three Help Documents are available.

You are reading one of them right now.

Congratulations!

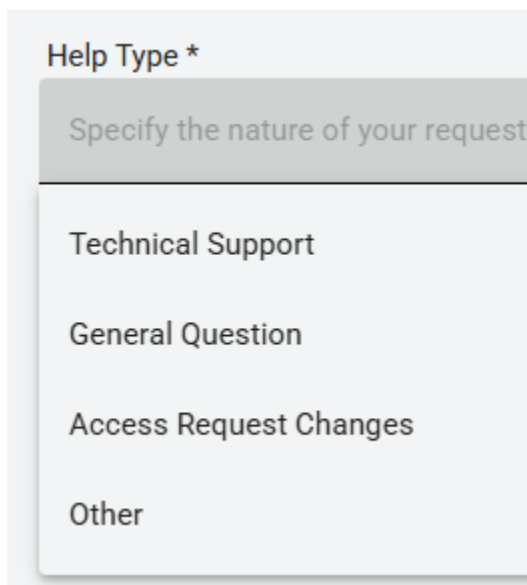
Help Request

Create a Help Request to ask questions and get assistance for the OpCert Staff.



The screenshot shows a web form titled 'Help & Support' with a sub-header 'Create Help Request'. The form contains three main input areas: a 'Help Type *' dropdown menu with the placeholder text 'Specify the nature of your request...', an 'Other Type Description *' text area with the placeholder text 'You are required to elaborate further...', and a 'Description *' text area with the placeholder text 'Provide a detailed description of your issue...'. A 'SUBMIT REQUEST' button is located at the bottom right of the form.

There are four Help Type options. The more information you provide, the faster we can complete your request. While we know your name from the Help Request, we do not know your Facility or Training Provider unless you type that information in the Help Request.



The screenshot shows a dropdown menu for 'Help Type *'. The menu is open, displaying four options: 'Technical Support', 'General Question', 'Access Request Changes', and 'Other'. The placeholder text 'Specify the nature of your request' is visible above the options.

Side Navigation: Task List

Task List

The Task List will provide you with a list of tasks you need to complete.

If an item is in your Task List, State Staff CANNOT see your task.

If there are no tasks it will say 'Nothing to do right now'.

Click on the view button to review and work on the task.

Task List Items										
				☒ Show only my tasks		Search			REFRESH	
View	Area	Name	Task Type	Submit Date	↑	Current Status	Priority	Current Status Date	Days in Status	Assigned User
Nothing to do right now										

Tasks can be sorted by any of the column headings.

You can type a word or phrase in the Search box to search the Task List.

Task Completion

Once in the task, complete all fields requested, scroll to the Submit section, Select Submit for Staff Review, then click SUBMIT.

Submit

Select Action *

Submit for Staff Review

Notes

SUBMIT

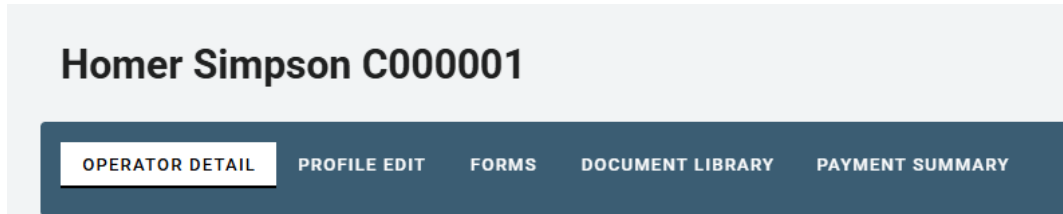
Notes Boxes

All of the Notes fields can be expanded by clicking and dragging on the bottom right corner



Operator Detail

There are five Sections in the Operator Detail area. Here's what it looks like for our fictional Water/Wastewater Operator, Homer Simpson:



- **OPERATOR DETAIL** – Your Main Operator info page
- **PROFILE EDIT**– Update your Addresses and Phone Numbers.
- **FORMS**– Track the progress of your Workflow Items, including, but not limited to, Help Requests, External Training Approval Requests, Exam Requests, Initial Issuance and Certificate Renewals.
- **DOCUMENT LIBRARY**– Upload and view documents you have uploaded securely to OpCert Online.
- **PAYMENT SUMMARY**– View the status of invoices and payments

OPERATOR DETAIL: Operator Detail Sections

OPERATOR DETAIL

Profile

Profile

System Id #: 1

Status: Active

Assigned User: Shane Brown

Name: Mr. Homer Simpson Jr.

