

State of Nevada

Application for Renewal of Nevada Wastewater Certification

STATE OF NEVADA, WASTEWATER CERTIFICATION RENEWAL CYCLE INFORMATION

When you renew, ensure your application is complete. You must submit:

1. The Renewal Application;
2. A check for \$110 or a properly processed e-payment receipt (attach it or write the confirmation number on front of application); and
3. Copies of certificates for contact hours earned during the two year cycle in which the certificate was in force. Please, make sure the application is filled out **completely**.

A few notes to make processing your application faster:

1. Fill out all pages of the application. Be sure to **sign and date** the second page.
2. Submit copies of certificates from contact hours earned during the two year cycle in which the certificate was active.
 - a. Grade I operators are required to submit 5 hours of preapproved training.
 - b. Grade II operators are required to submit 10 hours of preapproved training.
 - c. Grade III operators are required to submit 15 hours of preapproved training.
 - d. Grade IV and V operators are required to submit 20 hours of preapproved training.

Contact or training hours are not transferrable to more than one certificate renewal.
3. Submit your application **early**, if we need clarification, we will strive to contact you prior to the deadline date. If you wait to submit until due date and we find your application to be non-approvable, you risk having to reinstate with penalty costs incurred.
4. **YOU** should review your application for completeness/accuracy before you sign it, especially if someone else filled it out for you. **Your operator certification is a license to work.** It only takes a few minutes to review your application to make sure it is accurate and complete.

Help us to help you get your renewal cards on time! Get your applications in early! Don't risk being denied because we need more information!

Name _____ Certificate Number _____

Grade _____ Expiration Date _____

Address _____

Are you a veteran of the United States Armed Forces: Yes No Branch & MOS: _____

Renew my certificate

Cancel my certificate

INSTRUCTIONS:

Please complete this form and return with a **\$110** nonrefundable check or money order made payable to **NDEP** (Nevada Division of Environmental Protection). The \$110 renewal fee will extend your certificate for an additional two-year period. A **\$80 late fee** will be charged for payments received after the certification expiration date.

Please provide the following information to help us stay in contact with you:

Email: _____ Phone: _____ Cell: _____

Mailing Address (if changed from above): _____

Present Employer _____

Employer Address _____

Present Job Title _____ Date of Hire _____

YES, you may release my personal information. NO, please do not release my personal information.

I certify that the information provided, including attachments, is true and accurate. By signing this application, I agree to adhere to the Wastewater Professional Code of Conduct (see below). If this information is found to be untrue or inaccurate I am aware that my certification may be suspended or revoked.

Signature _____ Date _____

Mail this form and your \$110 renewal payment (payable to NDEP) to:

**Wastewater Operator Certification Program
Nevada Division of Environmental Protection
901 S. Stewart St., Suite 4001
Carson City, NV 89701**

FOR OFFICE USE ONLY:

Check # _____
Date Received _____
Database Updated _____
Renewal Mailed _____

To contact us:

Hotline: 775-465-2045
E-mail: certification@nvwea.org
Web Site: www.nvwea.org

Continuing Education Course Information

I have already sent CEU certificates to Program Administrator

If attaching a transcript or list of classes from an approved training facility, you may write, "see attached"

COURSE NAME: _____	TOTAL HOURS OF ATTENDANCE _____
DATE (S): _____	
LOCATION: _____	
INSTRUCTOR: _____	

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DATE (S): _____	
LOCATION: _____	
INSTRUCTOR: _____	

CODE OF CONDUCT

The Wastewater Professional Code of Conduct requires certificants holding Wastewater Treatment Plant Operator, Collection System Operator, Industrial Waste Operator, Industrial Waste Inspector, Plant Maintenance Technologist and Wastewater Quality Analyst certifications to act honestly, competently, and with integrity and to use their knowledge and skill for protection of the environment. As a condition of holding and maintaining a Nevada certification, I agree to:

- Be truthful and accurate in what I say, do, and write.
- Adhere to all laws and regulations applicable to the profession.
- Promote and encourage the highest quality of wastewater facility/system operation within the industry.
- Not misrepresent nor permit misrepresentation of my qualifications or the qualifications of my associates.
- Not conduct myself in a manner that subverts or attempts to subvert the minimum certification requirements, application processes, or examination processes.
- Uphold and follow all certification policies and procedures.