SWRCB – Division of Financial Assistance-Wastewater Operator Certification Program

Operator Certification Information System

USER GUIDE
For Wastewater Operators; Read Only Access Rights

Updated as of 02/23/2015

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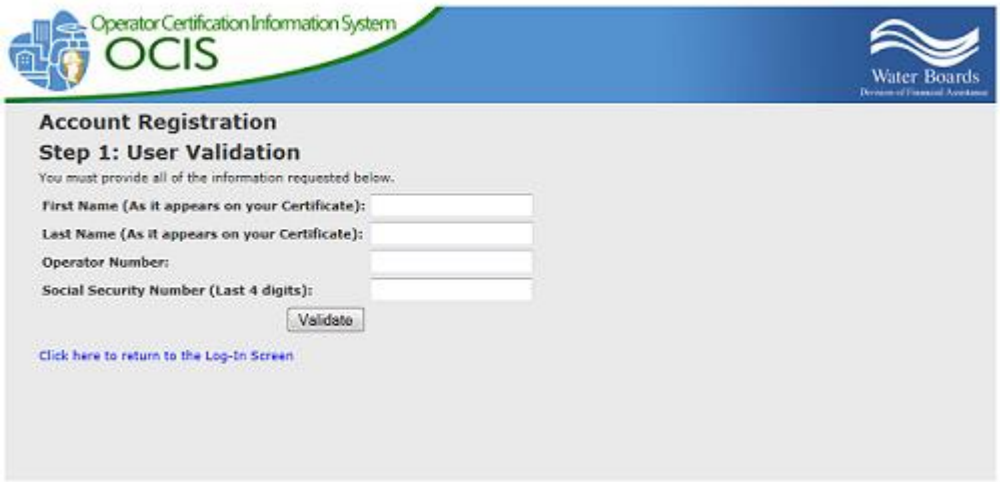
Initial Log-In

- Use this link to get to the log-in screen: https://smarts.waterboards.ca.gov/opcert/OperatorLogin.jsf.
- You will need your First and Last Name, Last four numbers of your Social Security Number and your Operator number to create an account
- Upon successful log-in, you will be required to create a password, and password question and answer.
- Click on 'Create an account here'.

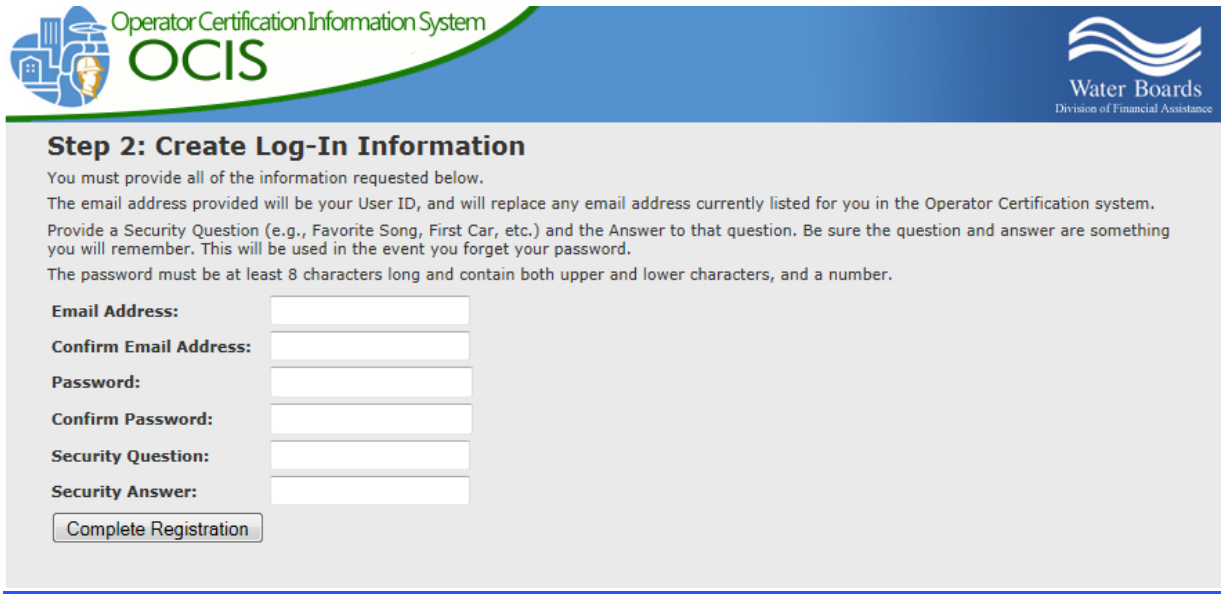
Account Registration, Step 1 User Validation