Education:

DOB:

Education Obtained Date:

Operator Areas

Area	State Id
W/WW Operator	C000001 

The 'Profile' section includes basic demographic information. It includes the following:

- **System Id#** - this is a unique number used by OpCert Online. This is NOT your Operator ID.
- **Status** - Active or Inactive
- **Assigned User** - your ADEM OpCert Staff Scientist
- **DOB** - Operator's Date of Birth
- **Education** - highest level of education as indicated in ACCESS REQUEST
- **Education Obtained Date** - date of Education Obtained
- **Operator Areas** - Water/Wastewater or Landfill or Well Driller
- **State Id** - Operator ID or Well Driller ID

OPERATOR DETAIL: Operator Detail Sections

Contact Information

Contact Information

Email: homer@adem.state.al.us

Cell Phone:

Preferred Contact Method: Email

Home Phone:

Work Phone:

Addresses

Type	Address	City	State	County	Postal Code
Physical	Post Office Box 1234	Montgomery	AL	Montgomery	12345
Mailing	Post Office Box 1234	Montgomery	AL	Montgomery	12345

Items per page: 10 1-2 of 2 |< < > >|

SHOW ADDRESS HISTORY

ADEM will use this information to contact you when necessary. The email address provided will be used by the system to send you email regarding items that need your attention. Please make sure to keep this information up to date using the PROFILE EDIT section.

- **Email** - this email is the one confirmed in the ADEM Web Portal
- **Cell Phone**
- **Home Phone**
- **Work Phone**
- **Preferred Contact Method**
- **Addresses**

The 'Show Address History', when clicked, will show any previous addresses associated with the user.

OPERATOR DETAIL: Operator Detail Sections

Certificates

Certificates

Number	Area	Level	Status	Expiration Date
 DWT420251046	Drinking Water Treatment	4	Active	12/31/2027

Items per page:

10

1-1 of 1

<

<

>

>

SHOW CERTIFICATE HISTORY

The 'Certificates' section lists any active certificates associated with the user. Including the current status of the certificate and the expiration date. **To view and/or print the certificate click on the print icon next to the certificate number.** The pdf document will then download to the computer for viewing and printing.

To show any inactive/ certifications, click on the 'Show Certificate History' button.

Employment

EMPLOYMENT							
Facility	Start Date	End Date	Area	Level	Experience Total	Responsible Charge	Contract Operator
MONTGOMERY (WW&SSB OF THE CITY OF)	01/01/2019		Drinking Water Treatment	4	7YR 1MO	N	N
Items per page: 10 1-1 of 1 < < > >							
ADD NEW							

The 'Employment' section lists who currently employs the user.

Please note operator employment shows up when the Facility Manager and/or Supervisor at the facility DESIGNATES the operator to the Facility in the system.

If you are currently employed at a facility and your profile is not showing that employment please contact your Facility Manager and/or Supervisor to have you added to your employed facilities in the system. If you are in need of getting historical employment information into the system please SUBMIT a Help Request.

OPERATOR DETAIL: Operator Detail Sections

Training

Training							
Water Hours Applied: 0							
Training	Date	Eligible Areas	Topics	CEH Earned	CEH Applied	CEH Remaining	Apply Hours
Wastewater 1	01/28/2026	Wastewater Treatment	Wastewater Treatment Operation & Maintenance	2	0	2.00	
Carry Over Water	12/30/2023	Drinking Water Treatment, Drinking Water Distribution	Water Treatment Operation & Maintenance, Water Distribution Operation & Maintenance	10	0	10.00	

Items per page: 10 1-2 of 2 |< < > >|

SHOW TRAINING HISTORY

The 'Training' section lists any approved training that Training providers have submitted that the operator attended and any training that the operator has attended and requested approval. Current training that can be applied to the operator's current renewal will show in the training section. Historical training can be found by clicking on training history.

Training can be applied to a renewal either on the renewal task and/or in this training section. To apply training to a renewal click on the pencil icon under the Apply Hours heading.

Training

Apply Training

Course: Carry Over Water Date Completed: 12/30/2023

Eligible Areas: Drinking Water Treatment, Drinking Water Distribution

CEH Earned: 10 CEH Available: 5

Certificate #	Classification Area	Classification Level	Used	Hours Applied
DWT420251046	Drinking Water Treatment	4	5	

SAVE

CEH Remaining Apply Hours

2.00

10.00

1-2 of 2 |< < > >|

Enter in the Hours Applied box the number of hours for this training you wish to apply to this certificate renewal and click on the save button. You can apply all or part of the hours for the training based on what you need for the renewal. Hours not applied can be applied

OPERATOR DETAIL: Operator Detail Sections

to another qualifying certificate. Once applied the hours applied fields will update automatically as will the CEH remaining fields.

