FACTS FOR LICENSEES ABOUT OBTAINING
TRAINING CONTACT HOURS (TCHs) FOR OPERATOR LICENSE RENEWAL

- Beginning October 1, 2000, Class 3 & 4 licensees need 36 TCHs for operator license renewal by October 1, 2003.
- Beginning October 1, 2000, Class 1 & 2 licensees need 18 TCHs for operator license renewal by October 1, 2003.
- All training programs and courses approved by NJDEP through the Water and Wastewater Advisory Committee on Operator Training (WWAC) are acceptable (i.e., those courses with a NJDEP course number)
- All courses relevant to water/wastewater conducted by the following are acceptable:
  - Rutgers University’s Office of Continuing Professional Education
  - The New Jersey Section of the American Water Works Association
  - The New Jersey Water Environment Association
  - The New Jersey Water Association (formerly New Jersey Rural Water Association)
  - The American Water Works Service Company
- All International Association for Continuing Education and Training (IACET) approved courses relevant to water/wastewater are accepted. (1 CEU = 10 TCHs)
- All approved water courses are accepted for all water licenses. All approved wastewater courses are accepted for all wastewater licenses. Some courses are accepted for both water and wastewater licenses.
- Training courses with a NJDEP course identification number are accepted
- Required initial certification training courses are valid for continuing education for all appropriate licenses
- Passing a New Jersey water or wastewater licensing exam during the 3-year training tracking period will merit 7 TCHs within the appropriate license category.
- Membership in the NJAWWA and/or NJWEA is acceptable for 1 TCH for each year of membership. Membership in other organizations recognized by the WWAC is acceptable at the rate of 0.5 TCHs for each year of membership. No more than 3 TCHs will be granted for membership for any 3-year training tracking period.
- Any Red Cross approved first aid or CPR course is acceptable for up to 3 TCHs in any 3-year training tracking period.
- No more than 1/3 of required TCHs can be for safety training.
- College credit that is directly relevant to the operation, maintenance and management of a water and/or wastewater system and addresses influences on water quality, public health or environmental protection is accepted as 15 TCHs for each credit hour.
- Instructors of courses required for initial certification will receive TCHs on an hour-for-hour basis for all appropriate licenses
- No credit shall be given for any course repeated within the 3-year training tracking period.
- A list of training programs and courses approved by NJDEP may be accessed at the NJDEP Water Supply Administration website at [http://www.state.nj.us/dep/watersupply/course.pdf](http://www.state.nj.us/dep/watersupply/course.pdf) or at the NJDEP Division of Water Quality website at [http://www.state.nj.us/dep/dwq/pdf/operator.pdf](http://www.state.nj.us/dep/dwq/pdf/operator.pdf)
- Licensees are responsible for retaining all certificates and/or other documentation of course completion obtained during the three year training tracking period.

NJDEP Bureau of Safe Drinking Water
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