Online Roster Submittal Site Instructions

Revised February 2024

Introduction:

The online roster submittal site is designed to allow providers of Continuing Education (CE) or

Professional Growth Hours (PGH) to enter roster data and have a record of submitted rosters and

class data. This can be used for both Drinking Water and Wastewater roster submittal.

Getting started:

You need an NCID to use the roster submittal program.

- https://**ncid**.nc.gov

- NCID Instructions

Once you have an NCID, enter the Roster Submittal Site:

https://pws.ncwater.org/ETOC/pages/OpCert.aspx

After logging in, the site page will look like this:

After you add your courses, this main page will show a list of current or submitted classes. (Check/uncheck the "Hide submitted classes" button.)

Approved courses receive a Course # from the NC Operator Certification Program. Drinking Water and Wastewater Programs have different course #s that you will receive from the respective programs.

Import Course: Do not use this button unless you are still using the previous offline roster uploading program. Very few Providers are using that program.

Add New Course: Use this button to add an approved course to your list. (*required)

- Course Name*

- Roster: this will show # of roster entries once the roster is populated.

- Vendor* (or Provider / Organization)

- Location (Leave blank if you have not yet set a location. You will need to add a location before submitting. Enter "virtual" if it is an online course.)

- Instructor*

- Date. (Leave blank if you have not set the class date yet. You will need to add a date before submitting.)

- Comments. (This field is optional and will not be included in the roster data sent to the Operator Certification Program.)

- Waste Water Course Number* / Hours* , and/ or

- Drinking Water Course Number* / Hours*

- Click SAVE

- Your course will now be listed on the main page.

- Use the **Edit** button to change information, add a location or date, etc.

  o Finalize: When all the class information has been added to the course for that date.

- Use the **Roster** button to add operators who have attended the course. If you do not have an operator number, write TEMP in that space. The operator will not receive credit without the number, but this gives you an opportunity to add the number later. Be sure to select the certificate type. You can instruct the operator to send you the number. You can edit or delete operator info until the time you submit the course.

  o Enter each operator

  o If the course if for both drinking water and waste water credit, and the operator has both certifications, you need to enter the operator twice: once with the waste water number and once with the drinking water number.

  o If a waste water operator has multiple operator ID numbers, any one of them is adequate; you do not need to enter more than one.

  o **Close** when finished

- **Submit**: this will send the course information and roster to the Operator Certification Program.

  o you will need to Finalize a course date to be able to submit the roster. Do this from Edit.

  o You will receive a "Sent Successfully" message to verify the information has been submitted.

- Submitted rosters need to be approved by OpCERT Staff and may not show up in the operator's portal or the online website reports for a few days.

Managing Your Roster

Each roster is associated with a specific date and location of a course. You need to ADD A NEW COURSE for each date/location.

SUGGESTION: Add every course # you have without including a date or location and in the Vendor box write :SAVE or DO NOT ENTER. This will give you a list of all your approved courses each time you log into the site.

For further assistance, contact staff at certadmin@ncdenr.gov.