

TCH Guidance Document – (1/9/2008)

As a licensee, you are responsible for insuring that you have accumulated appropriate/ sufficient training for license renewal and supplying proof of training. While we will make every effort to keep your training records current, we cannot track what is not submitted. It is expected that **approved course providers** will submit your training information to the department. However, it is recommended that you contact them to determine what their process is. In addition, it is suggested that you encourage them to submit your training information on a regular basis. Again, we cannot track information that is not submitted.

Approved course providers have submitted course information to the department for approval and have been issued DEP course approval numbers that are displayed on the certificates they issue.

Courses are credited toward your water license OR your wastewater license OR both your water and wastewater license.

Courses for which you want credit applied, must be taken during that TCH cycle to which the credit is applied.

DEP course approval numbers (i.e. **99-030202-30**) are interpreted as follows:

- 99 = course providers ID number
- 03 = month approved
- 02 = year approved
- 02 = sequence that course was approved in the month and year
- 3 = license that course is applicable too (i.e. 1 – water only,
2 – wastewater only & 3 – both water & wastewater
- 0 = non-safety course & 1 represents safety

You can use water related credits towards your water license (i.e. 99-030202-10 - water only credits or 99-030202-30 water & wastewater credits)

You can use wastewater related credits towards your wastewater license. (i.e. 99-030202-20 - wastewater only credits or 99-030202-30 water & wastewater credits)

One-third of the credits you need can be safety related courses (i.e. if you hold a level 3 or 4 license you can use up to 12 but if you also hold a level 1 or 2 you can only use up to 6. (i.e. 99-030202-31) **Note:** Red Cross, CPR, and First Aid related courses are to be considered safety courses. In order to insure that you are credited with the appropriate number of hours, appropriate documentation must be submitted.

Membership credits— For licensees holding **individual** memberships to acceptable organizations, up to 3 credits may be acceptable for TCHs. The type of membership credit (water credit, wastewater credit) will be determined by the specific industry represented by the organization to which the licensee is a member. **When in doubt ask the organization which industry they represent.**

Credit cannot be given for **ANY** courses taken more than once during a TCH cycle.

If you take and pass New Jersey's wastewater exam during a cycle and hold another wastewater license you will receive 7 wastewater credits toward that license.

If you take and pass New Jersey's water exam during a cycle and hold another water license, you will receive 7 water credits toward that license.

The license type/level held at the start of a TCH cycle is the license for which sufficient training must be obtained in order to be eligible to renew that same license type at the higher level once the training cycle has ended

If you choose to take course(s) that have not been approved by the department be aware of the following:

Courses acceptable for TCHs must be **directly related to water/wastewater operations** subject to review by the Advisory Committee on Water and Wastewater Operator Training

IACET courses and college courses **directly related to water/wastewater operations** are acceptable for credit.

Documentation, supplied by the course provider, must be submitted in order to be considered for TCH credits. The documentation must include proof that you completed the course, when (MMDDYY), the actual number of hours, the name of the course along with a description of the course content. Any information submitted for TCH consideration must be legible and complete.

PLEASE NOTE: IF YOUR TOTAL REQUIRED TCH CREDITS ARE NOT RECEIVED AND UPDATED BY JULY, 2009 BY OUR OFFICE YOU WILL NOT RECEIVE A RENEWAL INVOICE FOR RENEWAL PERIOD SEPTEMBER 30, 2010.