



OpCert Online Guidance Document



ACCESS REQUEST

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Home

Public Operator Search

Public Well Driller Search

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The current section is indicated by a yellow frame around the button.

Click on a 'button' to skip to the section on that topic.

This Guidance Document is best viewed on a larger screen.



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Help Request

Task List

Operator Detail

Facilities

Providers

ACCESS REQUEST is only available after you've Clicked LOG IN,
Setup your ADEM Web Portal Account and returned to OpCert Online

These features are available to the General Public.
You can use them without logging in.

These features will be available after you have logged in.
Every user will have access to Help Request and Task List.

These features will be available after you have logged in.
Not everyone will have these three features.
They are based on your Access Request Roles.



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After you LOG IN, the top row of
OpCert Online will look like this:

[PROFILE](#)[LOG OUT](#)



Login



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Log in with your ADEM
Web Portal Account

Login

LOG IN WITH ADEM

ADEM State users: [Log in with Microsoft](#)

CANCEL

If you are an ADEM employee, select "Log in with Microsoft"

Click Cancel to back out and not use the login system



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ADEM Web Portal

Sign in to start your session

Email

Email

Password

Password

Cancel

Login

Reset password (expired / forgot password)?

New account? [Start here.](#)

Follow the instructions
in the
[AWP Web Portal User Guide](#)

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If you get locked out,

**Or if you need to change your
email address**

**call 334-274-4190 or email
ademwebportal@adem.alabama.gov**



Access Request



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Ms., Mrs., Mr., Dr.,

Please include your Middle Name

If your preferred name is the same as your legal name, leave this blank.

Access Request

NAME

Salutation

▼

First Name *Middle NameLast Name *Suffix

▼

Preferred Name

CONTACT INFORMATION

Address Type *

Physical/Mailing

▼Address Line 1 *Address Line 2City *State *Alabama

▼

County *Jefferson

▼

Postal Code *LatLongPhone Type *

Work

▼Phone *Email *

Phone is required.Email is required.

Home, Cell or Work

Type your Physical Address here;
once you Log in, you can add your mailing addresses

Apt or Suite or Floor



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You might be surprised at how many people have the same first and last name. If you include your full middle name here, it will help us tremendously.

Access Request

NAME

Salutation *

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

CONTACT INFORMATION

Address Type *

Address Line 1 *

Address Line 2

City *

State *

County *

Postal Code *

Lat

Long

Phone Type *

Phone *

Email *

Physical/Mailing

Alabama

Jefferson

Work

Phone is required.

Email is required.



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Example: Imagine your name is Homer Simpson.

Access Request

NAME

Salutation *

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

CONTACT INFORMATION

Leave Preferred Name blank if everyone calls you Homer.

However, if everyone calls you “Buddy,” then type “Buddy” in Preferred Name

Phone Type *

Phone *

Email *

Work

Phone is required.

Email is required.



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Please type your personal address here.
Only type your physical address, not your mailing address.

Access Request

NAME

Salutation *

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

CONTACT INFORMATION

Address Type *

Address Line 1 *

Address Line 2

City *

State *

County *

Postal Code *

Lat

Long

Phone Type *

Phone *

Email *

Work

Phone is required.

Email is required.

Leave Address Line 2 BLANK!!
Unless you need it for an Apartment # or Suite #



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Education
Obtained Date
is the date you
obtained **THIS**

11th Grade
Highschool Diploma/GED
Associate's Degree
Bachelor's Degree
Master's Degree

PERSONAL INFORMATION

Date of Birth *

07/22/2026

You must be at least 16 years old.

Education Level *

None

Education Obtained Date *

07/22/2026

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

Do NOT select ADEM
roles unless you are
employed by ADEM

Select a maximum
of FOUR Roles



Access Request



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Select Operator or Driller
if you are currently certified or licensed or
if you plan to become certified or licensed

PERSONAL INFORMATION

Date of Birth *

07/22/2026

You must be at least 16 years old.

Education Level *

None

Education Obtained Date *

07/22/2026

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

If you are the person who...

Request ONE of these...

VIEWS Facility Information

Facility Owner

PAYS operator fees and
EDITS Facility Details

Facility Admin

PAYS operator fees and
VERIFIES experience

Facility Supervisor

PAYS operator fees and
EDITS Facility Details and
VERIFIES experience

Facility Manager

Select only ONE
Facility Role for yourself

If you are requesting a
Facility Role and you
are also an operator,
please also select
"Operator or Driller"

A Facility can have more than one
person in each of these roles.
But you can only have ONE of these
Facility Roles.