- You will need your Operator Number to complete this screen.
- Click on 'Click here to return to the Log-In Screen



Account Registration, Step 2 Create Log-In Information (Set up your Password)

- Your new password must be at least 8 characters and contain both upper and lower case characters and at least one number.
- You will need to create a Security Question and Answer.
- Click on 'Complete Registration'.



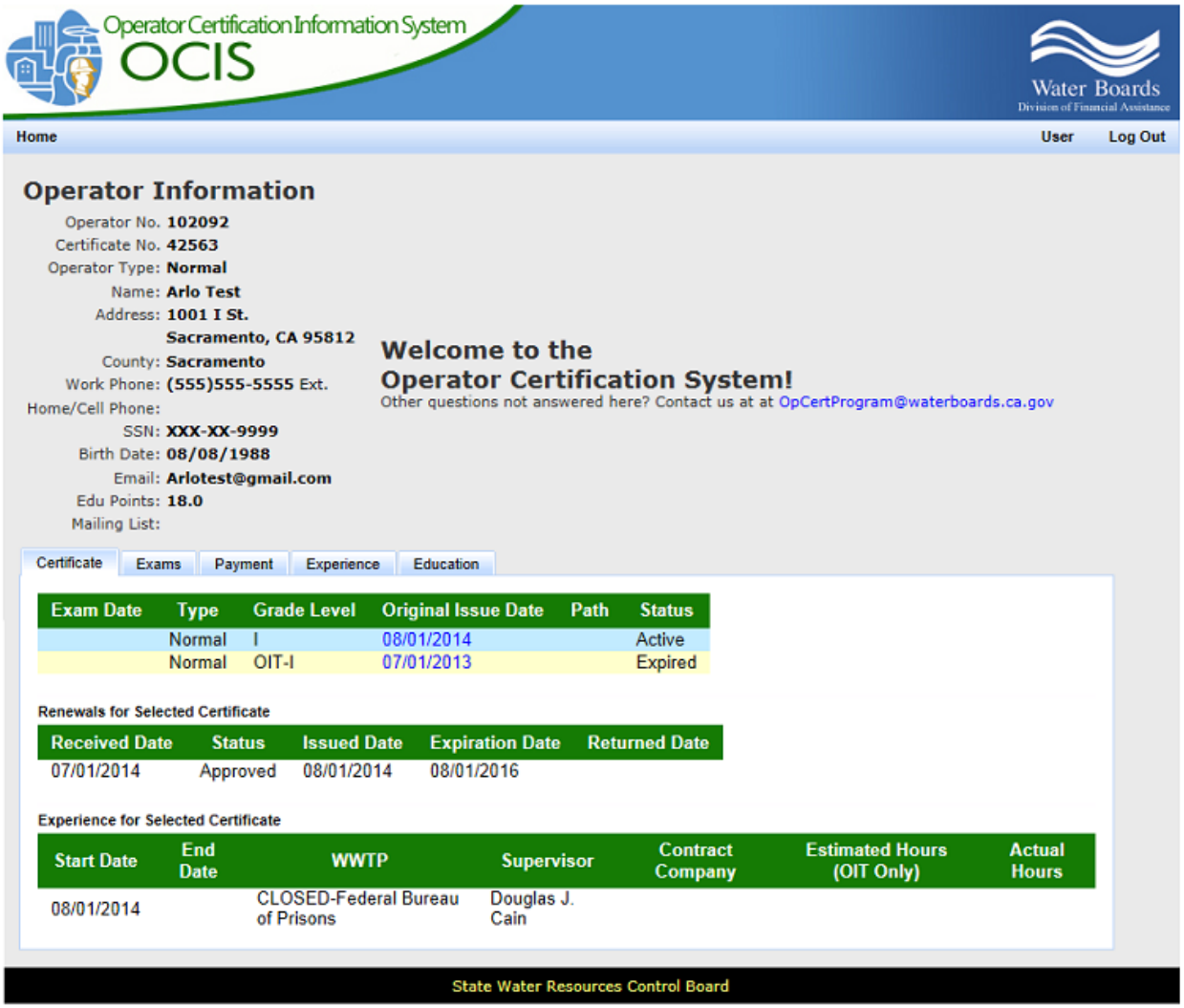
User Access Level

You will have **Read Only** access to the database. You will be able to look at your information, but will not be able to change or add any information.

Navigation Overview – Home Page

Functions accessed by the menu on the top navigational bar on all screens in OCIS include:

- **Home –** Once you have navigated off the Home Page, you can click on Home to return.
- **User** – Change current password to a new password, or change Username/Email Security Question.
- **Log Out** – Log out of system.



Viewing Your Operator Information

Operator No: This is the pre-assigned unique number given to all applicants (including exam and certification applicants).

Certificate Number: This is the certification number given to all Operator-in-Training and grade I-V certifications.

Address: This is the address that we use to send out any mail. Please check it and if it is not correct fill out a Change of Contact Information form that you can find at: http://www.waterboards.ca.gov/water_issues/programs/operator_certification/docs/forms/changecontactinfo.pdf.

Work Phone: Please submit a new Change of Contact Information form if this is incorrect.

Home/Cell Phone: Please submit a new Change of Contact Information form if this is incorrect.

SSN or Social Security Number: We only list the last four digits of the SSN.

Birth Date: Please contact us if the listed birth date is incorrect.

Email: Please make sure that the email address listed is correct. If it isn't or you would like to add one fill out a Change of Contact Information Form.

Edu Points: This is how many educational points that have been recorded, for further information click on the Education Tab.

