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How Many Continuing Education Points Do I Need?

Certification / License Held	Required Continuing Education Points
Class I Operator Water and Wastewater	24
Class II Operator Water and Wastewater	18
Industrial Wastewater Operator	18
Laboratory Analyst, Water and Wastewater	18
Class III Operator Water and Wastewater	12
Water Distribution System Operator	12
Wastewater Collection System Operator	12
Class IV Operator Water and Wastewater	6

Discipline Chart	
Water Disciplines	Wastewater Disciplines
Water Treatment Class I, II, III, & IV	Wastewater Treatment Class I, II, III & IV
Water Lab	Wastewater Lab
Water Distribution	Wastewater Collection
	Industrial Wastewater

Course Approval Designation	
Water	W
Wastewater	WW
Both Water & Wastewater	W-WW
Management	MS
Safety	MS

**Renewal Period Cycles are Every 2 Years Ending on June 30th of Odd Years.
The Current renewal cycle began on July 1, 2013 and will end on June 30, 2015.**

There is now a relevancy requirement in place requiring at least half of the recertification points acquired by an operator to be relevant to the discipline / license(s) held. The Board has divided its licenses into two disciplines **Water and Wastewater** (See Discipline Chart Above).

Disciplines in Water include: *Water Treatment Plant Operators, Water Distribution System Operators, and Water Laboratory Analysts*. Individuals licensed in Water disciplines must obtain at least half of their points in courses that are **Water Related**. Water Related courses will be designated as **W for Water or W-WW for Both Water & Wastewater**. (See Course Approval Designation Chart Above).

Disciplines in Wastewater include: *Wastewater Treatment Plant Operators, Wastewater Collection System Operators, Wastewater Laboratory Analysts, and Industrial Wastewater Operators*. Individuals licensed in Wastewater disciplines must obtain at least half of their points in courses **Wastewater Related**. Wastewater Related courses will be designated as **WW for Wastewater or W-WW for Both Water & Wastewater**.

Individuals holding multiple licenses: If someone holds more than one license, regardless of the discipline (Water or Wastewater), that person will only need to obtain the points required by the highest license. **The points for the various licenses should NOT be added together**. For example, if someone holds a Class I Water license, which requires 24 points, and a Water Laboratory license, which requires 18 points, that individual must obtain 24 points TOTAL, and at least 12 of the points must be Water Related. The remaining 12 can be a combination of Water, Wastewater, Both Water & Wastewater, Management, and Safety.

Individuals holding licenses in both disciplines (Water & Wastewater) must obtain continuing education points in each discipline. Such operator must obtain a minimum of 25% of the required continuing education points in each discipline to satisfy the renewal requirements. Example: If you hold a Class I Water and Class III Wastewater you need 24 points total with 25% of those points in Water and 25% in Wastewater. The remaining 12 can be a combination of Water, Wastewater, Both Water & Wastewater, Management, and Safety. If 25% of the points needed ends in a decimal, round up. **Note: An effective and convenient way to acquire points for any Water or Wastewater license is to attend the GRWA Conferences. See next page for details on conference points.**

The Board determined that conferences with programs that have Both Water and Wastewater topics (like the GRWA Spring and Fall Conferences) will be designated as **W-WW Both Water & Wastewater**. The GRWA Conferences are usually approved for 12 points each, so attending two GRWA Conferences during a renewal period will award you 24 points. The Conference points can be counted towards any type of water or wastewater license. **Join us at our Training Conferences - Jekyll Island in the Spring and North GA Mountains in the Fall.**

[Can I attend the same continuing education class more than once?](#)

Not during the same renewal period. If more than one continuing education course is needed to achieve the required continuing education points to be eligible for a renewal, then the same course cannot be attended more than once in the same renewal period. However, the same continuing education course can be attended during a different renewal period. Remember renewal periods are every 2 years on odd years. *Example: July 1, 2013 - June 30, 2015.*

[Can I substitute passing an examination for continuing education?](#)

An individual who passes an examination required by the Board for certification is exempt from all continuing education requirements for **only that certificate** for the first renewal period after initial issuance of the certificate. You will need to obtain continuing education points for renewal of any other certificates you hold.