Training

Water Hours Applied: 5

Training	Date	Eligible Areas	Topics	CEH Earned	CEH Applied	CEH Remaining	Apply Hours
Wastewater 1	01/28/2026	Wastewater Treatment	Wastewater Treatment Operation & Maintenance	2	0	2.00	
Carry Over Water	12/30/2023	Drinking Water Treatment, Drinking Water Distribution	Water Treatment Operation & Maintenance, Water Distribution Operation & Maintenance	10	5	5.00	

Items per page: 10 1-2 of 2 |< < > >|

[SHOW TRAINING HISTORY](#)

Exams

Exams

Date	Area	Level	Score
08/23/2020	Drinking Water Treatment	4	80

Items per page: 10 1-1 of 1 |< < > >|

'The 'Exams' section lists any exams the operator has taken including the score of the exams. Please note not all exam history was in digital form that could be imported into the new system. What could be imported was, however there will be some older exams that will not be imported.

OPERATOR DETAIL: Profile Edit

PROFILE EDIT

Homer Simpson C000001

OPERATOR DETAIL

PROFILE EDIT

FORMS

DOCUMENT LIBRARY

PAYMENT SUMMARY

The PROFILE EDIT page allows you to update limited fields of your profile. *You can save at any time, but it is preferred if you save often.* Fields you can update are:

- Salutation
- Suffix
- Preferred Name
- Physical Address
- Mailing Address
- Phone (s)
- Preferred Contact Method

SUBMIT a Help Request to change any of the 'greyed out' fields.

PROFILE EDIT

Personal Information

First Name	Middle Name	Last Name
Salutation	Suffix	
Mr.		
Date of Birth	Status	
01/01/2000	Active	
State W/WW Id	State Driller Id	State Landfill Id
MOLO Number	Preferred Name	

OPERATOR DETAIL: Profile Edit

Connected User Account

Shows the email address used when you created your ADEM Web Portal account and the Roles you selected in your ACCESS REQUEST.

Connected User Account

Connected User Email

[REDACTED]@[REDACTED].com

Login Method

[REDACTED]

Roles

Operator/Driller

Contact Information

Contact Information

Physical Address

Address Type *

Physical

Address Line 1 *

Address Line 2

City *

State *

County *

Postal Code *

Alabama

Montgomery

Lat

Long

For those who need to confirm they are within 30 Minutes of their facility, ensure your Lat/Long are not blank. The Lat/Long cannot be typed directly.

OPERATOR DETAIL: Profile Edit

For example, if we are trying to get the lat/long for ADEM at 1400 Coliseum Blvd, Click in the Address Line 1 box, start typing 1400 ...

The screenshot shows a 'Physical Address' form. The 'Address Type *' dropdown is set to 'Physical'. The 'Address Line 1 *' field contains '1400'. A Google-powered dropdown menu is open, showing five suggestions: '1400 Coliseum Boulevard Montgomery, AL, USA', '1400 Lloyd Street Montgomery, AL, USA', '1400 W University Dr Montgomery, AL, USA', '1400 O Connell St Montgomery, AL, USA', and '1400 Aaron Street Montgomery, AL, USA'. The 'City *' field is empty. The 'Lat' and 'Long' fields are also empty. The 'Address Line 2' field is empty. The 'Postal Code *' field is empty. The 'State' dropdown is set to 'Alabama'.

Select the address from the Google drop down box.

This will complete the Lat/Long. If you must have the 30 Minute calculation and cannot get the Lat/Long to fill in, SUBMIT a Help Request.

The screenshot shows the 'Physical Address' form with all fields filled. The 'Address Type *' dropdown is set to 'Physical'. The 'Address Line 1 *' field contains '1400 Coliseum Blvd'. The 'Address Line 2' field is empty. The 'City *' field contains 'Montgomery'. The 'State *' dropdown is set to 'Alabama'. The 'County *' dropdown is set to 'Montgomery'. The 'Postal Code *' field contains '36110-2400'. The 'Lat' field contains '32.4120303'. The 'Long' field contains '-86.2648739'.

OPERATOR DETAIL: Profile Edit

If you'd like to also add a Mailing Address, you can click SAME AS PHYSICAL to copy directly. If your Mailing Address is different, you can type the details here.

