

Water Supply and Wastewater Treatment Facility Operators
TCH Guidance Document
(4-29-16)

As a licensed Water Supply or Wastewater Treatment Facility (W/WW) Operator, **you are responsible** for ensuring that you have completed the required Total Contact Hour (TCH) training for license renewal purposes and must ensure that proof of all TCH training is submitted to the Department in a timely manner. The Department makes every effort to keep your TCH training records current. Most approved course providers will electronically submit TCH credit information directly to the Department on behalf of the course attendees upon course completion. However, **you are responsible** for maintaining copies of all your TCH credit records, and for providing these records to the Department in the event of any TCH credit discrepancies. Therefore, it is strongly recommended that you confirm with every course provider that your training information is provided to the Department within 3 to 4 weeks of course completion and that every course provider supplies you with a certificate of course completion for your records. If the course provider submits your TCH credits electronically, do NOT send in your copy of the course completion certificates.

IMPORTANT NOTE: TCH course credits will only be applied to your training record if they are completed within the 3-year TCH credit cycle. Credit will NOT be given for courses taken more than once during a TCH cycle.

Approved course providers are issued individual course approval numbers that must be included on the course completion certificates. The last two digits of the course approval numbers (i.e., 99-030303-**30**) determine if credit is for Water, Wastewater or Both, and if the credits are considered Technical or Safety.

IACET courses and college courses directly related to water and/or wastewater operations are acceptable for credit without a course approval number.

IMPORTANT NOTE: Only one-third of your total TCH credits can be from safety related courses. Red Cross, CPR, and First Aid are Safety Courses. In order to ensure that you are credited with the appropriate number of TCHs, documentation of course completion must be submitted.

10 = Water Technical Credits Only
20 = Wastewater Technical Credits Only
30 = Water/Wastewater Technical Credits

11 = Water Safety Credits Only
21 = Wastewater Safety Credits Only
31 = Water/Wastewater Safety Credits

Example 1: The following course approval numbers pertain to Water Only:
99-030202-10- water technical credits only
99-030206-11- water safety credits only

Example 2: The following course approval numbers pertain to Wastewater Only:
99-030202-20- wastewater technical credits only
99-030206-21- wastewater safety credits only

Example 3: The following course approval numbers pertain to both Water and Wastewater:
99-030202-30- water/wastewater technical credits
99-030206-31- water/wastewater safety credits

Example 4: One-third of safety related course credits are allowed each TCH cycle:
VSWS License - Only 4 safety credits accepted (12 total credits required)
Level 1 or 2 License - Only 6 safety credits accepted (18 total credits required)
Level 3 or 4 License - Only 12 safety credits accepted (36 total credits required)

Membership credits: No more than 3 membership credits are accepted during each 3-year TCH credit cycle. Any licensee holding an individual membership to an approved organization will receive 1 TCH credit for each year of membership. The New Jersey Water Environment Association (NJWEA) – represents Wastewater therefore, if you have an NJWEA/WEF membership you will only receive TCH credits for a wastewater license. The American Water Works Association (AWWA) represents Water therefore, if you have an AWWA membership you will only receive TCH credits for a water license.

If you pass a water or wastewater exam during a TCH cycle you will receive 7 TCH credits toward your current license as long as the exam is related to a current license held.

Example: Licensed operator currently holds a T1 (water) and C1 (wastewater) license, and passed an S2 wastewater exam during the current 3-year TCH credit cycle.

Licensed operator will only receive 7 TCH credits for the C1 wastewater license because the S2 exam is for wastewater. No TCH credit will be given to the T1 (water) license.

IMPORTANT NOTE: TCH credits are required for each type of license held at the start of a 3-year TCH credit cycle. If an operator holds a T2 license at the start of the TCH cycle and passes a T3 exam during that cycle, the licensee will receive 7 TCH credits toward renewal of the T2 license for passing the exam and will only be required to obtain a total of 18 TCH credits by the end of the 3-year cycle in order to maintain the new T3 license. The 36 TCH credit requirement for the T3 license will begin at the start of the next 3-year TCH credit cycle.

Course(s) that have not been approved: Courses directly related to water and/or wastewater operations are subject to review by the Advisory Committee on Water and Wastewater Operator Training. Documentation supplied by the course provider must be submitted in order to be considered for TCH credits, including:

Proof of course completion

Course date (MM/DD/YY)

The actual number of training hours received for the course

The name of the course along with a description of the course content

IMPORTANT NOTE: Water and Wastewater license renewal invoices are generated annually on **July 31st**. If the Department has not received the total number of required TCH credits for your license(s) by **July 31st** of the final year of the 3-year TCH cycle, you will NOT receive a license renewal invoice. Furthermore, if the Department does not receive the total required TCH credits by **June 1st** to allow time for data processing, issuance of your license renewal invoice could be delayed for several weeks. PLEASE ensure that required TCH credits are submitted 3 to 4 weeks following each course completion throughout the 3-year TCH cycle to avoid license renewal delays.