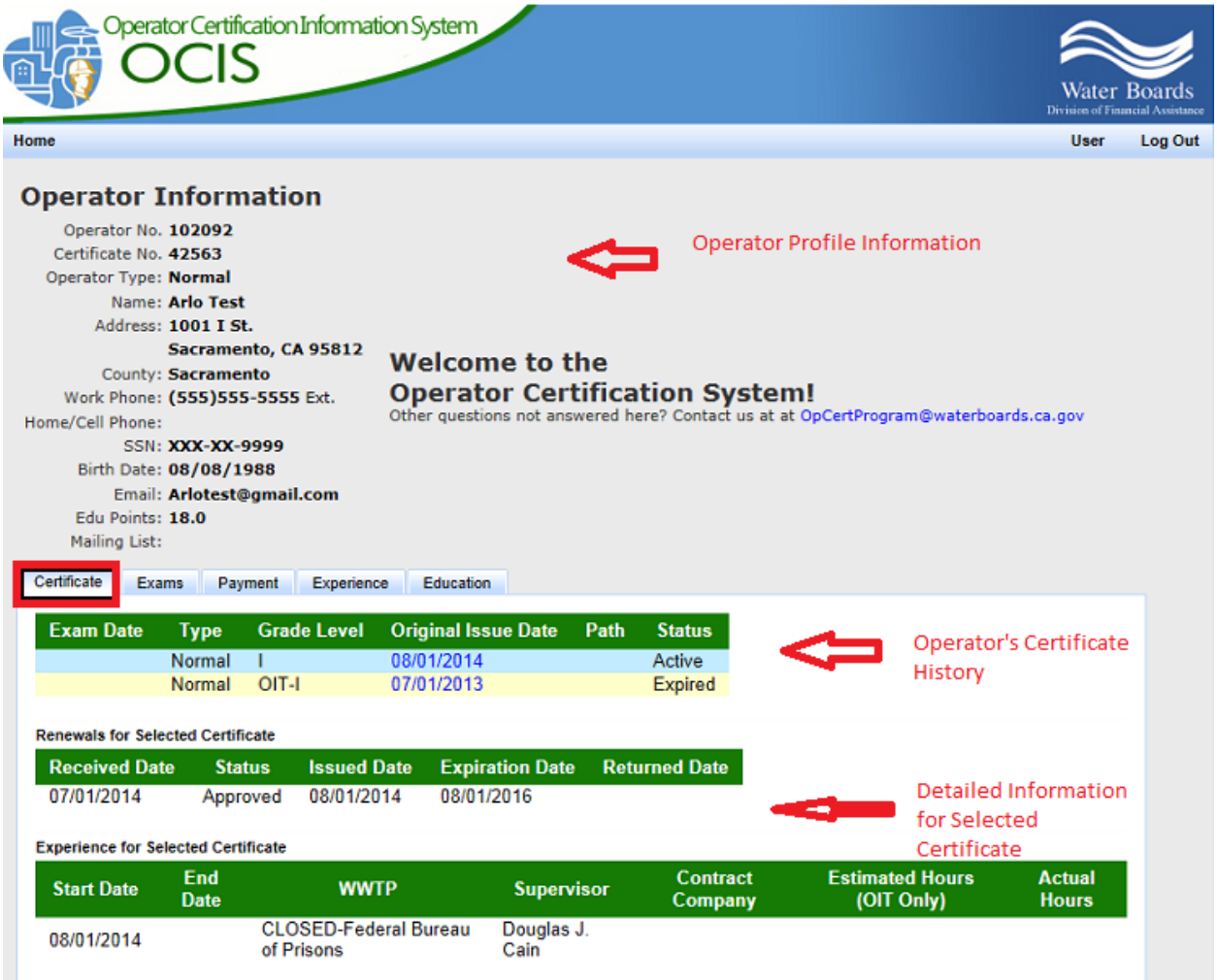
Mailing List:

If you gave permission to Release Contact Information to Wastewater Owners for recruitment purposes it will say 'Op Cert'. If you would like to complete and send the following form: http://www.waterboards.ca.gov/water_issues/programs/operator_certification/docs/forms/releaseinfo.pdf.

If you click on the box on the exam or certification application that you wish to receive public notices from WWOCP it will say 'Lyris List'.

