

General Instructions For Completing the Public Drinking Water System Operator Certification Renewal nFORM

1. Click the following link to enter the “Public Frinking Water System Operator Certification Application – Initial or Renewal” nFORM. **Form link:**
<https://anonline.vermont.gov/app/#/formVersion/9a63af84-20f4-4139-8951-4a9fbc31c136>

2. **Application Type.** Enter “RENEWAL” and your Operator ID number (Example: OP12345).

3. **Contact Information.** Required contact information will automatically populate. If information is missing or incorrect, click “NO” under “*please review the applicant’s information. Is all contact information correct and complete?*”. This will allow you to update any outdated contact information.

Enter the applicant's legal first and last name, organization/company affiliation, phone number(s), and email address. If no organization/company affiliation, type "none" under "Organization Name."

4. **Class of Certification.** Select the Operating Class that you are renewing.
5. **Minimum Education Requirements.** Fill in all required fields. For high school education: enter the name of the high school which issued the diploma, town, state, and country; For high school equivalent (GED) education: enter the name of the appropriate education agency (example: for Vermont, enter "Vermont Agency of Education"), town, state, and country.
6. **Continuing Education and Training Contact Hours.** Documentation of continuing education must be submitted here to account for each TCH received and be applied to the renewal application. Acceptable documentation includes: Individual course completion certificate(s) (pre-approval of course required), or Formal course sign-in sheet(s) for preapproved courses containing the signature of the applicant confirming attendance. Multiple files can be uploaded here.

Please note: Class 1B shall complete at least **3 TCH** of state sponsored seminars or other approved instruction each 3 year renewal period.

7. **Water System Designations.** The Vermont Public Drinking Water Systems for which the applicant is operating will automatically populate. If missing or adding a public water system, select “ADD ROW” and fill out WSID information. Note: in order to be officially associated with a public water system, an operator must be listed on the Water System Officials Contact Form on file with the Division.

8. **Statement of Applicant and Electronic Signature.** Please carefully read through the following statements regarding child support, Vermont taxes, and accuracy of this application. This application must be electronically signed prior to submission.
9. **Review Application.** If there are any changes needed, select the section title on the left-hand side to go back to make the edit. Anything highlighted in red is a required field and will need to be addressed before submitting the application.
10. **Certify and Submit.**

If you have any questions, please contact:

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