



DATE

Certification No:

Phone:

Email:

OPERATOR NAME
STREET ADDRESS
CITY, STATE, ZIP

SUBJECT: Septage Operator Certification Renewal

Dear OPERATOR NAME:

This is a courtesy reminder that your **OPERATOR CERTIFICATION TYPE** expires on **DATE**.

On January 1st, 2014, the DNR converted to electronic credit tracking. If you have taken any training after January 1st, 2014, go to the Operator Certification Lookup Webpage to print your Training History Report to certify your attendance using the Operator Certification Lookup Webpage: <http://dnr.wi.gov/regulations/opcert/>

For training you attended prior to January 1st, 2014, you were given paper credit slips as your proof of attendance. Print your name, certification number and sign each slip. Your total credits, combined between paper credit slips and the electronic Training History Report, must be at least 3 or 18 credits. All operators need three "compliance" continuing education credits to renew.

To renew you certification, submit the following items:

- All paper continuing education credit slips
- A signed copy of your Training History Report if you took training after January 1st, 2014.
- Include the renewal fee by check or money order made payable to DNR:
 - o the fee for **MASTER OPERATOR** is **\$100** (\$200 if postmarked past the expiration date)
 - o the fee for **CERTIFIED OPERATOR** is **\$65** (\$165 if postmarked after the expiration date)
 - o provide your certification number on the memo line of the check or money order.
- A copy of this letter: hand-correct any contact information at the top of this letter that is incorrect or missing.

Upon receiving all of the required renewal items, your certification will be renewed and you will receive a new certification by mail. If you fail to submit the appropriate credits and/or the appropriate renewal fee, your renewal will be rejected and your materials returned to you. Be sure to submit all the required renewal items.

If you do not have the required continuing education credits, you are not eligible to renew. If your certification expires, you are not legally permitted to operate. **Operating with an expired certification is not permitted.**

Thank you for your timely submittal*.

New! Visit the Operator Certification website to view your certification record and print off a wallet certification card. Also check out the new DNR training calendar. These new online tools will help you maintain an active certification. View all the latest changes at: <http://dnr.wi.gov/regulations/opcert/index.html>

*We will normally send notification (mail or email) to the applicant within 30 days (maximum of 90 days per Act 167) of receipt of the application whether the applicant's certification renewal has been approved or denied. Status of applications may be verified by contacting the Septage Operator Certification Program by email at DNROpCertSeptage@wisconsin.gov or by viewing your online certification record using the Operator Lookup Webpage.