



COLORADO

**Water & Wastewater Facility
Operators Certification Board**

Department of Public Health & Environment

Board Policy 15-3

Timing of Training for Certificate Renewal

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Introduction

The Water and Wastewater Facility Operators Certification Board (the Board) has adopted this policy to clarify the timing of training used to meet the professional development requirements for certificate renewal.

Regulatory Requirements

Section 100.13.2 "Renewal of Certificates," Regulation No. 100, *Water and Wastewater Facility Operators Certification Requirements*, 5 CCR 1003-2, C.R.S. states:

- (a) Certified operators must submit a written application for renewal to the Board or its designee six to eight weeks prior to the expiration date of the certificate, in order to avoid expiration of a certificate under section 100.13.3.
- (b) Renewal applications must demonstrate that the certified operator satisfies the requirements of this regulation including meeting the renewal training unit requirements stated in section 100.14.

Section 100.13.3(e) "Expired Certificates:"

Certificates which are renewed after their expiration date shall be valid for three years from the date of expiration of the prior certificate, not from the issue date of renewed certificate.

Additionally, Section 100.14.1, "Professional Development - Training Unit Requirements for Renewal of Certification:"

In addition to the other requirements of this regulation, all certified operators must earn the appropriate number of training units, as specified in this section, before the operator's certificate will be renewed.

Timing of Training

Certified operators are expected to submit a complete application for certificate renewal which includes all required documentation prior to the expiration date of the certificate. To maintain continuity of certification, it is the board's intention that the on-going professional development requirement be fulfilled within each three-year period the certificate is valid.

Training units may not carry over from one three-year period to the next. Training units may only be used once in each category to renew a certificate.

Training occurring over multiple dates

For training that occurs over multiple dates, the training units will be considered to have been obtained on the date of completion of the training course or class.

Training taken prior to obtaining a certificate

If an operator takes a training course prior to taking a certification examination, passes the examination, and obtains a certificate at a new level, the training course completed prior to the examination will not count toward training units for renewal of the new certificate. Should a certified operator complete such a training course and not pass a new certification examination, that training course can be used, if applicable, to meet the training unit requirements for renewal of the operator's current certificate.

Late Renewal

The board acknowledges that not all certified operators submit the completed renewal application prior to the expiration date. Failure to complete the requirement training units and/or submit the renewal application on time has raised questions regarding the timing of training units that may be used for certificate renewal. The board intends:

1. Training classes taken after the expiration date of a certificate, but before the automatic revocation date, may be used to renew the expired certificate.
2. If an operator completes training units after the expiration date of a certificate, but before the certificate is renewed and does not use the training units to renew the previous certificate, the training units may be used for the subsequent renewal.
3. It is the certified operator's responsibility to keep track of when the training unit credits have been used and will be responsible to verify and affirm that he or she is not using the credits more than once. In the event that a certified operator uses training credits more than once, that could be grounds for disciplinary action, including revocation of a certificate.