

State of Hawaii  
Public Water System Operator Certification  
Frequently Asked Questions (FAQs)

Renewal Requirements Questions

**Q1. How will I know when it's time to renew my certificate?**

A. It is the operator's responsibility to keep track of the certificate expiration date. However, the Board will send a courtesy renewal notice to the operator before the renewal date. It is also the responsibility of the operator to keep the Board informed of any changes to contact information.

**Q2. What is a CEU?**

A. A continuing education unit or CEU is a nationally recognized unit of measurement similar to college credits. One CEU is awarded for every 10 contact lecture hours of participation in, and successful completion of, an organized continuing education experience approved by the board.

**Q3. How many CEUs do I need to renew my certificate?**

A. The CEUs shall be earned in the certification period prior to certification expiration. Ten contact hours equals one CEU. The number of CEUs required every two years to renew are as follows:

| <b>Operator Classification</b> | <b>CEUs Required</b> |
|--------------------------------|----------------------|
| Grade 1 or 2                   | 0.8                  |
| Grade 3 or 4                   | 1.6                  |

**Q4. What courses can I take to receive CEUs?**

A. A short list of courses that are already approved by the Board can be found on the Safe Drinking Water Branch website.

<http://health.hawaii.gov/sdwb/operatorcert/>

If an operator wants to receive CEU credit for a course not previously approved by the Board, the operator must submit a CEU Request Form.

**Q5. Where can I get a CEU Request Form?**

A. The CEU Request Form is available to download on the Safe Drinking Water Branch website.  
<http://health.hawaii.gov/sdwb/operatorcert/>

**Q6. How much does it cost when submitting a CEU Request Form?**

A. There is no cost for submitting a CEU Request Form.

**Q7. Can I still renew if my certificate expired?**

A. One month after the expiration date, the operator with expired certification shall no longer perform the duties of an operator until he/she has applied for renewal, and the renewal has been approved. For the second through twelfth months following the expiration date, the renewal fee is doubled. If the certificate is not renewed within one year from the expiration date, the certification is not renewable and the operator must apply, be approved for, re-take and pass the certification examination to become certified again.

**Q8. How much does it cost to renew my certificate?**

A. The renewal fee is \$20 per year.