Mailing Address

SAME AS PHYSICAL

Address Type *

Mailing ▼

Address Line 1 *

1400 Coliseum Blvd

Address Line 2

City *

Montgomery

State *

Alabama ▼

County *

Montgomery ▼

Postal Code *

36110-2400

Lat

32.4120303

Long

-86.2648739

Physical address, Mailing address, Phone(s), and Preferred Contact Method are in the 'Contact Information' section. Make the desired changes and click the 'Save' button at the bottom of the page.

Email

Cell Phone

Home Phone

(Optional) Enter a valid ten digit phone

Work Phone

(Optional) Enter a valid ten digit phone

Preferred Contact Method

Email ▼

SAVE

You cannot change your email address here.

You CAN update your phone numbers.

You can save at any time, but it is preferred if you save often.

OPERATOR DETAIL: Forms

FORMS

Water and Wastewater Operators

Form 506 Experience Verification

Form 506 has been replaced by the Certificate Issuance workflow.

A Certificate Issuance task will automatically be added to your Task List when you meet the minimum requirements. You will receive an email notification.

In order for OpCert Online to calculate your Work Experience, your employer must DESIGNATE you to the facility.

Form 435 Certificate Renewal

Certificate Renewals will automatically be added to your Task List 90 days before your Certificate Expiration date. You will receive an email notification.

You will also be sent a notification when you are 30 days away from your Renewal date. There will be a Late Fee assessed.

OPERATOR DETAIL: Forms

Sample forms that you can create are shown below:

Forms

[External Training Approval Request](#)

[New Exam Request](#)

[Reciprocal Certification Request](#)

External Training Approval Request

External Training Approval Request

Current Status: Pending Entry

Course Details

Training Provider Name *

Course Name *

Description *

Classification Area(s) *

Training Type *

Training Topic(s) *

Please complete all these boxes.

Enter the Training Provider Name, the Course Name and Description.

Be sure to select the Classification Areas and the Training Topics.

OPERATOR DETAIL: Forms

Course	Attendance	Contact Information	
Course CEHs * 0	Requested CEHs * 0	City 	State
Start Date * 04/30/2026	Date Completed * 04/30/2026	Email 	Phone *
End Date * 04/30/2026			
SAVE			

All the * fields need to be selected.

Supporting Documents

File	Type	Notes	Uploaded	Uploaded By	Is Staff Only?	Actions
No documents found						

Upload New Document

Document Type *

File(s) *

Notes

☐ Make Document Staff Only

UPLOAD

CANCEL

Submit

Select Action *

Notes

SUBMIT

History

Status	User	Date	Note
--------	------	------	------

Do not put your certificates in the DOCUMENT LIBRARY. Upload them here.

OPERATOR DETAIL: Forms

Form 505 Operator Exam Application

Form 505 has been replaced by the New Exam Request Form

Exam Request 3123 for [Homer Simpson C000001](#)

FORMS

EXAM REQUEST

Exam Request

Current Status: Pending Entry

Applicant Information

Name: Mr. Homer Simpson Jr.

OPID#: 1

DOB:

Status: Active

Education:

Email: homer@adem.state.al.us

Home Phone:

Work Phone:

Cell Phone:

State ID(s):

W/WW Operator: C000001

Addresses

Type	Address	City	State	County	Postal Code
Physical	Post Office Box 1234	Montgomery	AL	Montgomery	12345
Mailing	Post Office Box 1234	Montgomery	AL	Montgomery	12345

Items per page:

10

1-2 of 2

|< < > >|

OPERATOR DETAIL: Forms

Exam Information

Exam Area

Exam Level

Previous Exam Information

Date	Area	Level	Score
------	------	-------	-------

No exams

Items per page: 10 0-0 of 0 |< < > >|

Employment Information

Facility	Start Date	End Date	Area	Level	Experience Total	Responsible Charge	Contract Operator
J Earl Ham WWTP	01/02/2026	01/03/2026	Wastewater Treatment	3	OYR OMO	N	N

Items per page: 10 1-1 of 1 |< < > >|

If your facility information is not displayed and you are employed, please contact your facility admin

☐ Not currently employed by a public water or wastewater system

Current Certification Information

Number	Area	Level	Status	Expiration Date
WWT420251001	Wastewater Treatment	4	Active	03/31/2028

Items per page: 10 1-1 of 1 |< < > >|

Application Verification

I, the undersigned, do hereby affirm and swear, under oath, that I am the said applicant; that all statements made and information contained in this application are true and correct to the best of my knowledge and belief. I understand that falsification of statements or supporting data may result in the denial of this application or suspension/revocation of any certificate I may hold. Further, I understand that it is my responsibility to provide documentation upon request of any claims on this form and provide supplemental material to reflect any material change in circumstances which may affect my eligibility for certification.