Certificate Information

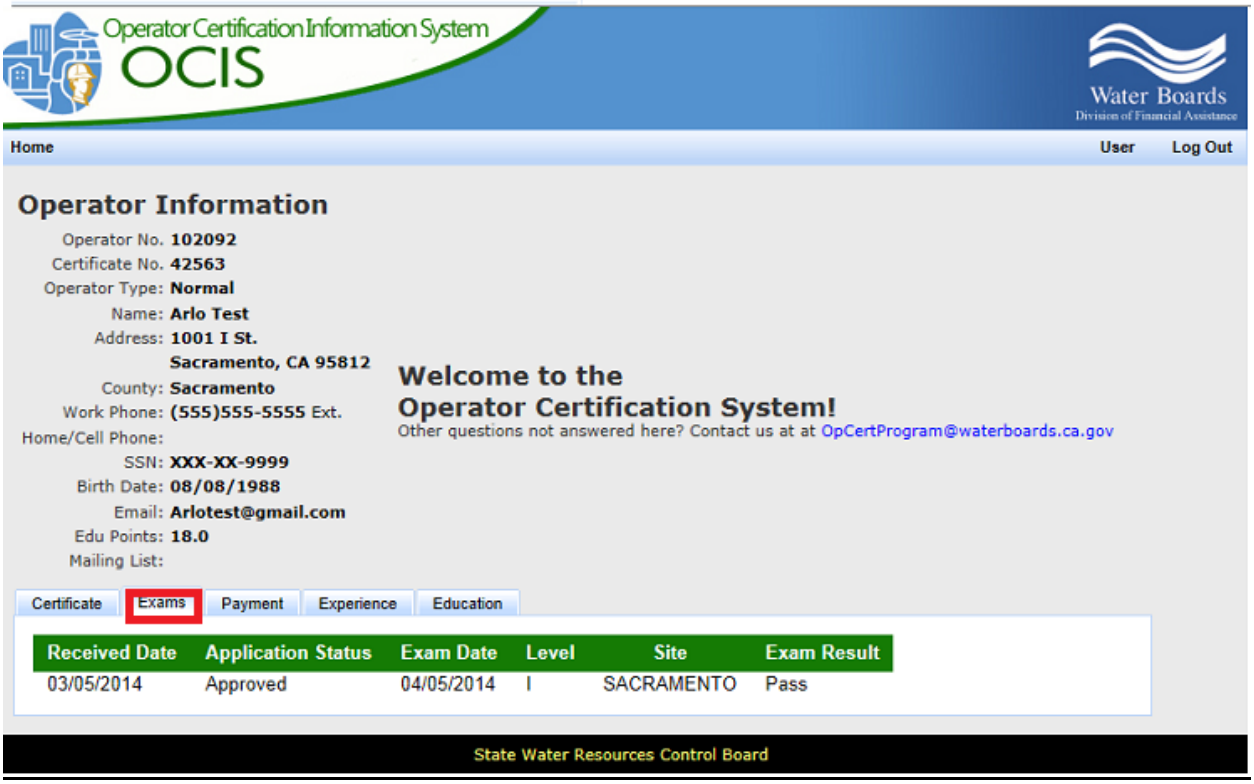
Information on the Certificate Tab is displayed by default when the Operator Information page is opened as shown in the screen below. The first layer of data shows information about the Operator's certificate history. Detailed history for each certificate listed can be viewed by selecting the corresponding hyperlink under Original Issue Date.



The other tabs on the lower portion of the screen will take you to screens with similar access to information regarding exams, payments, experience, and education. Layout and navigation on these is consistent with the Certificate Screen.

