



DATE

Certification No:

Phone:

Email:

OPERATOR NAME
MAILING ADDRESS
CITY, STATE, ZIP

SUBJECT: Septage Operator Certification Renewal

Dear OPERATOR NAME:

This is a courtesy reminder that your **CERTIFICATION TYPE** expires on DATE.

TO RENEW YOUR CERTIFICATION, SUBMIT THE FOLLOWING ITEMS:

- (1) A **signed** copy of your Training History Report
- (2) Include the correct renewal fee. Check or money order made payable to DNR:
 - **CERTIFIED OPERATOR RENEWAL FEE: \$65** (\$165 if postmarked after the expiration date)
 - **MASTER OPERATOR RENEWAL FEE: \$100** (\$200 if postmarked after the expiration date)
 - Provide your certification number on the memo line of the check or money order
- (3) A copy of this letter: hand-correct any contact information at the top of this letter that is incorrect or missing

To print your Training History Report and certify your attendance go to the Operator Certification Lookup Webpage: <https://apps.dnr.wi.gov/elcpublic/optcertlookup.aspx?pg=opcert>. **Remember, ALL operators need three "compliance" continuing education credits to renew.**

Upon receiving all of the required renewal items, your certification will be renewed and you will receive a new certification by mail. If you fail to submit the appropriate credits and/or the appropriate renewal fee, your renewal will be rejected and your materials returned to you. Be sure to submit all the required renewal items.

If you do not have the required continuing education hours, you are not eligible to renew. If your certification expires, you are no longer able to legally perform septage servicing. If you are an operator-in-charge (OIC) for a licensed septage business and your certification expires, then the licensed septage business is no longer able to legally perform septage servicing.

Thank you for your timely submittal,

*The department attempts to act on a completed application within 30 days (maximum of 90 days per Act 167) of receipt of the application. Status of applications may be verified by contacting the Septage Operator Certification Program by email at DNROpCertSeptage@wisconsin.gov or by viewing your online certification record using the Operator Lookup Website.

New! Visit the Operator Certification website to view your certification record and print off a wallet certification card. Also check out the new DNR training calendar. These new online tools will help you maintain an active certification. View all the latest changes at: <https://dnr.wisconsin.gov/topic/opcert/septage.html>.