



OPERATOR CERTIFICATION RENEWAL FORM

As of **July 1, 2016** renewal fees **must** be submitted along with this renewal form. The fee for renewing is based on how many certificates you are renewing:

Certificate Renewal: (R18-14-301)

- One Certificate – \$150.00
- Two Certificates – \$200.00
- Three Certificates – \$250.00
- Four Certificates – \$300.00

To renew your certificate(s) fill out the information requested below on page two. Submit the completed renewal form along with the appropriate fee to the address below. Make your check payable to ADEQ.

A professional development hour (PDH) is equal to one contact hour of continuing education. A total of 30 professional development hours are required for each 3-year renewal period regardless of the number of certificates that are held by an operator. ADEQ will apply the submitted PDHs earned from the Effective Date of the issued certificate to the Expiration Date. PDHs earned prior to the Effective Date or after the Expiration Date shall not be applied to the current renewal period. **Record each day of training on a separate line.**

The type of PDH acceptable to the Department for certificate renewal include, but are not limited to: an approved college course, a course offered by a Certified Environmental Trainer, regulatory and tribal agency training, certain types of in-house training, technical conferences, correspondence courses, and manufacturer product training. An accredited college course is usually recorded in credit hours. In general, 1 college credit hour = 10 PDHs. If an operator has a question about a specific type of training, please call the Operator Certification Program for approval before attending the training. The Department randomly audits renewals and may ask an operator to provide the applicable documentation. Keep your renewal/PDH documentation for five years in case you are asked by the Department for verification.

The bottom of the next page asks if you want to be subscribed to the **Operator Certification List Serve**. This list serve sends out renewal reminders, workshop notifications, Monitoring Tips of the Month, and more operator related information. **Check YES** if you want to be subscribed. Please make sure to provide an email address on the renewal form.

Mail this completed form and payment to:

Arizona Department of Environmental Quality
Operator Certification Program
1110 W. Washington St., Mail Code 5460B
Phoenix, AZ 85007
Phone: (602) 771-4511

Visit our ADEQ online Operator Certification Database to verify your certificates have been renewed
http://legacy.azdeq.gov/databases/opcertsearch_drupal.html
Allow 30 days for processing.

Pursuant to A.R.S. § 41-1030:

- 1) ADEQ shall not base a licensing decision, in whole or in part, on a requirement or condition not specifically authorized by statute or rule. General authority in a statute does not authorize a requirement or condition unless a rule is made pursuant to it that specifically authorizes the requirement or condition.
- 2) Prohibited licensing decisions may be challenged in a private civil action. Relief may be awarded to the prevailing party against ADEQ, including reasonable attorney fees, damages, and all fees associated with the license application.
- 3) ADEQ employees may not intentionally or knowingly violate the requirement for specific licensing authority. Violation is cause for disciplinary action or dismissal, pursuant to ADEQ's adopted personnel policy. ADEQ employees are still afforded the immunity in A.R.S. §§ 12-821.01 and 12-820.02.

