

Landfill operator certification renewal

Type II and Type III Landfill Operators are required to renew their certification every three years. The expiration date is listed on your wallet card. If you do not have the Continuing Education Contact (CEC) hours needed to renew your certification **before** it expires, you will be required to retake the certification class and pass the exam at your expense. Credit hours will be approved based on full credit hours, not fractions of an hour. If the sum of the credit hour total is a fraction of an hour, it will be rounded down to the nearest hour. Proof of attendance is required for all trainings.

Direct and indirect training hours

Direct training hours must be delivered or accredited by the MPCA, and directly related to solid waste activities. The hours assigned will equal the total hours spent in training – one hour in class equals one contact hour.

Examples of Direct Training are:

- MPCA Continuing Education
- RAM/SWANA and Solid Waste Administrators Association (SWAA) webinars and conferences
- Hazardous Waste – Ten Steps to Compliance
- Household Hazardous Waste
- Stormwater and Erosion Control
- Soils
- HazWOPER
- Asbestos
- Computer Assisted Design (CAD)

Indirect training hours are not directly related to solid waste activities but are considered beneficial to operator education. The hours assigned will equal half the total hours spent in training – two hours in class equals one contact hour.

Examples of Indirect Training are:

- OSHA Safety
- CPR and First Aid
- Public Health
- Lead Abatement
- MSHA

If you have any questions about class accreditation or using classes for CECs, please contact:

Sarah Lerohl, Training Specialist
by email: sarah.lerohl@state.mn.us or phone: 218-302-6617.

The Landfill Operator Training Accreditation Application can be found online at [w-sw1-68.docx \(live.com\)](#)

How many Continuing Education Contact hours do I need?

Type II

Municipal Solid Waste Landfills

You will need **18 contact hours of training every three years**. Nine hours can come from the indirect category, and nine hours will need to come from the direct category.

Type III

Construction & Demolition, and Industrial Landfills

You will need **6 contact hours of training every three years**. Three hours can come from the indirect category, and three hours will need to come from the direct category.

Steps to renewing your certification

The Renewal Application for Operator/Inspector certification form is available online at <https://www.pca.state.mn.us/waste/training-landfill-operators>

Renewal applications are accepted no more than 90 days before your expiration date.

If you completed your required CECs but you do not submit your form before your certification expired, you will be charged a \$15.00 late fee.

If you are paying by **CHECK**

- Complete and sign the Renewal Application for Operator/Inspector form
- Attach the check
- Attach copies of certificates or proof of attendance
- Mail to the address on the form

If you are paying by **CREDIT CARD**

- Complete and sign the Renewal Application for Operator/Inspector form
- Attach copies of certificates or proof of attendance
- Fill out the Credit Card Authorization form. Remember to check the service charge box at the bottom!
- Mail both sheets to the address on the form **OR** fax to the Secure Fax number.

DO NOT EMAIL CREDIT CARD FORMS.

If you have any questions about certification renewal, please contact:

Samantha Koski, OAS Principal by email: samantha.koski@state.mn.us or phone: 651-757-2496.

MINNESOTA POLLUTION CONTROL AGENCY
520 Lafayette Road North
St. Paul, MN 55155-4194

Renewal application for
Operator/Inspector certification
Solid Waste Program

The renewal fee of \$15.00, made payable to the Minnesota Pollution Control Agency, must accompany the application. A \$15.00 charge will be applied after the expiration date.

Select one: Operator or Inspector
Select one: Type II or Type III
Select one: Check or Credit Card (fill out form on next page)

Mail application to: **Attn: Chara Belanger - 2nd floor**
Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, MN 55155-4194
Contact: 651-757-2072

Secure Fax: 651-205-4594

A. General Information
This application form must be correctly filled out and all questions must be answered in full.

Last name: _____ First name: _____ Middle initial: _____
Present position: _____ Employer: _____
Name of landfill (if applicable): _____
Home address: _____
Business address: _____
Email: _____
City: _____ State: _____ Zip: _____ County: _____
Present certificate number: _____ Business phone number: _____

B. Training and education
List all relevant short courses, in-service training, extension, individual college courses, etc., completed during the three-year period since your certificate was issued. Give name of course, subject, location, date, and number of course hours. Example: The two-day Annual Solid Waste Seminar is worth 11 course hours.

Course title	Course hours	Subject	Location	Date

C. Certification
I hereby certify that the information contained in this application is true and correct to the best of my knowledge.

Print name: _____ Title: _____
Signature: _____ Date (mm/dd/yyyy): _____

www.pca.state.mn.us • 651-205-6300 • 800-637-3868 • Use your preferred relay service • Available in alternative formats
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