Initial

Date Signed

mm/dd/yyyy

☐ My Facility will pay

Facility for payment

SAVE

OPERATOR DETAIL: Forms

Supporting Documents

File	Type	Notes	Uploaded	Uploaded By	Is Staff Only?	Actions
No documents found						

Upload New Document

Document Type *

Select type

File(s) *



Notes

Enter notes

☐ Make Document Staff Only?

UPLOAD 

CANCEL

Submit

Select Action *

Notes

SUBMIT

History

Status	User	Date	Note
--------	------	------	------

OPERATOR DETAIL: Forms

Form 507 Reciprocal Application

Form 507 has been replaced by the Reciprocal Certification Request

RECIPROCAL CERTIFICATION REQUEST 238 FOR [HOMER SIMPSON C000001](#)

FORMS

CERTIFICATION REQUEST

Current Status: **Pending Entry**

Operator Information

Name: Mr. Homer Simpson Jr.

OPID#: 1

DOB:

Status: Active

Education:

Email: homer@adem.state.al.us

Home Phone:

Work Phone:

Cell Phone:

State ID(s):

W/WW Operator: C000001

Addresses

Type	Address	City	State	County	Postal Code
Physical	Post Office Box 1234	Montgomery	AL	Montgomery	12345
Mailing	Post Office Box 1234	Montgomery	AL	Montgomery	12345

Items per page: 10

1-2 of 2

< > >|

Current Certification

Specify the grade that is equivalent to your current classification:

Area *

Level *

Current Certification Held Outside the State of Alabama:

Certification Level *

Expiration Date *

State *

mm/dd/yyyy

☐ This state accepts reciprocity from Alabama

☐ I have taken a WPI standardized exam for this certification

Attach copy of out-of-state certification:

File	Type	Notes	Uploaded	Uploaded By	Is Staff Only?	Actions
No documents found						

Upload New Document

Document Type *

File(s) *

Notes

Select type



Enter notes



Make Document Staff Only?

UPLOAD

CANCEL

OPERATOR DETAIL: Forms

Alabama Employment

Facility	Start Date	End Date	Area	Level	Experience Total	Responsible Charge	Contract Operator
J Earl Ham WWTP	01/02/2026	01/03/2026	Wastewater Treatment	3	0YR OMO	N	N

Items per page: 10 1-1 of 1 |< < > >|

Out-of-State Employment

Facility	Permit #	State	Start Date	End Date	Months	Area	Level
----------	----------	-------	------------	----------	--------	------	-------

No records added

ADD NEW EXPERIENCE

Experience

Water Treatment

- | | | |
|-----------------------------------|----------------------------------|--|
| ☐ Previous | ☐ Current | Chlorination |
| ☐ Previous | ☐ Current | Fluoridation |
| ☐ Previous | ☐ Current | Sequestering |
| ☐ Previous | ☐ Current | Corrosion Control |
| ☐ Previous | ☐ Current | Chemical Softening and Filtration |
| ☐ Previous | ☐ Current | Reverse Osmosis |
| ☐ Previous | ☐ Current | Iron and Manganese Removal |
| ☐ Previous | ☐ Current | Coagulation, Sedimentation, Filtration |
| ☐ Previous | ☐ Current | Other: <input type="text"/> |

Water Distribution

- | | | |
|-----------------------------------|----------------------------------|--|
| ☐ Previous | ☐ Current | Average Daily Volume (GPD): <input type="text"/> |
| ☐ Previous | ☐ Current | # of Service Connections: <input type="text"/> |
| ☐ Previous | ☐ Current | # of Pumping Stations: <input type="text"/> |
| ☐ Previous | ☐ Current | # of Storage Facilities: <input type="text"/> |

OPERATOR DETAIL: Forms

Water Supply

☐ Previous

☐ Current

of Wells:

Name of Surface Water:

Name of Ground Water:

Wastewater Treatment

☐ Previous

☐ Current

Stabilization Ponds

☐ Previous

☐ Current

Aerated Ponds

☐ Previous

☐ Current

Oxidation Ditches

☐ Previous

☐ Current

Activated Sludge

☐ Previous

☐ Current

Trickling Filter

☐ Previous

☐ Current

Rotating Biological Contractor

☐ Previous

☐ Current

Sludge Stabilization

☐ Previous

☐ Current

Other:

Wastewater Collection

☐ Previous

☐ Current

Average Daily Volume (GPD):

☐ Previous

☐ Current

of Storage Facilities:

☐ Previous

☐ Current

of Service Connections:

☐ Previous

☐ Current

of Pumping Stations:

Lift Stations

☐ Previous

☐ Current

of Submersible Type:

☐ Previous

☐ Current

of Wells:

☐ Previous

☐ Current

of Air (Pneumatic):

☐ Previous

☐ Current

of Package Type:

Duties

Water Treatment

- ☐ Startup, shutdown, and periodic operating checks of plant equipment
- ☐ Perform preventative maintenance of all equipment
- ☐ Collect samples
- ☐ Perform laboratory testing
- ☐ Make safety checks
- ☐ Monitor wells
- ☐ Other:

Water Distribution

- ☐ Operate and maintain valves
- ☐ Maintain, repair, and flush fire hydrants
- ☐ Collect samples, perform chlorine tests, read meters
- ☐ Maintain distribution records
- ☐ Monitor and maintain water storage facilities
- ☐ Fix and repair water mains and breaks
- ☐ Other:

Wastewater Treatment

- ☐ Daily operations and maintenance of mechanical wastewater treatment system
- ☐ Transfer of wastewater between cells
- ☐ Discharge wastewater
- ☐ Other:

Wastewater Collection

- ☐ Maintain and operate sewers, manholes, and pipelines
- ☐ Replace and repair sewer lines
- ☐ Operate and maintain lift stations
- ☐ Other:

OPERATOR DETAIL: Forms

Application Verification

☐ My Facility will pay

Facility for payment:

I, the undersigned, do hereby affirm and swear, under oath, that I am the said applicant; that all statements made and information contained in this application are true and correct to the best of my knowledge and belief. I understand that falsification of statements or supporting data may result in denial of this application or suspension/revocation of any certificate I may hold. Further, I understand that it is my responsibility to provide documentation upon request of any claims on this form and provide supplemental material to reflect any material change in circumstances which may affect my eligibility for certification.

Signature *

SAVE

Fees

Fee	Invoice	Description	Amount
		W/WW Reciprocal Issuance Fee	\$180.00
		Total:	\$180.00

ADD NEW FEE

Submit

Select Action *

Notes

SUBMIT

History

Status	User	Date	Note
--------	------	------	------

OPERATOR DETAIL: Forms

Landfill Operators

Landfill Operators can submit requests for training not added by the training provider, reciprocal certification requests.

Forms

[External Training Approval Request](#)

External Training Approval Request

(same as above)

OPERATOR DETAIL: Forms

Well Driller Forms

Forms

[External Training Approval Request](#)

[Well Driller Reciprocal Certification Request](#)



[New Well Notification \(Form 60\)](#)

Form 60 New Well Notification

Form 60 Intent to Drill can be completed by the Facility (Admin, Supervisor or Manager).

Upon Well Completion, the Well Driller must submit the remaining parts of the form.

WELL NOTIFICATION

Current Status: Pending Entry

Notification Details

Driller *

Company *

Well Location Details

Property Owner *

Property Owner Mailing Address

Address Type *

Mailing

Address Line 1 *

Enter a location

Address Line 2

City *

State *

County *

Postal Code *

Lat

Long

OPERATOR DETAIL: Forms

Well Location:

Meridian

Township

Township Direction

Range

Range Direction

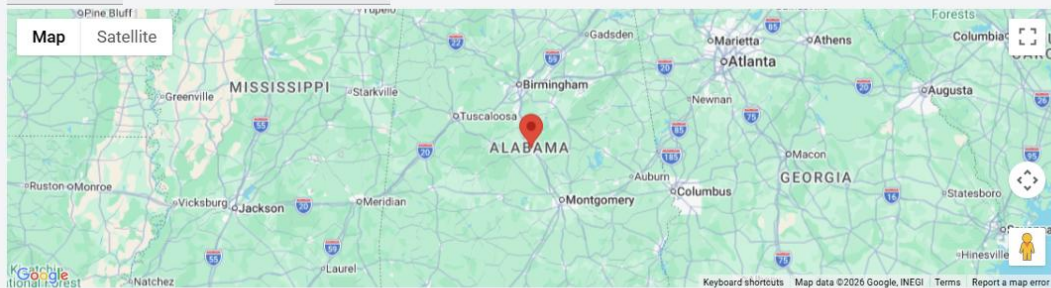
Section

Quarter Section

County *

Latitude *

Longitude *



USE MY CURRENT LOCATION

Distance and direction from nearest town, community, road junction or other reference point