If you are the person who...

Request...

Will maintain the TRAINING
PROVIDER Profile in OpCert Online

Trainer Admin

Will upload TRAINING courses or
course attendance

Trainer Staff



Access Request



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Please select a Facility

If you request a Facility Role but do not select a Facility, your request may be Denied.

REQUESTED ROLE(S)

- ☐ ADEM State Admin
- ☐ ADEM State Scientist
- ☐ ADEM State View Only
- ☐ Operator Or Driller
- ☐ Facility Owner
- ☐ Facility Admin
- ☒ Facility Manager
- ☐ Facility Supervisor

FACILITY/FACILITIES

Facility	Role	Delete
No facilities added		
ADD FACILITY		

These roles are cumulative.
Select the highest one that applies.
From fewest privileges in OpCert Online to most:
Owner -> Admin -> Supervisor -> Manager

Example: Well Drillers Steven, Lucy, and Chris

Steven owns a Well Drilling company and pays Renewal Fees for his Well Drillers. He is NOT a licensed Well Driller. Steven should choose "Facility Manager."

Lucy is a licensed Well Driller at Steven's company. Lucy should choose "Operator or Driller."

Chris owns and operates a well drilling company and is a licensed Well Driller. Chris is the only employee. Chris should choose "Operator or Driller" and "Facility Manager."



Access Request



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Please select a Facility

If you request a Facility Role but do not select a Facility, your request may be Denied.

REQUESTED ROLE(S)

- ☐ ADEM State Admin
- ☐ ADEM State Scientist
- ☐ ADEM State View Only
- ☐ Operator Or Driller
- ☐ Facility Owner
- ☐ Facility Admin
- ☒ Facility Manager
- ☐ Facility Supervisor

FACILITY/FACILITIES

Facility	Role	Delete
No facilities added		

ADD FACILITY

These roles are cumulative.
Select the highest one that applies.
From fewest privileges in OpCert Online to most:
Owner -> Admin -> Supervisor -> Manager

Example: Water or Wastewater Facility has Greg, Bobby, and Julie

Greg pays operator fees AND Verifies Experience. Greg is a Certified Operator. Greg should choose "Facility Supervisor" and "Operator or Driller"

Bobby pays operator fees but does NOT Verify Experience. Bobby is studying to become an Operator. Bobby should choose "Facility Admin" and "Operator or Driller".

Julie Verifies Experience but is not a Certified Operator and does not plan to become an operator. Julie should choose "Facility Supervisor".



Access Request



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Please select a Facility

If you request a Facility Role but do not select a Facility, your request may be Denied.

REQUESTED ROLE(S)

- ☐ ADEM State Admin
- ☐ ADEM State Scientist
- ☐ ADEM State View Only
- ☐ Operator Or Driller
- ☐ Facility Owner
- ☐ Facility Admin
- ☒ Facility Manager
- ☐ Facility Supervisor

These roles are cumulative.
Select the highest one that applies.
From fewest privileges in OpCert Online to most:
Owner -> Admin -> Supervisor -> Manager

FACILITY/FACILITIES

Facility

Role

Delete

No facilities added

ADD FACILITY

Example: You are a Facility manager in a state that is NOT Alabama. You are working on a reciprocal certification for an operator.

You do NOT need an account in OpCert Online.



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If you coordinate the training records for Operators at your facility,
Do NOT select Trainer Admin or Trainer Staff.

Pick your Training Provider from the list

REQUESTED ROLE(S)	TRAINING PROVIDER(S)
☐ ADEM State Admin	Providers
☐ ADEM State Scientist	
☐ ADEM State View Only	
☐ Operator Or Driller	
☐ Facility Owner	
☐ Facility Admin	
☐ Facility Manager	
☐ Facility Supervisor	
☒ Trainer Admin	
☐ Trainer Staff	

Please leave blank if your provider is not found

Do NOT select ADEM Operator Certification

You can select one or both – as needed

Training Admin and Training Staff
offer Exam Prep or Continuing Education courses
to operators and will upload Attendance

If you are a NEW Training Provider,
request the “Trainer Admin” Role
and leave “Providers” box blank.

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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.



