

**MAINE WASTEWATER OPERATOR CERTIFICATION PROGRAM  
C/O NEIWPCC-JETCC**

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**Commonly Asked Questions about Operator Certification**

**Q. What is the timeframe for training during my renewal period?**

- A. Each Maine Wastewater Treatment Plant Operator certificate must be renewed every 2 years. March 1 is always the renewal date by which operators must show proof they completed 18 clock hours of approved training during the previous two year certificate period. (Example: March 1, 2015 – February 28, 2017)

If your Operator number ends with an odd digit you are due to renew in odd numbered years (2015, 2017, 2019). If your Operator number ends with an even digit you are due to renew in even numbered years (2016, 2018, 2020). Classes taken in January and February of your renewal year always count toward the renewal period that precedes your March 1 renewal date.

**Note:** A certificate holder with SS-1 Spray Irrigation Treatment System Operator Certificate is required to show proof of completion of at least 6 clock hours of training during his/her previous 2 year certificate period.

**Q. What is the policy on safety training hours?**

- A. In order to maintain your certification, you must complete 18 hours of DEP approved training during your renewal period. Of the required 18 hours, a maximum of 6 safety hours is allowed towards your approved training.

**Q. How can I ensure accuracy with my Wastewater Operator continuing education record in Maine?**

- A. The summary list you receive in January each year will only contain information that has been sent to the Maine Wastewater Operator Certification Program.

Submitting proof of training with your operator number is the most efficient way for us to record the continuing education you have completed. While some training providers regularly send us summary lists or sign-in sheets from classes they have held, some do not. At any time, you may send us a copy of your certificate of completion to make sure it is recorded for you.

*You should always keep the original training certificate you receive for your own records.*

**Q. How do I know if a class I attended is approved for continuing education as a Maine Wastewater Treatment Plant Operator?**

- A. Many of the Maine based training organizations such as Maine Rural Water Association, JETCC, Maine Water Environment Association, and Maine Water Utilities Association obtain pre-approval for applicable topics prior to publicizing their classes. If there is any question about a course's applicability for Wastewater Operator Certification you should inquire with JETCC or Maine DEP.

**Q. How do I obtain approval for a training class that I am interested in or have taken?**

- A. Maine DEP must approve all classes for continuing education for Wastewater Treatment Plant Operators. In order to obtain approval you should submit the following information directly to JETCC and we will submit it to Maine DEP for you:

- Course Title
- Course Description
- Target Audience
- Agenda or outline noting time spent on various segments of training. Check-in, breaks, and lunch times must also be noted.
- Instructor(s) must provide credentials – this could be a brief paragraph explaining their credentials or they may provide a Bio or Resume
- Scheduled Hours or hours you attended
- Date(s) of training
- Locations(s) of training
- Proof of attendance – this could be a Certificate of Completion or a copy of the Sign-In/Out Sheet.

**Q. What if I move or change jobs?**

- A. You must notify the Maine Wastewater Operator Certification Program if your contact information (address, phone #, email, current employer) on record changes. Failure to notify the program could result in failure to receive important information regarding your Wastewater Operator's Certificate. Change of Address or Status forms are available online at [www.jetcc.org](http://www.jetcc.org).