Appendix C

Chapter 14 Operator Certification

Web Instructions – Registration & Updating Training Credit Hours
Operator Training Submission

Certificates must be renewed every three years. Operators are required to obtain a specified amount of training in order to qualify for certificate renewal. Class A and Class B operators are required to obtain 30 renewal training credit (RTC) hours and Class C and Class D operators are required to obtain 15 RTC hours before the certificate expiration date.

Water operators can submit/update the training courses they attended at the following web site. Registration instructions begin on next page.

Previously, water operators submitted their training courses/credits on prescribed Illinois EPA forms (“**Operator Training Submission Form”)**. If you go online and log in your training credits, you no longer have to submit these paper forms. However, you are required to keep these forms and/or similar proof of training for your own personal records and may be asked to submit/provide them during a records audit.

If you do not have access to the Internet, completed **Operator Training Submission Forms** or something comparable may still be submitted to the Illinois EPA. Submission of training hours must occur prior to certificate renewal. The Operator Training Submission Form is attached to the last page of this Appendix and is also available on the web at:

http://www.epa.state.il.us/water/operator-cert/drinking-water/forms/operator-training-submission-form.pdf

Note: Training providers, or training sponsors, must get Illinois EPA approval for each course they offer. Upon Illinois EPA approval, the training provider will receive a **course identification (ID) number**. At the beginning of the course/event, the instructor should give this ID number. The trainee should keep this course ID number and record it on any training documents.

Registration

Go to: http://dataservices.epa.illinois.gov/OperatorCertification/OpCertWelcome.aspx

You will see the "Operator Certification Login" page. Click on the green button (bottom right) "Register", which takes you to the "**Register**" page.

Next, read and check the box "**I accept terms of this agreement**".

Next, check the box "**Operator**".

Once you select the **"Operator"** box, you will be asked to enter some of your contact information. All fields must be completed. A couple of things to remember/consider:

1) If you currently are certified and/or have an Illinois EPA identification number, be sure to include it in the box. If your ID number begins with zeros, you do not have to type these in.   Leading zeros have been eliminated in the new system.
2) The email address you enter in the first box is considered your USER NAME when logging into the website. Make sure it is a valid email capable of receiving email correspondence from this website and IEPA staff.
3) All fields are required and must be filled in.
4) Your password must be at least 7 characters with 1 non-alphanumeric character (some examples of non-alphanumeric characters are @, #, $,*, !). An example of acceptable password: Water32#

Once you have entered all the contact information, click the "**Create User**" box at the bottom right hand corner. Then click **"Continue"** when prompted. After completing the above steps, you will be automatically logged out of the application until you are approved by the Illinois EPA.

The Illinois EPA <u>MUST approve your registration before you can log back into the application.</u> Do <u>NOT</u> try to log back in until you receive an email from the Illinois EPA indicating that you have been approved. Please only register <u>one time.</u> Your Illinois EPA approval email should be received within 72 hours of registration.

Go to: http://dataservices.epa.illinois.gov/OperatorCertification/OpCertWelcome.aspx and click **Login**. (Log in with the same email address and password that you used during registration)

When you first Login after you have been approved, the "*My Home*" page will appear. If you do not see this information, call the Illinois EPA OpCert Coordinator at 217-785-0561.

On the "*My Home" page*, click the "**Personal Information**" tab that is just below and all the way to the left under the "*My Home" page* header. This will open the contact information page. You should review

and update all fields.   Please note; the information that is currently in the boxes was migrated from the legacy tracking system; therefore, some of the information may not look correct or make sense. Simply make corrections and then click the "**Save**" tab at the bottom right to update your records.

Next, on the "*My Home" page*, click the "**Experience**" tab that is just below the "*My Home" page* header. This will open the experience/work history page. You should review and update all fields.   Again note: the information that is currently in the boxes was migrated from the legacy tracking system; therefore, some of the information may not look correct or make sense. Simply make corrections and then click the "**Save**" tab at the bottom right to update your records.

After you complete the two processes above, feel free to explore. If you come across any data that is incomplete or needs updated, simply edit the data and remember to always click the save button that is on the bottom left.

Adding Training Credit Hours for Certificate Renewal

You must complete steps 1 and 2 above before you can add training credit hours to your file.

1) After login, you will be taken to the "*My Home*" page. Click the "**Assigned Training**" tab that is just below the "My Home" page header. This will take you to the "Assigned Training Courses" page. While on this page, you will see all course/training credit hours that have been recorded to-date for your current three-year certification renewal cycle. For example, if you must renew your certification by 7/1/2014, all courses which you have attended since 7/1/2011 will appear on the page. If nothing has been recorded, you will see the message "No Data Found".

2) When on the "Assigned Training Courses" page, click the "**Add Renewal Training**" tab. A Search menu will appear. You will need to input the **course number**. If you do not know the course number, you will need to contact the course provider for the number. All courses must be approved before the actual training has occurred (and course number assigned).

3) Once you perform the search above, the course you attended should appear. Just to the **LEFT of the Provider name (on the same row)**, click the small "**select**" button. Once this select button is clicked, the course name will change to a **BOLD** type. Once the course name is bolded, click the larger "**Select**" button located on the bottom right of the window.

4) Once you click the "**Select**" button on the bottom right, another pop-up window will appear. You must then enter the date you attended the training (Date Course Taken) and the town in which the event occurred (Location). Once you entered this information, click the "**Save**" tab. Once you click the "**Save**" tab, the course will appear on your "Assigned Training Courses" page.

Things to Know When Adding Training Events

1) If a single training course goes beyond one day, enter the first day of training in the **Date Course Taken** box.

2) If the course is a PC or Internet course, enter the town in which you live in the Location box.

3) When you attend training, always ask for the course ID number. All training courses must be pre-approved. Course ID numbers are always assigned during the approval process. If you need to know a course ID number, please contact the Training Provider and not the Illinois EPA. If the course was not pre-approved, only the Training Provider can have the course approved and number assigned (see Appendix D).

4) A set amount of hours/minutes for each course are approved and cannot be adjusted by the operator. The amount of time approved was based on what the Trainer Provider requested. If a course goes plus or minus 10 minutes, the Training Provider (not the operator) must call the Illinois EPA and have the time adjusted. Therefore, it's important that you stay at the course for the entire time allotted.

5) If you cannot find a course when trying to add training credit to your record OR the number of approved minutes does not match the amount of time you spent at the course, you will need to submit a hard copy "Operator Training Submission Form" and we will manually add it for you. You do not need to call the Illinois EPA, simply submit the form and we will make the adjustments.

If you do not have access to the Internet, operators may still submit completed training for renewal credit to the Illinois EPA using the "**Operator Training Submission Form"** or something comparable. Submission of training hours must occur prior to certificate renewal. The Operator Training Submission Form is attached.

Since your training credit hours are now available to be viewed via the Internet, the Illinois EPA will no longer mail out an annual summary letter to operators UNLESS your certificate expires that year. In this case, you will still receive a certificate renewal application <u>and</u> course summary in March. If you do not have access to the Internet, you may call 217-785-0561 and request a course summary be mailed.

If you have any questions, please call the OpCert Coordinator at 217-785-0561.