

**WASTEWATER OPERATOR TRAINING REIMBURSEMENT FACT SHEET  
NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
LICENSING & REGISTRATION**

N.J.A.C. 7:10 A, Licensing of Water Supply and Wastewater Treatment System Operators, requires the completion of NJDEP training courses to become certified for Wastewater Collection (C license), Industrial Wastewater Treatment (N License) and Wastewater Treatment (S license).

NJDEP will now reimburse individuals for training expenses as follows:

For NJDEP approved courses that qualify individuals to take the C, N, S exam(s).

Tuition Reimbursement for operators, laboratory staff, maintenance staff, pre-treatment staff and sampling staff shall include college level courses, technical or trade school programs, on-site training programs all of which are related to operation, maintenance, laboratory, pre-treatment or support functions such as instrumentation, computer operation, testing equipment, etc.

If an employer will not reimburse an employee for the registration cost associated with the Introduction to Water and Wastewater Treatment, Advanced Wastewater Treatment, Industrial Wastewater Treatment, related Math and Advanced Collection System courses, the Advisory Committee may sponsor the employee.

**TO REQUEST REIMBURSEMENT, YOU NEED TO SUBMIT:**

Request for Eligible Training Cost or Projects Funding Wastewater Operators Only-Form DEP-125

A copy of the course completion certificate (passing grade of "C" for college level)

Proof of the expenses for which you are seeking reimbursement (tuition, textbooks, equipment, tapes, materials, etc.)

State of New Jersey Payment Voucher Form (Sections D & F only)

State of New Jersey W-9 Questionnaire Form (Click on W9 Form on website must be done on NJSTART.GOV)

Letter from your employer stating that they have not/will not pay for the expenses for which you are seeking reimbursement

**SUBMIT TO:**

NJ Department of Environmental Protection  
Licensing and Registration  
Mail Code 401-4E  
PO Box 420  
Trenton, NJ 08625-0420

**If you have any questions about this program contact:**

Licensing Unit  
Phone: (609) 777-1012  
Fax: (609) 292-1308