Instructions for Wastewater Continuing Education Providers

The NC Operator Certification Program and the Water Pollution Control System Operators Certification Commission (WPCSOCC) thank you for your continued efforts to provide high quality training and educational programs to wastewater operators. Your work helps NC continue 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

- **Courses can NOT include sales pitches and/or endorsements.**

- Complete approval application and submit to Operator Certification Program

- If approved, receive the course number. CE######## (CE+8 digits)

- Include the course # on every roster and certificate.

- All approved training programs are subject to audits.

- Once approved, you do not need to get approval again for 3 years.

II. Class Scheduling

- Once approved, we will list scheduled classes on our website: deq.nc.gov/opcert > Wastewater Program > Training

- Once you schedule classes, send us an email with:
    - Course #
    - Title
    - Date
    - Time
    - Location
    - Instructor
    - Provider and/or Sponsor (sometimes this is the same)

III. Student Certificates

Training providers are required to give each student a certificate that includes the following:

- Course #
- Title
- Date
- ~~Time~~
- Location
- ~~Instructor~~
- Provider and/or Sponsor (sometimes this is the same)
- Student Name
- Student's Operator Certification # (if not on the certificate, give the students the #)

IV. Roster Submittal Upon Class Completion

- Training providers are required to submit rosters of attendance within 2 weeks of class.
- Rosters need to include:

  - Course #
  - Title
  - Date
  - ~~Time~~
  - Location
  - Instructor
  - Provider and/or Sponsor (sometimes this is the same)
  - Student Name
  - Student's Operator Certification # (Students will not receive credit without this number)

- Submit rosters:
  - online with the Roster Submittal Site to be able to keep a record, or
  - email to certadmin@deq.nc.gov.
  - See Information for Training Providers on the Training Page of the Wastewater Program at deq.nc.gov/opcert