Public Operator Search



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Every option on this Search page works like a filter.
The more Filters you use, the fewer results you will get.
We recommend you use the fewest filters to get the result you need.

Operator Search

First Name

Last Name

State Id

Operator Type

Operator / Landfill ID

Select operator type...

SEARCH

Only show active operators?

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			

For example, let's try to find Homer Simpson, Wastewater Operator, Operator ID C000001



Public Operator Search



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Example: Finding
Homer Simpson,
Wastewater Operator,
Operator ID C000001

You could type something in every box and pick something from every list, like this:

Operator Search

First Name: Last Name: State Id: Operator Type:

Only show active operators? ☒

Found 1 operator

State Id(s)	First Name	Last Name	Certificates
Operator ID: C000001	Homer	Simpson	Wastewater Treatment – 4 (Expires: 03/31/2028)

Hit the Enter key or click SEARCH.
And you WILL find Homer.
But ...



Public Operator Search



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Example: Finding
Homer Simpson,
Wastewater Operator,
Operator ID C000001

You could type less and still find Homer.
Here we only typed “h” in First Name and “simpson” in Last Name and left the other two filters empty.

Operator Search

First Name

h

Last Name

simpson

State Id

Operator / Landfill ID

Operator Type

Select operator type...

Only show active operators?

☒

SEARCH

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

Found 1 operator

State Id(s)	First Name	Last Name	Certificates
Operator ID: C000001	Homer	Simpson	Wastewater Treatment – 4 (Expires: 03/31/2028)

And we found Homer!

Note: we did not use capital letters; the search filters still worked.



Public Operator Search

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Example: Finding
Homer Simpson,
Wastewater Operator,
Operator ID C000001

If you only type “h” in First Name and “s” in last name, you get 502 results because the filter looks for the letter “h” ANYWHERE in the name, not just at the beginning. Same with the letter “s”.

Operator Search

First Name: h Last Name: s State Id: Operator / Landfill ID Operator Type: Select operator type...

Only show active operators? ☒

SEARCH

Found 502 operators

State id(s)	First Name	Last Name	Certificates
-------------	------------	-----------	--------------

502 is too many to scroll through.
Instead, update one of the filters to narrow down from 502.
For instance, change “h” to “hom” and Homer shows up at the top of the list.
Try it!



Public Operator Search

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Example: Finding
Homer Simpson,
Wastewater Operator,
Operator ID C000001

If you leave all the boxes blank then click “SEARCH”, you will get this error:

Operator Search

First Name	Last Name	State Id	Operator Type
		Operator / Landfill ID	Select operator type...

☒ Only show active operators?

Validation Error:
Please enter at least First Name, Last Name, or State ID to search.

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



Public Operator Search



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Click to toggle between showing ONLY Active Operators and showing ALL operators, including Inactive Operators

Operator Search

First Name

Last Name

State Id

Operator / Landfill ID

Operator Type

SEARCH

Only show active operators?

Only show active operators?

Inactive operators are those who have only expired certificates

State Id(s)

First Name

Last Name

Certificates

No operators found



Public Operator Search



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Click to reveal the drop-down box to narrow your search by type of operator:

Operator Search

First Name

Last Name

State Id

Operator / Landfill ID

Operator Type

Select operator type...

SEARCH

Only show active operators?

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
No operators found		

Operator Type

Select operator type...

Water/Wastewater Operators

Landfill Operators

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**ADEM's Operator Certification Program
will no longer issue wallet cards.**

**Wallet cards allowed our operators to
provide proof of current certification at
anytime.**

**The OpCert Online Public Operator Search
fulfills that role
by providing the ability
to confirm an operator's certification
status at anytime, to anyone with access
to a computer and the internet.**



Public Well Driller Search



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Every option on this Search page works like a filter.
The more filters you use, the fewer results you will get.
We recommend you use the fewest filters to get the result you need.

Well Driller Search

First Name

Last Name

Well Driller ID

Well Driller ID

Company County

Only show active well drillers?

SEARCH

☒

Well Driller ID	First Name	Last Name	Certificates	Company Information
No well drillers found				

For more details on how to use the Search filters,
look at the Public Operator Search pages in this Guide.



Public Well Driller Search



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Click on Company County to reveal the drop-down list of Alabama Counties.

