

# CEU's

CONTINUING EDUCATION UNITS

**Newly certified?** CEU's won't count until **Jan. 1<sup>st</sup>** after you passed your exam.

## Memorize your certification number!

Use it when signing in to every course you take, along with your FULL name.

### Reasons why CEU's are not recorded:

- No cert. number provided
- Full name not provided
- Multiple people with same name (*and none of the above provided*)
- Cannot read handwriting
- Training provider did not submit course to us on your behalf
- Topic of training not approved (*ex: wastewater*)
- Incorrect/missing info (*ex: no date, multiple trainings lumped into one "2016 trainings"*)
- Submitted before your 3-year period begins
- You just recently renewed (*those CEU's were applied to previous 3-year period*)



Check your CEU's and certification details at [WaterLink.utah.gov](http://WaterLink.utah.gov) > Public > CEU Report

### CEU CREDIT PROCESS

1. Complete CEU form (*found online*)
2. Send to DDW for review
3. Hand entered into database if approved
  - If training providers have not submitted a course for you, use our Individual CEU form and attach proof of attendance.

# renewal

Certification is active for a **3-year period** from the next **Jan. 1<sup>st</sup>** after you pass the exam, and must be renewed before expiration.

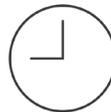
### PROCESS

1. Meet CEU requirement (*see chart below*)
2. Send in renewal application
3. Pay \$150 fee for each certification held

Grade SS-2	2 CEU's	= 20 hours
Grade 3 & 4	3 CEU's	= 30 hours

### FAILURE TO RENEW

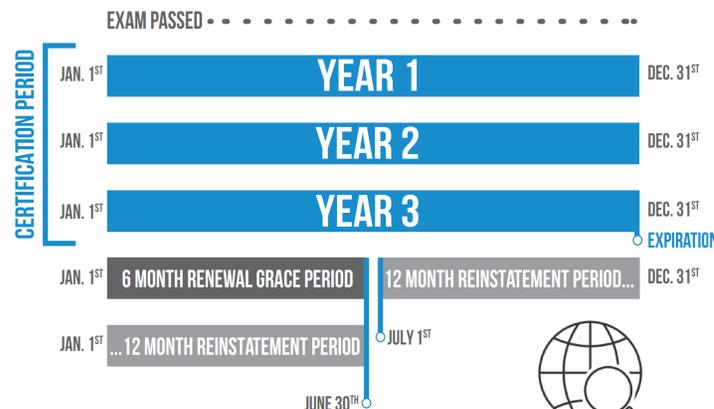
You get a 6 month grace period after you expire to renew as usual.



**After July 1<sup>st</sup> (6 months after expiration),** you can:

- take an exam for \$150-200
- or*
- reinstate for \$300

You have until June 30<sup>th</sup> of the following year to reinstate. After that, you must pass an exam.



Pay fees and find forms online at [DrinkingWater.utah.gov](http://DrinkingWater.utah.gov)

# certification NUMBER

Your number follows you throughout your career. **Memorize it.** Our database tracks you using this number and your full name. Therefore, **use your number and your full name** when signing in to CEU courses or corresponding with DDW to ensure you can be found in our database.



Check how your name is entered in our database at [waterlink.utah.gov](http://waterlink.utah.gov) > Public > CEU Report

### RESTRICTED STATUS

Utah uses a unique system that allows people to become certified before having the required experience, unlike other states that require experience before taking the exam to become certified.

#### Status determined by:

- Education
- Experience
- DRC\*

*\* Direct Responsible Charge: The person who is responsible for, and in active charge of, the water system. This person makes decisions that affect the quality and quantity of water served to the public.*



Check the the requirements in the Unrestricted/Restricted graph online at [DrinkingWater.utah.gov](http://DrinkingWater.utah.gov) > Operator Certification > Resources



Upon reaching the requirements, you can apply for Unrestricted Status for free by filling out the form (found online) and sending it to us. You will need a supervisor's signature.

# FAQ's

FREQUENTLY ASKED QUESTIONS

## Where can I check my CEU's?

You can check CEU's and certification details online at [WaterLink.utah.gov](http://WaterLink.utah.gov) > Public > CEU Report.

## Why are my CEU's not showing on my record?

They may not have been processed yet, especially if it is near the end of the year during renewal season. See "Reasons Why CEU's are Not Recorded" on the inside of this brochure.

## Once I have enough CEU's, will my license renew automatically?

No, you must pay the \$150 fee and submit a Renewal Application before your expiration date.

## How will I be notified for renewal?

We use email reminders and our REECH program (Reminder Emails Electronic Calls & Hints) to send automatic phone calls. Please make sure your contact info is always up-to-date with us.

## Why did I stop receiving correspondence from DDW?

Your contact information may be outdated in our database. Contact us to update your information.

# online

Everything you need can be found online.



[DrinkingWater.utah.gov](http://DrinkingWater.utah.gov)

## FORMS

For CEU's, renewal, updating your contact info, updating your employer, etc.

## WATERLINK.utah.gov

Check CEU's, your systems IPS points, and more. This is DDW's database.

## RESOURCES PAGE

Find all of the info in this brochure and the links and files that go with it.

## DDW'S WEBINAR

Stay current with DDW on topics of importance to water operators in Utah. .05 CEU's upon completing survey.

## TRAINING CALENDAR

Find local trainings and events. Provided by the Utah Water & Wastewater Training Coalition.

## SHOPPING CART

Pay fees online.

## JOB LISTINGS

RWAU often posts job listings for water operators on their facebook page.

## contact us

p: (801) 536-4200  
e: [DDWOpCert@utah.gov](mailto:DDWOpCert@utah.gov)

# HOW TO STAY CERTIFIED



**“With great power comes great responsibility.”**

It's your responsibility to renew and keep your contact info up-to-date with us.



DRINKING WATER