Well Details

Drilling Method *

Well Use *

Estimated Depth (feet) *

Estimated Starting Date *

mm/dd/yyyy



SAVE

OPERATOR DETAIL: Forms

Submit

Select Action *

Notes

SUBMIT

History

Status	User	Date	Note
--------	------	------	------

OPERATOR DETAIL: Forms

Forms History

- View – a link to view and potentially edit your form if it is in a status that allows editing.
- Type – The name of the request chosen above
- Current Status – The current workflow status of the request
- Current Status Date – The date the workflow was moved to the current status

Once the submitted form is in the ‘staff review’ status, you cannot make any edits.

Forms History			
			Type ▾
View	Type	Current Status ↑	Current Status Date
	Training Approval Request	Approved	04/21/2026
	Training Approval Request	Approved	04/21/2026

OPERATOR DETAIL: Document Library

DOCUMENT LIBRARY

The 'Document Library' section allows you to upload and view any documents associated with your profile. This is where you can upload documents you wish to share with the State Staff such as proof of education.

The screenshot displays the 'Document Library' section of a user interface. At the top, a navigation bar includes links for 'OPERATOR DETAIL', 'PROFILE EDIT', 'FORMS', 'DOCUMENT LIBRARY' (which is active), and 'PAYMENT SUMMARY'. Below the navigation bar, the title 'Document Library' is prominently displayed. A table lists the documents currently in the library. The table has columns for 'File', 'Type', 'Notes', 'Uploaded', 'Uploaded By', and 'Actions'. One document is listed: 'test doc (1) (1) (2024_02_12 00_39_30 UTC).pdf (47.27 kB)' with a type of 'Document Library Doc 1', notes of 'test document', uploaded on '02/22/2026 6:00 PM MST' by 'James Operatortest'. The 'Actions' column for this document contains a download icon and a trashcan icon. Below the table, there is a section titled 'Upload New Document'. This section includes a 'Document Type' dropdown menu (currently showing 'Select type'), a 'File(s) *' field with a paperclip icon and the text 'Click here to select files', and a 'Notes' field with the placeholder text 'Enter notes'. At the bottom of this section are two buttons: 'UPLOAD' and 'CANCEL'.

File	Type	Notes	Uploaded	Uploaded By	Actions
test doc (1) (1) (2024_02_12 00_39_30 UTC).pdf (47.27 kB)	Document Library Doc 1	test document	02/22/2026 6:00 PM MST	James Operatortest	

Upload New Document

Document Type *
Select type

File(s) *
 Click here to select files

Notes
Enter notes

UPLOAD CANCEL

Documents can be uploaded by selecting the document type and the document from your computer you wish to upload and then clicking on the upload button. Once uploaded you can view the document by clicking the download button next to the document in the Actions column. The document can be deleted if the wrong document was uploaded by clicking on the trashcan icon in the Actions column.

OPERATOR DETAIL: Payment Summary

PAYMENT SUMMARY

[OPERATOR DETAIL](#) [PROFILE EDIT](#) [FORMS](#) [DOCUMENT LIBRARY](#) [PAYMENT SUMMARY](#)

Pending Invoices

Invoice #	Status	Created By	Created Date	View
No data available				

Items ready for payment (Select items you wish to pay for)

☐	Item	Invoice	Total
No data available			

SUBMIT FOR PAYMENT

Payment History

Invoice #	Status	Created By	Created Date	View
1007	Complete	Danielle Manscill	02/19/2026 2:45 PM MST	

Pending Invoices

This section will display any invoices that have been generated but have not yet been paid. To pay the invoices click on the magnifying glass icon in the View column.

Pending Invoices

Invoice #	Status	Created By	Created Date	View
82	Pending Payment	EriTest MooTest	02/22/2026 7:52 PM MST	

OPERATOR DETAIL: Payment Summary

This will display the invoice details and the Submit For Payment Button.

EXAM REQUEST

PAYMENT

Order Details

Invoice # 82

Pending Payment

02/22/2026

Item	Description	Price
Wastewater Exam Request Fee		\$50.00
Order Total:		\$50.00

Pay for Order

SUBMIT FOR PAYMENT

To make a payment click on the Submit For Payment Button and enter the payment information in the payment screens.

