

## North Carolina Landfill and Transfer Station Operators Training and Certification

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The following information is provided to all Solid Waste Industry Staff and is intended to clarify certification and training requirements for North Carolina Landfill and Transfer Station Operators. It is important to note that while the training and certification program is administered by SWANA, the actual program is specific and unique to North Carolina, and is performed in conjunction and agreement with North Carolina Department of Environment and Natural Resources (NCDENR).

### How Do I Certify New Operators?

The approved courses for the Certification of new landfill and transfer station operators are provided by NC-SWANA in conjunction with an agreement with NCDENR. These Courses are “Landfill Operations Basics” (formerly “Training Sanitary Landfill Operating Personnel”), and “Waste Screening at MSW Management Facilities,” (Transfer Station Operators Course).

In order to receive certification as a Landfill or Transfer Station Operator, a new operator must attend the NCDENR approved courses listed above. (*The Syllabus for this training can be found in the Training Section of the NC-SWANA web site.*) Each operator seeking certification must attend the entire course and take an exam immediately following the instruction period. At the end of the course, an attendance – or professional development hours (PDHs) – form will be given to the student to serve as proof that they have completed the respective training course. Exams will be forwarded to the NC-SWANA Training Director for grading. If the student passes the course, a Certificate will be forwarded to the Operator’s address provided on the registration form.

**ATTENTION: Do not send any forms to SWANA National that are involved with the North Carolina Operators Training Program. National does not monitor or maintain the North Carolina program and does not forward misdirected information back to NC-SWANA.**

### How Do I Maintain North Carolina Operators Certification Renewal?

An Operator’s Certificate is valid for a period of three years. Within that time period, an operator must receive 10 PDHs from approved training courses and file for certification renewal with NC-SWANA. Operators applying for certification renewal shall submit three documents in order to receive a new certificate:

- (1) Copies of approved training with cumulative PDHs totaling 10 hours.
- (2) A copy of the Operator’s prior Certificate.
- (3) A Certification Renewal Form: Available for download from our web site at [www.ncswana.org](http://www.ncswana.org).

All documents should be legible and completed in their entirety to avoid delays in issuance of the new Certificate.

### How Can I Obtain Approved CEU's?

- (1) Attend the Certification Training Course listed above: Certification exam not required.
- (2) Attend any NC-SWANA training session or Technical Conference: PDHs will vary by event and are pre-approved by National SWANA and/or NCDENR.
- (3) Attend Solid Waste Training offered by other professional organizations. Periodically, National SWANA will approve a number of PDHs for non-SWANA events. **The North Carolina Operators Certification Program will only recognize these PDHs if the event host has PRIOR APPROVAL from National SWANA, NCDENR, and NC-SWANA.** The North Carolina Operators Certification Program is provided in conjunction with NCDENR. NC-SWANA is not permitted, under this agreement, to recognize any training credit hours that have not gone through the approval process listed above.  
  
A \$30 per certificate fee will be required for renewal when PDH's are obtained by other professional organizations.
- (4) Complete On-Site Training Course available via National SWANA. **IMPORTANT NOTE:** The On-Site Training Courses are not approved as stand-alone certification renewal courses for North Carolina Operators. Such courses are not instructed by approved training personnel, nor do they include the required training session provided by NCDENR, which is a part of the NC-SWANA training courses. On-Site courses are valid for 5 to 8 PDHs depending on the course taken, thus cannot meet the 10-CEU requirement.

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### Where Can I Find Training/CEU Opportunities?

NC-SWANA holds 4 to 6 classes in both Landfill Operations and Transfer Station Operations each year. These classes may be stand-alone events or offered during the Spring and Fall Technical Conferences. Additionally, technical conferences and other approved training opportunities are available throughout the year. Check with our web site at [www.ncswana.org](http://www.ncswana.org) for updated event schedules and training opportunities. Additionally, if you have a large number of operators that need certification or certification renewal and have meeting space available, we may be able to come to you. We will make every effort to accommodate requests for special training classes provided that you are willing to allow other operators in your area to attend the sessions. We can achieve a minimum class size of 10 to 12 operators and arrange for a NCDENR Field Specialist representative to attend the class and present the required NCDENR materials. Finally, in some circumstances, we may be able to come to your facility and provide the classes to your operators exclusively. This may be beneficial to your organization by making the courses available on a non-working or slower day so that all of your operators can be trained at the same time. This requires an additional fee of \$500.00 for the event. The money will be used to cover trainer and class expenses with the remainder going to a scholarship fund to allow NCDENR representatives to attend NC-SWANA Technical Conferences.

### How Do I Become Re-Certified?

Re-certification is required for any operator that has previously been certified by NC-SWANA but has let their certification lapse. Such individuals must sit through an Operator Training Course and pass the exam at the end of the course as if they were being certified for the first time. A new Certification number and anniversary date will be assigned to the operator upon successful completion of the course and passing the certification exam. NC-SWANA does give some latitude for expired certifications. For instance, if your certification expires in March, but we will not be holding a class until April or May in your area, NC-SWANA may grant an exemption for the expired certificate and not require that the operator re-take the exam. However, these exemptions must be requested at the time of registration and approved prior to the start of the course. Every exemption request will be evaluated by the NC-SWANA Training Committee, and approval or rejection of the request will be on a case-by-case basis.

### Can I Use NC-SWANA Training for PDHs for Manager's Certifications?

All NC-SWANA training sessions and technical sessions are approved for PDHs that can be applied both to the North Carolina Operators Training Program and National Manager Certifications. For credit toward a Manager's Certification through National SWANA, individuals must simply make an additional copy of the PDH form presented to them at the end of the class or session, which has been signed by an approved SWANA representative. Mail the form to National SWANA in Silver Springs, Maryland (the address is on the form).

The primary cost of the course is providing the training manuals. The current cost of Training Manuals from National SWANA is \$102.00 per manual. The remaining cost is to cover the expenses of meeting space, audio-visual rental, and the travel costs for instructors. Also, while we are always looking to keep class and travel costs to a minimum for our students and their organizations, it is important to note that these same courses taken via a National SWANA event are more than \$200.00 per student, which are significantly higher than our rates.

### If I have an Active, Unexpired Certificate, do I have to Retake the Exam?

No. The exam is only required for new certification and expired certification.

### What is the Course Schedule?

The course schedule is available on our web site ([www.ncswana.org](http://www.ncswana.org)) and is included in the registration package. Generally, the courses are from 1:00 p.m. to 5:00 p.m. the first day, and 8:00 a.m. to 12:00 p.m. the second day, with a review session and exam immediately following the conclusion of the course.

### Do I have to be a NC-SWANA Member to Attend the Training Classes?

No. While there is great value in becoming a SWANA member, it is not required for attendance and certification in any of SWANA's Training Courses or Technical Conferences.

### Who is Authorized to Sign PDH Forms?

When attending training sessions, the NC-SWANA instructor is authorized to sign your PDH forms. If attending Technical Conferences for PDHs, NC-SWANA Board Member may sign the PDH forms included in your registration package.

### Does NC-SWANA Offer Training Scholarships?

NC-SWANA does not, as a rule, offer training scholarships. However, if scholarships or discounts are available, that information will be attached to the Training Course Registration information.

### Can I Get a Discount if I Bring a Used Manual?

Unfortunately, no. National SWANA supplies the manuals as one-time use materials. Any re-use of the Manuals is considered Copyright infringement. However, NC-SWANA is investigating alternatives both via SWANA National and other sources to attempt to re-use manuals; thus, lowering the cost of the Training Courses.