Well Driller Search

First Name

Last Name

Well Driller ID

Well Driller ID

Company County

SEARCH

Only show active well drillers?☒

Well Driller ID	First Name	Last Name	Certificates
No well drillers found			

Company County

☐ Autauga (AL)

☐ Baldwin (AL)

☐ Barbour (AL)

☐ Bibb (AL)

☐ Blount (AL)

☐ Bullock (AL)

Example: If you click Baldwin County, you will see all Well Drillers in Baldwin County.

Example: If you Click Baldwin County AND Montgomery County, you will see all Well Drillers in Baldwin County and all Well Drillers in Montgomery County.



Public Well Driller Search



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Company Information shows all the details we have in OpCert Online.
Phone numbers will display when the Company updates that information in OpCert Online.

Well Driller Search

First Name

Last Name

Well Driller ID

Company County

Well Driller ID

Baldwin (AL) Montgomery (AL)

SEARCH

Only show active well drillers?

Found 9 well drillers

Well Driller ID	First Name	Last Name	Certificates	Company Information
Well Driller ID: WD000155	CHARLES	GRINER	Well Driller – 1 (Expires: 09/30/2026)	GRINER DRILLING SERVICE, INC 11100 HWY 31 N, Spanish Fort, 36527
Well Driller ID: WD000577	CHARLES	GRINER	Well Driller – 1 (Expires: 09/30/2026)	GRINER DRILLING SERVICE, INC 11100 HWY 31 N, Spanish Fort, 36527
Well Driller ID: WD000601	JASON	HAASE	Well Driller – 1 (Expires: 09/30/2026)	Baldwin Well Drilling and Pump Repair, LLC. 54875 White Ln., Perdido, 36562



Training Search

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Click Search to see all upcoming preapproved training classes

Training Course Search

Search

Provider ID	Provider Name		
Course ID	Course Name		
Start Date	City	Classification Area	☐ In-Person
mm/dd/yyyy			☐ Virtual
End Date	State	Training Topic	☒ Both
mm/dd/yyyy	Alabama		
☒ Upcoming Only	☐ Include Unlisted Courses		

SEARCH

On the Training Course Search page, it's OK to leave all the other boxes unchecked before clicking SEARCH.



Training Search

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You can add filters to your Training Search by typing in the boxes or selecting from drop-down boxes.

The screenshot shows the 'Training Course Search' form. Green arrows point from the instructional text to the following fields: Provider ID, Provider Name, Course ID, Course Name, Start Date, End Date, City, State, Classification Area, Training Topic, and the radio button options for In-Person, Virtual, and Both. A 'SEARCH' button is located at the bottom right of the form.

Training Course Search			
Search			
Provider ID	Provider Name		
Course ID	Course Name		
Start Date	City	Classification Area	☐ In-Person ☐ Virtual ☒ Both
End Date	State	Training Topic	
☒ Upcoming Only	☐ Include Unlisted Courses		
SEARCH			

Each box you complete will filter your search results. The more filters you add, the fewer results you will get. If you end up with zero results, try removing or shortening some of your filters. See the Public Operator Search pages in this Guide for more examples of using filters.



Training Search



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Click on Classification Area to reveal a drop-down box of specific training areas.

Training Course Search

Search

Provider ID

Provider Name

Course ID

Course Name

Start Date

mm/dd/yyyy

City

End Date

mm/dd/yyyy

State

Alabama

Classification Area

Training Topic

☒ Upcoming Only

☐ Include Unlisted Courses

SEARCH

Classification Area

☐ Well Driller

☐ MSW Landfill

☐ C/D Industrial Landfill

☐ Drinking Water Treatment

☐ Drinking Water Distribution

☐ Wastewater Treatment

Classification Area

☐ MSW Landfill

☐ C/D Industrial Landfill

☐ Drinking Water Treatment

☐ Drinking Water Distribution

☐ Wastewater Treatment

☐ Wastewater Collection



Training Search

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Click on Training Topic Area to reveal a drop-down box of specific training topics.

Training Course Search

Search

Provider ID	Provider Name	
Course ID	Course Name	
Start Date	City	Classification Area
mm/dd/yyyy		
End Date	State	Training Topic
mm/dd/yyyy	Alabama	

☒ Upcoming Only☐ Include Unlisted Courses

SEARCH

Training Topic

- ☐ ADEM Landfill Course
- ☐ Backflow Prevention
- ☐ Cardiopulmonary Resuscitation (CPR)
- ☐ Computer Training
- ☐ Confined Space Entry
- ☐ Cybersecurity

Training Topics usually have a limitation on number of continuing education hours allowed during a certification period. OpCert Online keeps track of your hours for each topic in this list.



