**Section 680.802 Certificate Renewal**

By May 31 of the year a certificate is due to expire, the Illinois EPA shall mail a Renewal Application Form to the operator at the most recent address the Agency has on file for the operator. The Renewal Application Form shall specify the certificate expiration date, fees due, training requirements for certificate renewal, and an itemization of the completed training on file with the Agency. The operator is responsible for itemizing any additional accumulated training hours (completed training not previously submitted to the Agency) on the renewal application by documenting the following information for each completed training activity:

 Training provider name;

 Name of course or training event;

 Training description or course content summary;

 Drinking water related competencies developed or maintained;

 Location of training;

 Dates of training (beginning and ending); and

 Training hours completed.

After completing the required information, the operator is responsible for signing the Renewal Application Form and returning it along with the appropriate fees to the Agency on or before June 30. A grace period for submitting the completed Renewal Application Form shall be granted until August 1 before the restoration fee is assessed.

The completed Renewal Application Form shall contain a certification statement to be signed by the operator to certify that all information provided in the Renewal Application Form is true and complete. The Agency shall not process Renewal Application Forms that are not signed by the operators seeking renewal. Falsification of a Renewal Application Form shall result in denial of certificate renewal and/or certificate revocation. Failure to receive the renewal application does not exempt a certified water supply operator from meeting the renewal deadline.

(Source: Added at 24 Ill. Reg. 7263, effective April 24, 2000)