[At renewal time, if my certificate has been issued less than 2 years, do I have to renew it?](#)

Yes, regardless of when it was issued or if no additional CE points are needed to be eligible for renewal, all certificates must be renewed bi-annually and pay a renewal fee. You should review your certificate(s) for the expiration date, or check your licensure status at www.sos.ga.gov to determine the expiration date. You must renew your certificate(s) by the stated expiration date, or your certificate(s) will expire.

[How do I keep my license current?](#)

You must apply for renewal prior to the expiration date. All licenses expire on June 30 of odd numbered years. All current licensees are emailed notification of open renewal at the email address of record approximately 8 to 10 weeks prior to the expiration date with instructions of how to renew your certificate(s) online. You should keep the Board office informed of your current email address. Current licensees who have not provided an email address to the Board will receive a postcard notifying them of the open renewal period. The renewal fee for a two-year period is \$65.00. You may renew online during the open renewal period www.sos.ga.gov

[How do I receive a renewal application?](#)

You are encouraged to renew your certificate(s) online www.sos.ga.gov Click the *License Renewals* button to begin the process. To request a paper renewal application to be mailed to you, call (404) 463-1100 and follow the prompts. **Please Note:** The on-line renewal process takes minutes to be completed. You will be notified as soon as the renewal is completed that your license is renewed, along with instructions for printing your license from our website. A paper renewal application takes a minimum of 4 to 6 weeks to be processed and mailed.

[How do I change my address or name?](#)

If you are a licensee, you can change your address from the Board website www.sos.ga.gov main menu by clicking on the link to Submit a Change of Address. If you have a name change, submit a Change of Address Form, found on the Download Forms page, and include a copy of the legal document that changed your name. If you are an examination applicant and have not yet received your examination results, you will need to contact AMP at (800) 345-6559 and provide them with your address change.

[Do I need to submit proof of meeting CE requirements?](#)

No, you only need to submit proof of meeting CE requirements if you are randomly chosen for a renewal audit. Please see Board Rule 750-6-.05(1)(2)(3), Documentation of Continuing Education.

[How do I reinstate an expired license?](#)

If your certificate expired less than 2 years since the expiration date, obtain the CE which would have been required if the certificate had been maintained in a current status and complete an Application for Reinstatement of Certification along with the \$165.00 fee. If your certificate expired more than 2 years since the expiration date, retake/pass the examination and complete an Application for Reinstatement of Certification along with the \$165.00 fee.

[If I previously held a certificate and it has an expired status, can I apply with an Application for Certificate?](#)

No, only by submitting a Reinstatement Application, proof of required documentation or re-exam (if over 2 years expired), and fee can a previously held expired certificate be changed to an active status.

[What are the Board's Endorsement \(Reciprocity\) requirements?](#)

The Board may, upon application, issue a certificate without examination to any person who holds a certificate in good standing issued by another country or by state, territory, or possession of the United States when the following criteria are fulfilled:

- The country, state territory, or possession of the United states has, in the opinion of the Board, requirements substantially similar to those of the Board.
- The applicant must submit a complete application for certificate by endorsement (Application for Endorsement); the application is available for downloading on the Board website www.sos.ga.gov
- An endorsement affidavit form must be completed by the state of certification specifying that the applicant has a current certification and is in good standing.
- The applicant must submit an application fee of \$100.00 (non-refundable).
- The applicant must have earned a minimum of a high school diploma or GED certificate.
- **Please Note:** The affidavit should be mailed back to the applicant so the applicant can submit a complete application to the Board office along with all required documentation and application fee. If the Board office does not receive a complete application, the application cannot be processed.

Link for Forms and Applications <http://sos.ga.gov/cgi-bin/plbforms.asp?board=29>

For information on GRWA Training Courses and GRWA Training Conferences visit WWW.GRWA.ORG