Training Search



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Example: If you want to search for all courses provided by ADEM, type “ADEM” in Provider Name and uncheck “Upcoming Only”

Provider ID

Course ID

Start Date

End Date

☐ Upcoming Only

Provider Name

ADEM

Course Name

City

State

Alabama

☐ Include Unlisted Courses

Classification Area

Training Topic

☐ In-Person

☐ Virtual

☒ Both

SEARCH

View	Course ID	Course Name	Training Provider	Classification	Topic	Start	End	CEH	Open
	188779	OpCert Online EARLY ACCESS Virtual Training	ADEM Operator Certification	Drinking Water Treatment Drinking Water Distribution Wastewater Treatment Wastewater Collection Well Driller C/D Industrial Landfill MSW Landfill	Regulation Review/Update	03/12/2026	03/12/2026	1.5	



Training Search



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Click the magnifying glass icon to see Course details.

View	Course ID	Course Name
	188779	OpCert Online EARLY ACCESS Virtual Training

Training Details

Name: OpCert Online EARLY ACCESS Virtual Training
Training Provider: ADEM Operator Certification

When: 03/12/2026
CEH: 1.5

Phone: (334) 922-9444
Email: pam.monaghan@adem.alabama.gov
Website: adem.alabama.gov/opcert

Training Type: Virtual

Classification Area(s):

- Drinking Water Treatment
- Drinking Water Distribution
- Wastewater Treatment
- Wastewater Collection
- Well Driller
- C/D Industrial Landfill
- MSW Landfill

Training Topic(s):

- Regulation Review/Update

Description:
EARLY ACCESS Training for those who renew in March, April, May or June 2026. Starting MONDAY, MARCH 9, 2026, ADEM's Operator Certification Program for Water and Wastewater Operators, Landfill Operators, and Well Drillers has a new digital home called OpCert Online. All Operators and Well Drillers will need their own email address to create and manage their own account. Here's the guide to creating an ADEM Web Portal account. If you already have access to ADEM's AEPACS, then you already have an ADEM Web Portal account and can skip this step. If you need help creating an ADEM Web Portal account, ADEM has a dedicated team available to help you at the Web Portal Help Desk: ademwebportal@adem.alabama.gov Telephone: (334) 274-4190 If you have created an ADEM Web Portal account before your session, you can request access to OpCert Online and be able to follow along in the application in real time. If you are not an Operator or Well Driller but you manage or administer records for an Operator or Well Driller

CEH	Open
2/2026	1.5



Help Documents

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Help Documents

Click on the “Login Help Document” to get to this Help Document.

Help & User Information

Login Info

[Login Help Document](#)



Hamburger Icon

ACCESS REQUEST

LOG IN

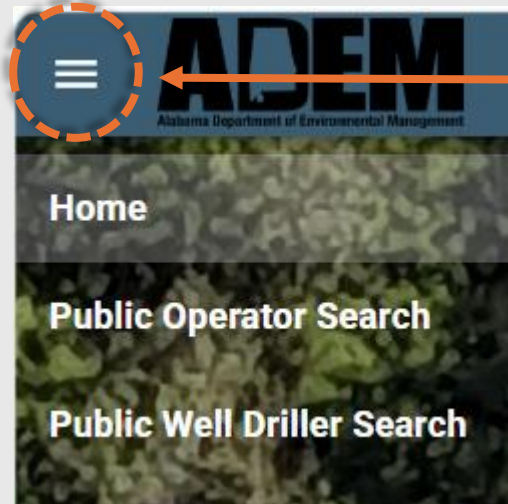
Home

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Click the “hamburger”
icon to shrink the left
side navigation bar



This gives you more screen space
Especially helpful when on a smaller screen

Alabama Department of Environmental Management (ADEM)



OpCert Online Login Guidance Document

Created 10/21/2025

Revised June 10, 2026

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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 ADEM Web Portal email verification.

