



**NYWEA**

**New York Water Environment Association**

525 Plum Street, Suite 102 • Syracuse, NY 13204

phone (315) 422-7811 • fax (315) 422-3851 • www.nywea.org

**Voluntary Collection System Certification Renewal Application**

**Applicant Information:** Complete all information. Please type or print in ink. Instructions are on the back

Name	Work Telephone Number ( )	Home Telephone Number ( )	E-Mail Address:	
Address (Include Street and Number)		City/Town	State	Zip Code
Collection Certificate Number	Expiration Date	Collection Certification Grade 1 2 3 4	NYWEA/WEF Membership Number	

**Renewal Training Summary:** Enter all training received. You must attach copies of completion notices to get credit for each course.

Approval No.	Course Title	Location	Training Provider	Dates Attended	Contact Hours
<b>Attach additional sheets if needed</b>				<b>Total Contact hours on this page</b>	

**Applicant Signature**

I affirm, under penalty of perjury, that the information I have entered on this application is true to the best of my knowledge and belief.

Signature \_\_\_\_\_ Date \_\_\_\_\_

<b>NYWEA Office Use Only</b>	<b>Date Recd:</b>	<b>Reviewer:</b>	<b>Train Notices Recd: YES NO</b>	<b>Accepted: YES NO</b>	<b>Date:</b>
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**General Questions:****What are the renewal requirements?**

During the five year period which precedes the expiration date of your certificate, you must complete a minimum number of training contact hours related to the field of wastewater collections. Only the most recent five (5) years of training will be considered for renewal. The number of contact hours you need depends on the Grade of your certificate:

Grade 1 needs 10 hours      Grade 2 needs 20 hours      Grade 3 needs 30 hours      Grade 4 needs 40 hours

For renewal of your certificate, you do not need to be working in a wastewater collection system.

**What kind of training is eligible for renewal contact hours?**

The training must be relevant to the operation, maintenance, or management of a wastewater collection system. Some examples include: pump station operations, maintenance (cleaning, evaluation and repair/replacement of sewer lines), management, laboratory, safety & first aid, pretreatment, treatment plant O&M, computers, accounting, public relations, mathematics, biology, and chemistry. In addition to NYWEA sponsored seminars, training provided by other government agencies such as NYSDEC, colleges & universities, other professional associations, equipment vendors, consultants, or in-plant training programs may be eligible for renewal contact hours.

**When should I submit my application for renewal?**

You can submit your application any time after you accumulate the minimum renewal training contact hours. All applications should be mailed at least forty-five (45) days before your current certificate expires. Since you can't "bank" hours in excess of the minimum, it is best to apply for renewal as soon as you meet the required hours for your certificate grade. The new five year period does not begin until your current certificate expires. Renewing early gives you peace of mind and does not penalize you in any way.

**Where do I send my application?**

Mail your completed Renewal of Voluntary Collection System Certification application, with copies of your training course completion notices attached, to: New York Water Environment Association, 525 Plum Street, Suite 102, Syracuse, New York 13204. There is no application fee for renewal of your operator certificate.

**Who do I call if I have questions?**

If you have any questions about certificate renewal requirements, renewal training, or if you need help completing the renewal application form, please call the New York Water Environment Association at (315) 422-7811. You can also get all the renewal information at our website - [www.nywea.org](http://www.nywea.org).

**General Instructions:**

1. Complete the front of this application (must be typed or printed neatly in ink).
2. List the training you've received in the five year renewal period in the training box located on the front of this form. Please include the approval number (DEC RTC or DOH), title of the course, the location, organization providing the training, the dates of the program and the contact hours earned. Enter the total hours earned at the bottom of the renewal training summary. The training hours required for your grade certification are listed above.
3. Attach copies of all the training completion notices and/or NYWEA training summary.
4. The application should be mailed at least 45 days before your current certificate expires (see address above and on the front of the form).
5. Your new wallet card will be mailed to you after we have reviewed and approved your application.