

## **Water Operators Certification Reminders**

The administrative staff of the Water Treatment Facility Certification Board would like to remind you of the following:

It is very important that all certification applications be filled out completely. Incomplete applications will be returned to the applicant. Please make sure that the experience information is detailed and that copies of all certificates are attached with the application. Examples include certificates of completion, high school diploma, college degree, shoring certificate, CPR certificate, and other required information. It is also important that the application be filled out neatly and that both the applicant's and the supervisor's signatures appear on the application.

Operators are required by rule to notify the Water Treatment Facility Certification Board whenever the operator's mailing address changes. Although this requirement seems insignificant compared to other operator requirements, it can have huge implications on certified operators. Each year a large number of mailings such as public notices, certification information, educational course information, and annual renewals are returned to the Certification Board. Please submit to the Water Treatment Facility Certification Board in writing any change in your mailing address so that we may keep you better informed.