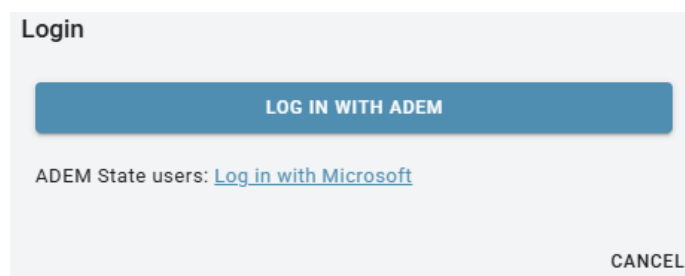
The Roles you select for AEPACS are NOT the same as the Roles you will select in OpCert Online.

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



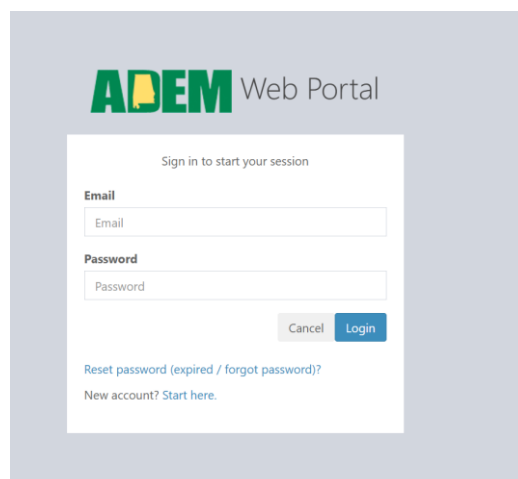
The image shows a 'Login' modal window. At the top, it says 'Login'. Below that is a large blue button labeled 'LOG IN WITH ADEM'. Underneath the button, it says 'ADEM State users: [Log in with Microsoft](#)'. In the bottom right corner, there is a 'CANCEL' link.

- 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'. Below that is a sign-in form with the heading 'Sign in to start your session'. The form has two input fields: 'Email' and 'Password'. Below the 'Password' field are two buttons: 'Cancel' and 'Login'. At the bottom of the form, there are two links: 'Reset password (expired / forgot password)?' and 'New account? Start here.'

ACCESS REQUEST

ACCESS REQUEST

LOG OUT

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

Access Request

Name

Salutation *
Mr.

First Name *

Middle Name

Last Name *

Suffix

Preferred Name

Contact Information

Address Type *
Physical/Mailing

Address Line 1 *

Address Line 2

City *

State *
Alabama

County *
Cullman

Postal Code *

Lat

Long

Phone Type *
Cell

Phone *
(123) 456-7897

Email *
est@test.com

Personal Information

Date of Birth *
06/04/1984

Education Level *
Highschool Diploma/GED

Education Obtained Date *
06/10/2026

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

Facility/Facilities

Facility	Role	Delete
No facilities added		
ADD FACILITY		

Training Provider(s)

Providers

Please leave blank if your provider is not found

(This image shows an incomplete request for Facility Owner and Trainer Admin Roles)

ACCESS REQUESTS

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.

A blue rectangular button with the word "SAVE" in white capital letters.

Once all four sections are complete, click the button.

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. ▼				▼	

ACCESS REQUESTS

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
- **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	

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.*

ACCESS REQUESTS

Personal Information

Date of Birth *

01/01/1998 

Education Level *

Highschool Diploma/GED ▼

Education Obtained Date *

04/01/2026 

ACCESS REQUESTS: Requested Roles

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: Requested Roles

‘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.

ACCESS REQUESTS: Requested Roles

Facility Role(s) if

- you are an Owner, Administrator, Supervisor, or Manager of a Facility.
- Facility Role Requests are reviewed manually.

If you are the person at your facility who	Request...
VIEWS Facility Information	FACILITY OWNER
PAYS operator fees and EDITS Facility Details	FACILITY ADMIN
PAYS Operator fees and VERIFIES experience	FACILITY SUPERVISOR
PAYS Operator fees, VERIFIES experience and EDITS Facility Information	FACILITY MANAGER

You will also be prompted to select the facility(s) that you are associated with.

Please *select all* the Facilities for which you are requesting a role. Click ADD FACILITY to add another Facility. Please do not leave this blank.

Facility/Facilities

Facility	Role	Delete
No facilities added		
ADD FACILITY		

Note: Wastewater Treatment Plants and Collections systems are listed as two separate items. Please ADD all that apply.

Facility Managers and Supervisors, once you have login access to OpCert Online, please go to your Facility(s) and make sure your operator lists are up to date and the start dates are correct.

The data for operator start dates was not electronically available to import into the new system. This data needs to be updated with the correct start date for each operator so their work experience shows correctly.

