



Wastewater Operator License Renewal Training Hours Submittal Form

Dear Operator,

ADEQ is now requiring licensees to submit a “Training Hours Submittal Form” listing direct and indirect training hours. All training hours taken toward a license renewal must be included on this form.

The form is available on our website at:

https://www.adeq.state.ar.us/water/enforcement/wwl/pdfs/renewal_hours_submittal_form.pdf.

The license renewal requirements listed below come directly from the Arkansas Pollution Control and Ecology Commission’s Regulation #3 (Licensing of Wastewater Treatment Plant Operators):

Chapter Four: TRAINING

Reg. 3.402 Responsibility of Operators and Trainers

It shall be the responsibility of each operator to verify that the training meets the requirements of this Regulation. It is the operators’/trainers’ responsibility to notify the Committee’s Executive Secretary that training was satisfactorily completed.

Reg. 3.403 Training Requirements

(A) License Renewal

- (1) A minimum of twenty-four (24) hours, or 2.4 Continuing Education Units (C.E.U.), of approved wastewater training must be obtained per two year renewal period.
 - (a) At least twelve (12) of the approved training hours must be in subjects directly applicable to the field of wastewater treatment processes, collection, pumping, or management. The remaining twelve (12) hours of approved training may be indirectly applicable subject matter, such as water treatment and distribution, plumbing inspection, or cross-connection control certification courses.

Higher Education courses may be applied to meet the wastewater training requirements as listed in Regulation 3.403 (B). A transcript is required to show proof of course credit.

Renewal Hours may include training through the Arkansas Rural Water Association, Arkansas Environmental Training Academy, AWW&WEA monthly district meetings or conferences, the Arkansas Environmental Federation, facility/on-site training, field-related workshops or online training courses (just to name a few options).

Please submit current training hours obtained during the two year license period (July 1st through June 30th of ODD YEARS). Licensees are required to obtain twenty-four (24) total hours as stated above in Regulation 3. This form can be submitted early or along with the license renewal letter form when submitting your renewal fees.

Our mailing and email addresses are provided at the bottom of the back of this form.

ADEQ Wastewater Training Hours Submittal Form

Course Name (ADEQ Approved Courses)	Course Location	Final Date of Course	Direct (D) or Indirect (I)	Training Hours Completed
<i>Example: Class I Wastewater</i>	<i>Lonoke, AR</i>	<i>8/20/2013</i>	<i>D</i>	<i>24</i>
<i>Example: AWW & WEA Conference</i>	<i>Hot Springs, AR</i>	<i>4/30/2014</i>	<i>D</i>	<i>16</i>
(24 hours minimum required for license renewal) Total Hours				

(Attach additional copies of this form as necessary.)

By signing below, you certify the hours listed above are true and accurate. Falsification or misrepresentation will result in an operator's license(s) being suspended or revoked. ADEQ will conduct audits as necessary to verify operators have completed the required training as set forth in Regulation #3.

Operator Name (printed)

Wastewater License #

Operator Signature

Date

MAIL: ADEQ / WWL
Attn: Sandy Luttrell
 5301 Northshore Drive
 North Little Rock, AR 72118

EMAIL: WWL@adeq.state.ar.us

FAX: 501-682-0880

(Revised: Apr. 2017)

Operators must return this completed form to ADEQ to update any training hours they wish to have added to their record.
This form MUST BE SIGNED BY THE OPERATOR in order to be accepted by ADEQ.