

## 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 This will allow you to update any outdated contact information.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 3, 4, and D operators shall complete at least **20 TCH** of state sponsored seminars or other approved instruction each 3 year renewal period unless the operator is “dual” certified for both Treatment and Distribution, in which case the operator must complete training hours in accordance with 12.11.6 of the Vermont Water Supply Rule.

The operator must identify the respective categories for each TCH using the attachment comment box. Although operators do NOT have to meet the TCH category requirements

until the 2028/2029 renewal cycle, we do ask that you identify which categories your TCHs would be listed under for this cycle. More information on the category requirements can be found below.

**Changes to TCH Category Requirements Starting in the 2028/2029 Renewal Cycle:**

- **Class 2, 3, 4A, 4B, and 4C Renewals:** For each renewal cycle, class 2, 3, and 4 operators shall obtain no less than 30% of their required TCH from topics included in Category 1, no less than 30% of required TCH from topics included in Category 2, and the remaining 40% from any training category as outlined in Subchapter 21-12 of the Vermont Water Supply Rule.
- **Class D Renewals:** For each renewal cycle, class D operators shall obtain no less than 50% of their required TCH from topics included in Category 1, no less than 30% of required TCH from topics included in Category 2, and the remaining 20% from any training category as outlined in Subchapter 21-12 of the Vermont Water Supply Rule.

Treatment Training Categories

	Category 1	Category 2	Category 3
Topics	Regulatory	Treatment	All other approved training topics
	Public Health	Distribution	
	Management and/or finance	Source Protection	
		Operation and Maintenance	
Minimum Hours Class 2	3 hours per renewal	3 hours per renewal	No minimum
Minimum Hours Classes 3, 4	6 hours per renewal	6 hours per renewal	No minimum

Distribution Training Categories

	Category 1	Category 2	Category 3
Topics	Regulatory	Treatment	All other approved training topics
	Public Health	Management and/or finance	
	Distribution	Operation and Maintenance	
	Work Site Safety	Hydraulics (pumps, pressure, etc.)	
Minimum Hours Class D	10 hours per renewal	6 hours per renewal	No minimum

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:**

Tom Harrington: [Tom.Harrington@vermont.gov](mailto:Tom.Harrington@vermont.gov)

Phone: 802-461-6357