# INSTRUCTIONS FOR ALL BASIC EDUCATION AND CONTINUING EDUCATION TRAINING PROVIDERS

The Water Pollution Control System Operators Certification Commission (WPCSOCC) and the NC Operator Certification Program would like to thank each of you for your continued efforts at providing high quality training and educational programs for the operators of this state.  Because of your work, NC continues to lead the way in certification and training for wastewater operators.

The following is a summary of the procedures that you, as training provider, must follow in order to ensure that your course is approved, that they appear on our website listing and that rosters are properly submitted for continuing educational credit hours.

## I.   COURSE APPROVAL

- Complete approval application and submit to Operator Certification Program

- Receive notification of approval or denial.

    If denied, you may wish to contact Operator Certification Program for further information.

    If approved, retain the notification of approval.  It contains your BE or CE number (approval number) for reference purposes. This number is specific to your course and allows us to track any classes that are conducted and maintain records of participants who attended.  **This number should be used in all correspondence pertaining to this course and must appear on each certificate of completion.  This number is unique to your course and is easier to track than the course title**.

- All approved training programs are subject to periodic announced and unannounced audits

## II.  CLASS SCHEDULING

Once you have received approval of the course – you can schedule classes.

- When you schedule classes, if you want them posted please notify staff at: certadmin@ncdenr.gov. Provide the following:
    - **Dates**
    - **Times**
    - **Locations**
    - **Instructor**

- We will enter your approved classes to the Operator Certification website.

- Course approvals are good for 3 years.  It is not necessary to request approval for classes during that period unless there is a new instructor or a change to course content/curriculum.

- We make every effort to process approvals quickly; staff absence and other deadlines may delay review/approvals so it's important to submit your complete requests as soon as possible.

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### III. ROSTER SUBMITTAL UPON CLASS COMPLETION

Please submit rosters promptly to Operator Certification Program via one of the two methods shown below.  Rosters must be submitted <mark>no later than 15 days after class completion</mark>.  Remember, your attendees are counting on the credit for attendance and will not be credited until we receive the roster.

> **Web:**  CLICK HERE  (You will need an NCID) - *DISABLE POP UP BLOCKERS*
>
> **App:**  Roster Submittal Application (You will need an NCID)
> Download from website under *Forms For Training Providers*
> Save to computer | R-Click | Extract | Open
>
> *Include the BE or CE number, the dates and times of the class, the names AND certificate numbers of all attendees and instructors wishing to receive credit, and the signature of the coordinator for the class.  Social Security Numbers should **NOT** be used on the roster if the attendee is a certified operator.*

For Basic Education (BE) classes, you can also assist your students by being aware of the exam dates and reminding them of the **deadline for application.**  Exams are conducted on the 2nd Thursday of March, June, September and December.  Applications **must be postmarked at least 30 calendar days prior to the exam**.

We hope this summary will assist you in getting your courses approved, keeping them approved, conducting your classes and submitting your rosters.  As always, if you have questions during the approval process, feel free to call the Operator Certification Program at 919-807-6353, or email us at certadmin@ncdenr.gov.  We will be happy to assist you.

*NC OPERATOR CERTIFICATION PROGRAM STAFF*