



Frequently Asked Questions

This FAQ was created to address common questions and provide helpful clarification on key topics. The goal is to offer quick, easy-to-understand answers in one convenient place. If

you don't see your question listed, it may be covered elsewhere in the document or addressed in future updates.

Please contact GRWA if you have any questions.

(770) 358-0221 or Info@GRWA.org

"Water is Life"

The links below will direct you to the **GA Secretary of State Office / Georgia Board of Examiners for Certification of Water & Wastewater Treatment Plant Operators and Laboratory Analysts website**.

Their website will have current information on the requirements for becoming certified in Water and Wastewater Treatment, Water Distribution, Wastewater Collection, Water or Wastewater Laboratory Analyst.

If you are already certified in another state and would like to move your license(s) to Georgia, the Water/Wastewater Board has a **reciprocity** process called "**Endorsement**". Each endorsement application is looked at on a case-by-case basis. You can find more information on reciprocity in the Frequently Asked Questions link below.

- [Classifications and Requirements for Each License - Georgia Certification Board Rules](#)
- [How To Guides - Licensure Information](#)
- [Frequently Asked Questions](#)
- [Contact the Secretary of State Office](#)

Please read this document in its entirety to ensure you don't miss any important information.

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Requirements for Becoming a Certified Water or Wastewater Operator in Georgia (Updated 2/2/2026)

Certification	Prior Certification	Course Work Required	
Class 4 Water <i>For Groundwater Systems Serving a Population of Less than 1,000</i>	No Prior Certification	Must Complete the 6 Hour Class 4 Water Course	
Class 3 Water	No Prior Certification	Must Complete the 40 Hour Basic Water Course	
Class 3 Groundwater <i>For Groundwater Systems Only</i>	No Prior Certification	Must Complete 40 Hour Basic Groundwater Course <i>More details about this certification will be announced later</i>	
Class 2 Water	Must Have a Class 3 Water License	Must Complete 48 Hours of Advanced Water Training	
Class 1 Water	Must Have a Class 2 Water License	No Further Course Work is Required – See Experience Requirement Chart Below	
Water Distribution	No Prior Certification	Must Complete the 27 Hour Water Distribution O&M Course	
Water Laboratory Analyst	No Prior Certification	27-hour basic water laboratory course or, a minimum of an Associate Degree in Biology or Chemistry, or, at the Board's discretion, other degrees containing sufficient courses in biology or chemistry	
Class 4 Wastewater	No Prior Certification	Class 4 Wastewater Course - 6 Hour Basic Wastewater Stabilization Pond Operator Course Work	
Class 3 Wastewater	No Prior Certification	Must Complete the 40 Hour Basic Wastewater Course	
Class 2 Wastewater	Must have a Class 3 Wastewater License	Must Complete 48 Hours of Advanced Wastewater Training	
Class 1 Wastewater	Must have a Class 2 Wastewater License	No Further Course Work is Required	
Wastewater Collection Systems	No Prior Certification	Must Complete the 27 Hour Wastewater Collection Systems O&M Course	
Wastewater Laboratory Analyst	No Prior Certification	27-hour basic wastewater laboratory course or, a minimum of an Associate Degree in Biology or Chemistry, or, at the Board's discretion, other degrees containing sufficient courses in biology or chemistry.	
Industrial Wastewater	No Prior Certification	27 Hour Industrial Wastewater Course Work	
Experience Requirements			
The amount of experience that is required is dependent upon the applicant's education, as follows:			
CERTIFICATE APPLIED FOR	EXPERIENCE H.S. School Diploma or GED Certificate	EXPERIENCE Accredited Associate Degree in Biology, Chemistry, or, at the Board's discretion, other degrees containing sufficient courses in biology or chemistry	EXPERIENCE Accredited Bachelor of Science Degree in Biology, Chemistry, or, at the Board's discretion, other degrees containing sufficient courses in biology or chemistry
Class 4 – Water or Wastewater	1 month	1 month	1 month
Class 3 – Water or Wastewater	3 months	3 months	3 months
Class 2 – Water or Wastewater	24 months	18 months	12 months
Class 1 – Water or Wastewater	36 months	30 months	24 months
Water or Wastewater Laboratory Analyst	3 months	3 months	3 months
Water Distribution Wastewater Collection	3 months	3 months	3 months
Industrial Wastewater	3 months	3 months	3 months

Education & Exam Information

Education – Every applicant must have earned a minimum of a high school diploma or GED certificate prior to taking the examination and must provide proof of education when he/she submits his/her application for certificate to the Board.

Examination – An Applicant Must Pass A Written Examination In Order To Receive A Certificate.

All Exams Are Administered Through PSI. Visit [PSI Website](#) For Exam Information, Dates and Locations.

Applicants Must Apply For A Certification Within 12 Months of Passing an Exam.

The Board updated their rules to change the exam registration process to require that applicants apply for certification and provide proof that they meet the requisite training, education, and experience requirements before being made eligible to test.

Applicants for certification will need to submit an application for the appropriate certification type to the Board. Applications are processed by Board staff in the order in which they are received. After their application has been processed, the applicant will be notified of any application deficiencies, which they can respond to through their GOALS account. After deficiencies are addressed and the application is deemed complete, the applicant will be made eligible to test by Board staff under the new eligibility process effective 1/2/26 and will receive notification from PSI on the steps to register for the exam and schedule a test date. After taking and passing the exam, PSI sends exam scores directly to the Professional Licensing Board's Division which enters the results and notifies Board staff that the application can be updated (applicants do not have to send the Board their passing exam scores or list WPI/PSI as a third party on their application).

If you have any questions, these should be directed to the Board staff at the Professional Licensing Board's Division at Trades3@sos.ga.gov

If you are already certified in another state and would like to move your license(s) to Georgia, the Water/Wastewater Board has a **Reciprocity process called "Endorsement"**. Each endorsement application is looked at on a case-by-case basis. **You can find more information on Reciprocity in the Frequently Asked Questions link below.**

Below are Links to Help Applicants When Applying for a License, Reviewing Rules & Regulations and Helpful FAQs. The How to Guides Link is very useful and will usually direct you to the right forms and answer questions.

[How to Guides](#)

[Forms](#)

[Documents](#)

[Applying to the GA
Certification Board](#)

[Rules & Regulations for Water &
Wastewater Operators in GA](#)

[Frequently Asked
Questions](#)

Get the Free GRWA App and Subscribe to our Email Contact List to get reminders about Training Classes, Conferences and License Renewals.

Use the QR Code below to Subscribe to our Email List for Training Updates



Use the QR Code Below to get the Free GRWA App or download it from the App Store or Google Play





WWW.GRWA.ORG

[Click Here to be directed to Certification Board's Webpage for more FAQ and Forms](#)

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, Wastewater Collection
Water Distribution	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, 2025 and will end on June 30, 2027.

Licenses are divided 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 (50%) 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 (50%) of their points in Wastewater Related courses. 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 (6 points) in Water and 25% (6 points) 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.**

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, GA in the Spring and Helen, GA 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, 2025 - June 30, 2027.*

[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 [Secretary of State Website](#) 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 [License Renewal Link](#)

[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. For a How to Guide on this click on the Water and Wastewater Certification Board link at the bottom of this page and look for the FAQ tab.

Below is the direct link to the Water & Wastewater Certification Board where you can read more Frequently Asked Question, How to Guides and Forms for Renewing or Applying for a License. Once You Click on the Link Below, Be Sure to Scroll Down to See All of the Tabs Under *Featured Services*.

[Link to Water and Wastewater Certification Board](#)

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