Also, if you know of an operator that is working for you who is not on your Operator List for your Facility, please DESIGNATE them to your facility operator list.

ACCESS REQUESTS: Requested Roles

Trainer Role(s) if

- you provide training to operators or well drillers

You will be prompted to select the Training Providers you are associated with.

Trainer Role Requests are reviewed manually.

Requested Role(s)	Training Provider(s)
☐ ADEM State Admin	Providers
☐ 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	

 Please leave blank if your provider is not found

Trainer Admin - if

- you are a water, wastewater, landfill or well driller Trainer and are *setting up your training provider in the system for the first time* **or**
- you will be *managing your Training Provider profile and users*.

Note: If your Training Provider is not in the list, please leave the Training Provider blank. This will start a Training Provider application for you when you first login.

Also please have the rest of your training staff wait to sign up in the system until you have your training provider set up in the system.

Trainer Staff - if

- you are a water, wastewater, landfill or well driller Trainer and are *staff for a training provider*.

Note: If your Training Provider is not in the list, please wait to submit your ACCESS REQUEST until AFTER your Trainer Admin has completed the Training Provider application and your Training Provider has been approved and is in the list.

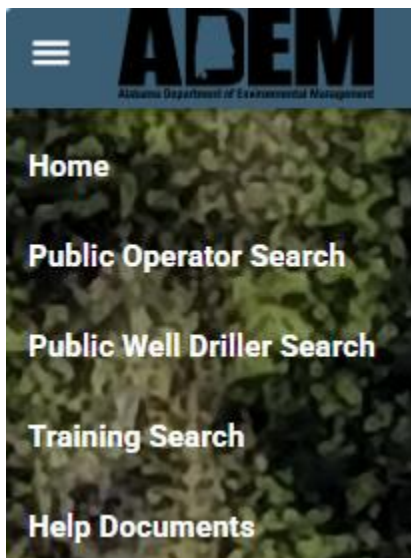
Side Navigation Overview

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!

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

Once you are Logged in, the Help Documents section will have an Operator Guidance, Facility Guidance and Training Provider Guidance document available.

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
Well Driller Resources	
Water Exam Need-To-Know	
-	Wastewater 1C
Water Grade I	Wastewater Grade I
Water Grade II	Wastewater Grade II
Alabama Water Treatment Grade II uses WPI's Water Treatment Class 1 exam	
Water Grade III	Wastewater Grade III
Alabama Water Treatment Grade III uses WPI's Water Treatment Class 2 exam	
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
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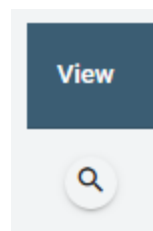
Using the default options, this list will show all Upcoming Courses and courses that are In-Person and Virtual.

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.

Side Navigation: Public Operator Search



To find out more about the course on the list, click the microscope icon.

Clicking the View opens a window with Course Details. Use this to help you decide whether a course is right for you.

Training Details

Name: OpCert Online EARLY ACCESS Virtual Training
Training Provider: ADEM Operator Certification

When: 03/12/2026 CEH: 1.5	Phone: (334) 922-9444 Email: pam.monaghan@adem.alabama.gov Website: adem.alabama.gov/opcert	Training Type: Virtual Classification Area(s): • Drinking Water Treatment • Drinking Water Distribution • Wastewater Treatment • Wastewater Collection • Well Driller • C/D Industrial Landfill • MSW Landfill Training Topic(s): • Regulation Review/Update
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Description:
EARLY ACCESS Training for those who renew in March, April, May or June 2026. Starting MONDAY, MARCH 9, 2026, ADEM's Operator Certification Program for Water and Wastewater Operators, Landfill Operators, and Well Drillers has a new digital home called OpCert Online. All Operators and Well Drillers will need their own email address to create and manage their own account. Here's the guide to creating an ADEM Web Portal account. If you already have access to ADEM's AEPACS, then you already have an ADEM Web Portal account and can skip this step. If you need help creating an ADEM Web Portal account, ADEM has a dedicated team available to help you at the Web Portal Help Desk: ademwebportal@adem.alabama.gov Telephone: (334) 274-4190 If you have created an ADEM Web Portal account before your session, you can request access to OpCert Online and be able to follow along in the application in real time. If you are not an Operator or Well Driller but you manage or administer records for an Operator or Well Drill