Exam Information

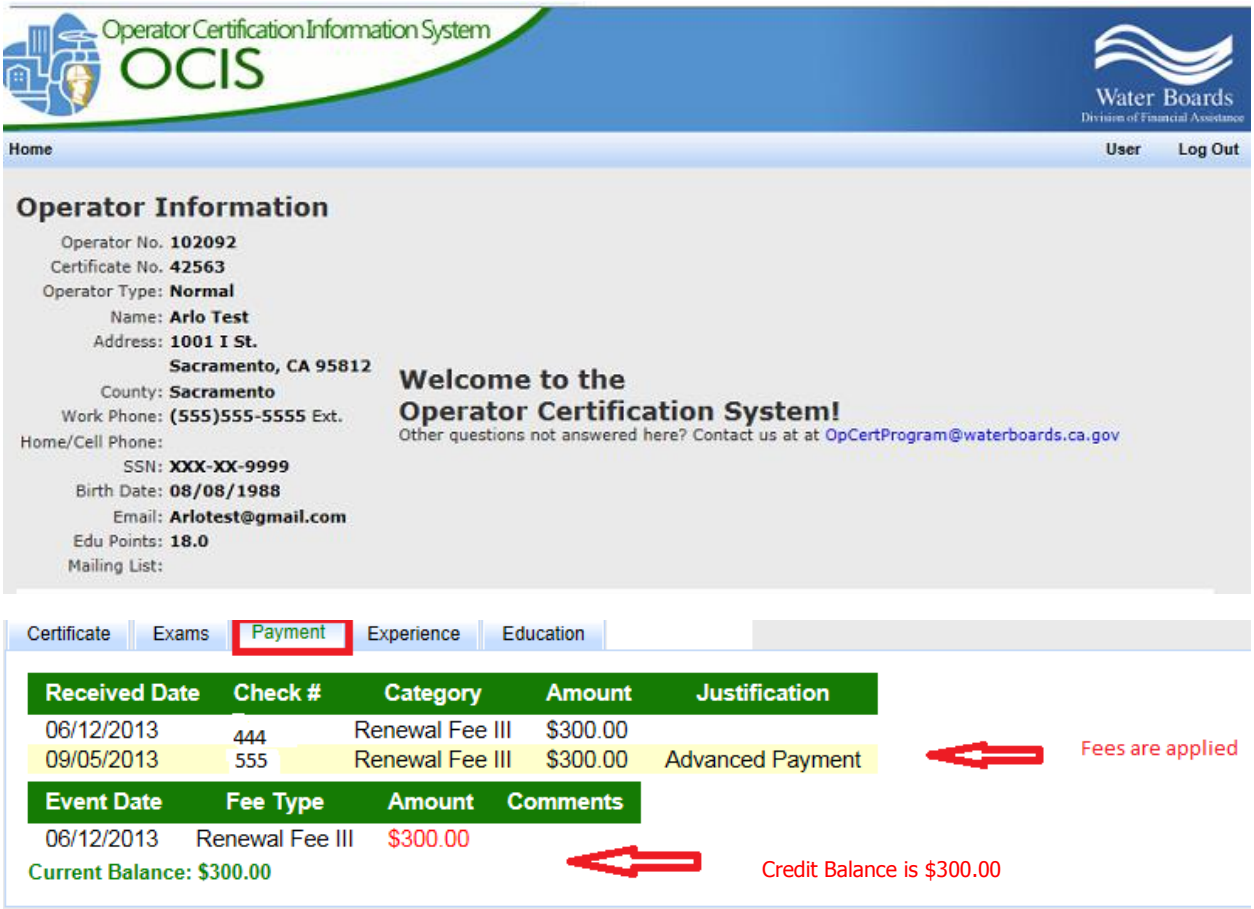
The Exam tab will display previous examinations that you have taken, the application status, the exam date, the grade level of the examination, exam site location and exam result (pass or failed). Failed exams will indicate the score of the exam. Passing exams do not indicate the exam score. Please note that the date displayed, 01/01/1900, is the default date populated when data was migrated from the old system to the OCIS. You may see this default value in other date fields in those cases where this information was not available in the legacy system.



Payment Information

The Payment Tab shows the credits applied and your current balance. The Payment Tab screen provides detail about the payment and fee types – in this case fees have been received for a certificate renewal. Note the tab label and the current balance amount at the bottom of the screen are in green, indicating a credit. These are shown in red when there is a negative balance (e.g., returned check or underpayment has occurred).