Pay for Order

Checkout

🛒 \$50.00 X

Payment Type

Customer Information

Payment Information

Submit Payment

Payment Type

☒ Credit/Debit Card ☐ Electronic Check

Cancel

Next

OPERATOR DETAIL: Payment Summary

Items Ready for Payment

This section will show all the items that are in a pending payment status but have not been generated as an invoice. This allows the user to pay for multiple fees at the same time. Like a shopping cart.

Items ready for payment (Select items you wish to pay for)

☐	Item	Invoice	Total
☐	Exam Request		50

SUBMIT FOR PAYMENT

To make a payment select all the items wished to be paid for and then click on the submit for payment button. This will then create an invoice for all the items and take the user to the payment screens to make a payment.

Note: Any fees that have already been added to an invoice will show in the list but will not be selectable in this section. To pay these items go to the Pending Invoices section and select the invoice by clicking on the magnifying glass and you will be able to make the payment.

Items ready for payment (Select items you wish to pay for)

☒	Item	Invoice	Total
☒	Exam Request		50

SUBMIT FOR PAYMENT

OPERATOR DETAIL: Payment Summary

EXAM REQUEST

PAYMENT

Order Details

Invoice # 82

Pending Payment

02/22/2026

Item	Description	Price
Wastewater Exam Request Fee		\$50.00
Order Total:		\$50.00

Pay for Order

SUBMIT FOR PAYMENT

To make the payment click on the Submit for payment button and enter the payment information as requested in the payment screens.

Payment History

Payment History				
Invoice #	Status	Created By	Created Date	View
1007	Complete	Danielle Manscill	02/19/2026 2:45 PM MST	

The 'Payment History' section allows you to view the details of the payments made associated with you. To view the details, click the 'view' icon (magnifying glass). Once clicked you will see the following:

- Payment/Exam Request – Allow you to see the payment information and the exam request information

EXAM REQUEST

PAYMENT

- Payment screen:
 - The payment screen shows the details of Order/Invoice and what form the invoice is associated with the payment.

OPERATOR DETAIL: Payment Summary

Order Details			^
Invoice # 82	Complete	02/22/2026	
Item	Description	Price	
Wastewater Exam Request Fee		\$50.00	
		Order Total:	\$50.00

- Invoice Number
 - Status of the invoice
 - Last activity date of the invoice
 - Item
 - Description
 - Price
 - Order total
- Payments – Payment details associated to the invoice

Payments					^
Date	Time	Order #	Check #	Amount Paid	
02/22/26	20:17	89220594	—	\$50.00	
				Total Paid:	\$50.00

- Date
- Time
- Transaction
- Amount paid

Exam Request screen

OPERATOR DETAIL: Payment Summary

Exam Request

Current Status: Pending State Staff Review

Applicant Information

Name: Ms. Colleen Noon-operator test	OPID#: 19
DOB: 9/29/1960	Status: Active
Education: Associate's Degree	
Email: colleenop@gannettpeaktech.com	Home Phone:
Work Phone:	Cell Phone: (307) 214-7657

- Current status
- Applicant information
- Exam information
- Employment information
- Current certification information
- Application verification
- Supporting documents
- Fees
- Invoices
- History

Each of these sections can be found in other pages for further detail

OPERATOR DETAIL: Payment Summary

Submit

Select Action *

Proceed To Payment

Cancel

Notes

SUBMIT

History

Status	User	Date	Note
Pending Entry	EriTest MooTest	02/22/2026 7:32 PM MST	

Click on the Select Actions drop down and select the action and then click on the submit button. This will either complete the task step and move the task to the next step or trigger a validation error if any of the data was not completed. If this occurs address the validation error by completing or correcting the appropriate fields and then resubmit the task.

to support any claims made in this form, and to submit updated information if there are any material changes that may affect my eligibility for renewal.



Validation Error:
Please ensure you have applied training correctly. Hours Applied (10.00) should match hours required (24).

Submit

Select Action *

Proceed To Payment

Notes

SUBMIT

Once the task is completed, it will be removed from your task list and placed on the state staffs' task list for their review and approval.

Should the state staff have any questions about the form you submitted they will put the task in a Pending Operator Review status and it will be placed back on your task list and you will receive an email letting you know a task is needing your attention.

OPERATOR DETAIL: Payment Summary

Area	Task Type	Submit Date	Current Status	Current Status Date	Days in Status	Assigned User	View
W/WW	Exam Request	02/22/2026	Pending Operator Review	02/22/2026	0		