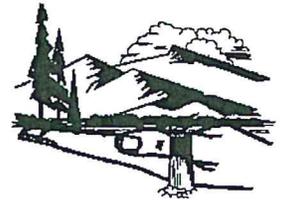




Department of Environmental Quality

To protect, conserve and enhance the quality of Wyoming's environment for the benefit of current and future generations.



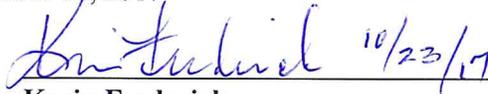
Matthew H. Mead, Governor

Todd Parfitt, Director

Water Quality Division Water and Wastewater Policy #20.4.2

SUBJECT: Using College and Trade School Transcript Hours for Operator Certification Eligibility and Renewal

Issued: September 14, 2017

Administrator Approval:  10/23/17
Kevin Frederick

Purpose

This policy defines how DEQ/WQD will use college or trade school transcript hours towards operator certification eligibility and certificate renewal.

Background

Water Quality Rules and Regulations (WQRR) Chapter 5, Section 6 requires a minimum number of training hours to qualify for certification. The operator may have taken these training hours at any time in their career. DEQ/WQD has historically given operators training credit for college and trade school courses. If the operator completed the courses during the three (3) year period in which their certification is valid, DEQ/WQD has used college and trade school courses towards certificate renewal.

Transcript Processing

1. Operators must submit college or trade school transcripts for consideration by mail, fax, or email. The operator must submit a transcript from each educational institution. Transcripts do not need to be official copies.
2. DEQ/WQD will approve 16 hours of training per semester hour and 11 hours of training per quarter hour. DEQ will enter the total number of approved transcript hours into the Operator Certification Database.
3. DEQ/WQD will not consider courses marked as transfer credits.
4. DEQ/WQD will only consider completed courses where the operator received a letter grade of a 'C' or higher.
5. DEQ/WQD shall immediately redact all social security numbers (SSN) or identification numbers based on SSN using a marker made specifically for redacting.
6. DEQ/WQD will scan the transcripts and upload the file to SharePoint. If the document contains any redacted text, DEQ/WQD will shred the document.

Approved Courses

1. DEQ/WQD will approve only one (1) course from each of the following subject areas:
 - a. Math, including algebra, calculus, trigonometry, differential equations, etc.
 - b. Chemistry, including basic, environmental, organic, inorganic, biochemistry, etc.
 - c. Biology, including basic, wildlife, ecology, limnology, genetics, etc.
 - d. Management, including leadership, supervision, supervising contractors, etc.
 - e. Public speaking
 - f. English, including basic, technical writing, composition, etc.
2. DEQ/WQD will approve all courses from each of the following subject areas:
 - a. Vocational courses that directly pertain to operator job duties including generators, pumps, hydraulics, boilers, etc.
 - b. Engineering courses that directly pertain to operator job duties including hydraulics, fluid mechanics, soil physics, process control, programmable logic controllers (PLCs), reading blueprints.
 - c. Water and wastewater treatment, distribution systems, or collection systems courses including operation, maintenance, theory, regulations, design, installation, lab analysis, etc.
 - d. Courses related to trenching/shoring, cross connection/backflow, line locating, pumps
 - e. Computer courses including word processing, spreadsheets, databases, programming languages, GIS, etc.

Using Approved Transcript Hours for Certificate Renewal

Transcript hours recorded as Water, Wastewater, Distribution, or Collection hours are available for renewal if the course completion date falls within the three (3) year timeframe in which the operator's license is valid.

1. DEQ/WQD will not change approved hours to the area of the certificate unless requested by the operator.
2. The operator must apply the hours to the certificate renewal.
3. DEQ/WQD will not change these hours to any other area, once the operator uses the hours for a renewal.

Using Approved Transcript Hours for Certificate Eligibility

Transcript hours recorded as Water, Wastewater, Distribution, or Collection hours count towards the total hours, which determines eligibility for certification.

1. DEQ/WQD will not change approved transcript hours to the area of the certificate unless requested by the operator.
2. DEQ/WQD will not change these hours to any other area, once DEQ/WQD uses the hours to issue a certificate.

--END POLICY--