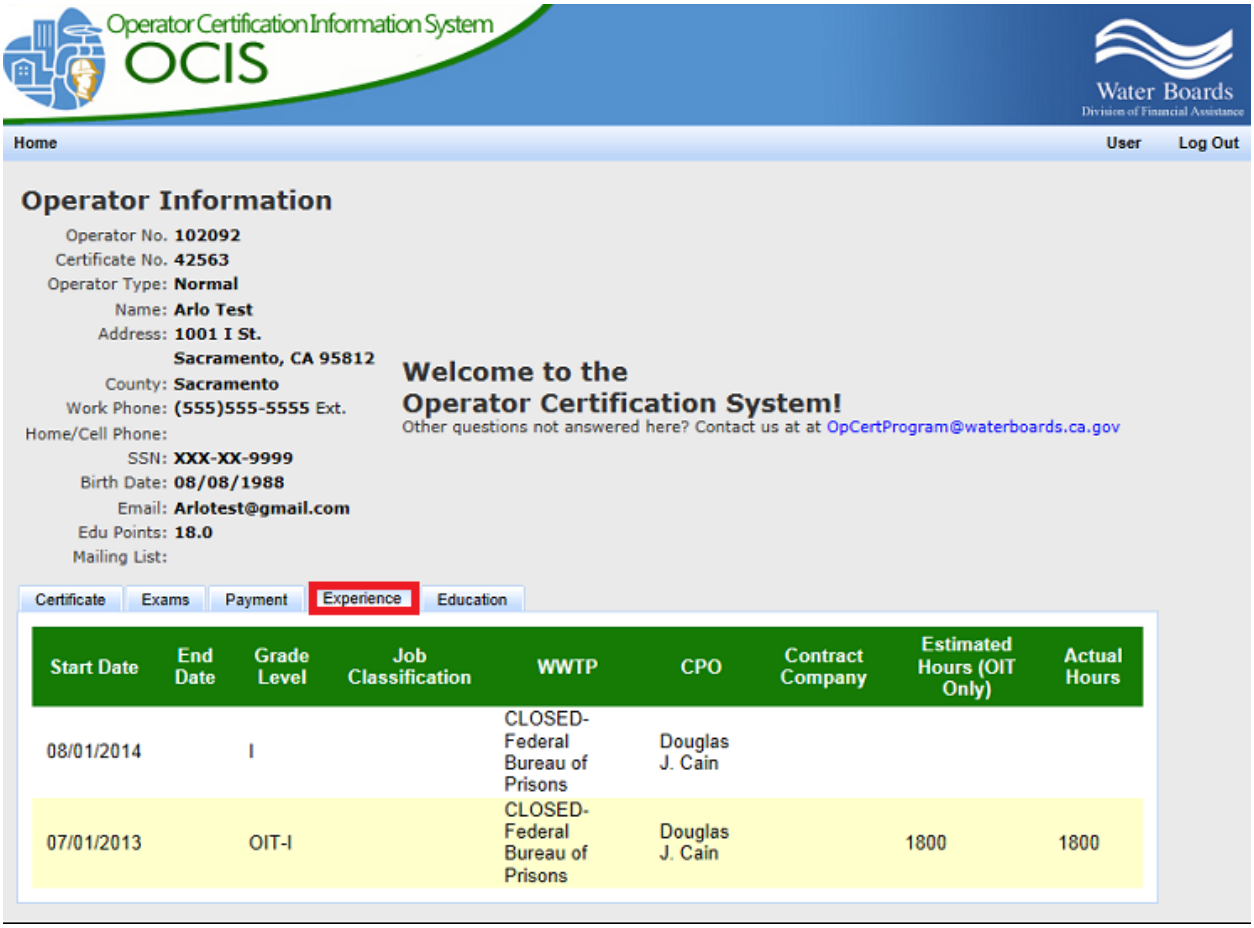
The 'Received Date' listed on the database is the day that the check(s) were received by WWOCP; however, the checks are deposited by the Accounting department within three to four business days of receipt.



Experience Information

The Experience Tab will display the Opertor-In-Training (OIT) history of employment start/end dates, grade level, WWTP/Contract Company and CPO information, as well as the estimated and actual hours. Please note, that we do not keep track of hours of experience for any other certification (Grade I to V).

Please note some operators experience entered into the previous database prior to 2013 may not have been transferred into the OCIS database. New information will be entered as it is received.



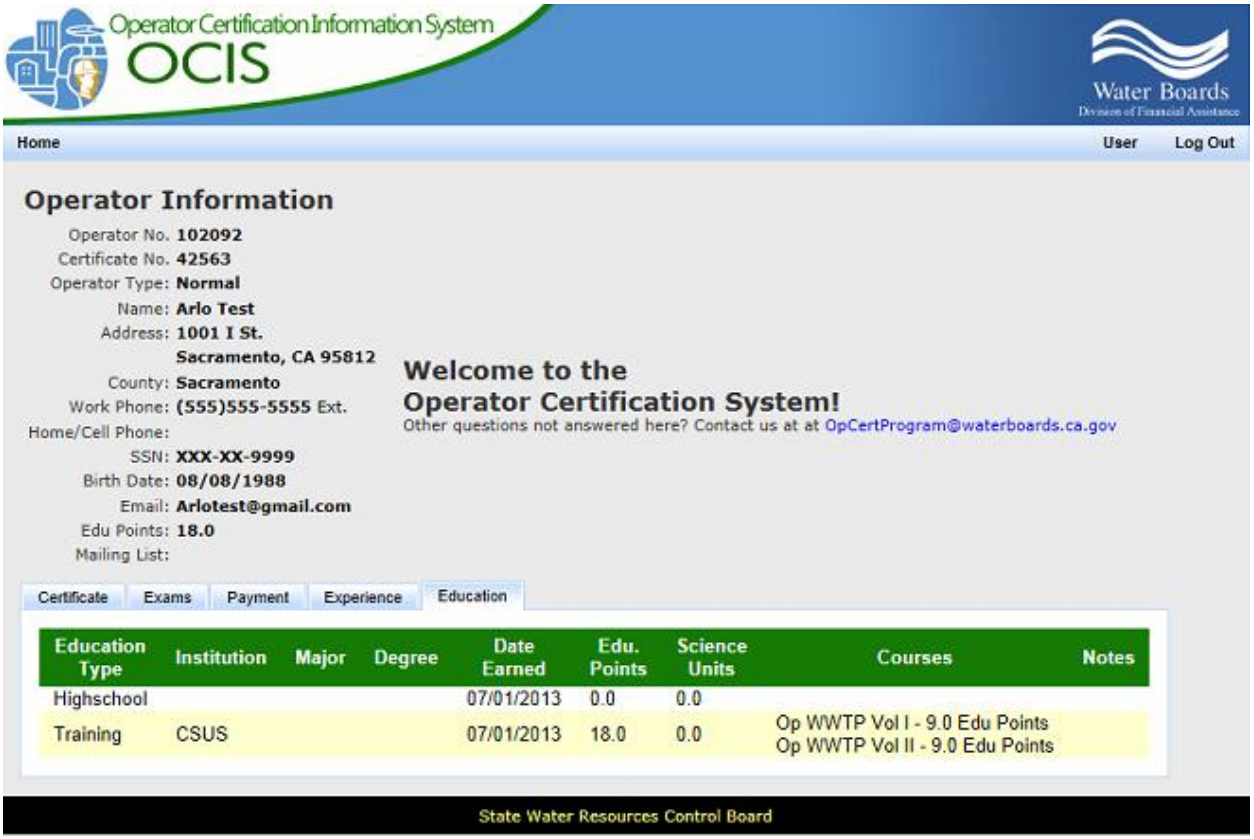
Education Information

The Education Tab shows your educational status including the education type, institution name, major/ degree information, educational points obtained, science units, and coursework information for the operator.

Degree- The WWOCP regulations state that wastewater classes and 'science courses' (courses in Biology, Chemistry, Math, Engineering, and Physics) for operators applying for can be alloted educational points. Up to sixteen educational points can be granted to Grade Level III-V operators for managerial courses. WWOCP defines an associates degree as a minimum of 60 college semester units; including a minimum of 15 semester units of science courses. To meet the WWOCP Bachelors degree requirement, the degree must be completed and include 30 college semester units of science courses.

Date Earned-This is that date that the WWOCP received the document, not the date of the diploma, degree or class.

Educational Points- Please see the Training Directory on page 2 http://www.waterboards.ca.gov/water_issues/programs/operator_certification/docs/trngdir.pdf to see how educational points are alloted.



Wastewater Operator Certification Contact Information

Should you have any questions or need additional assistance in using the OCIS, please contact the State Board Wastewater Operator Certification Unit.

- Phone: (916) 341-5819, press 6
- email: WWOpCertProgram@waterboards.ca.gov