



Renewing FTC Operator Certifications Online



1. Once you have activated your TDEC Online Services account, you can login and renew your FTC Operator Certifications.

Tennessee Department of Environment and Conservation (TDEC)

TDEC Online Services Portal

TDEC Community - Login

Welcome to the TDEC Online Services Portal Login page.
Please enter your Email Address & Password.

*Email Address:

*Password:

[Forgot Password? Click here to reset it](#)

* Indicates a mandatory field
This application is best viewed in Internet Explorer version 6.0 and above.
[Privacy Statement](#)

2. Login using your *Email Address* and the *Password* you entered when registering.
3. You will be taken to the **TDEC Online Service Portal Home** page. Click on the *FTC Operator Services* button.

Tennessee Department of Environment and Conservation (TDEC) Logged in User: Clayton Smith

TDEC Online Services Portal

TDEC Home

My TDEC Online Services Portal - Home Page

Please use the tabs above or the buttons below to select the function you wish to perform.

<input type="button" value="FTC Operator Services"/>	Access FTC Operator Services to view/change operator details, view certificate & CEU details, and renew the certificates.
<input type="button" value="Update User Profile"/>	Update your TDEC Online Services Profile information.
<input type="button" value="Change Password"/>	Change your TDEC Online Services Password.
<input type="button" value="Logout"/>	Logout of the TDEC Online Services Portal.

Please do not use your browser's "BACK" button within the TDEC Online Services Portal - instead use the buttons provided on the page. Using the browser's "BACK" button may result in an incomplete transaction.

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- You will first see the **View/Update FTC Operator Information** page. On this page you make any necessary changes to your FTC Operator information.

View/Update FTC Operator Information

Operator Details:
 Operator ID: **4317**
 Title: _____ First Name: **John** MI: **Q** Last Name: **Public** Suffix: _____
 *Address: **123 Main** *City: **Nashville** *State: **TN**
 _____ Zip: **37243** Email: _____
 Resident State: **TN** Resident County: **Davidson** Employment State: **TN** Employment County: **Davidson**
 Home Phone: **(615) 654-1016** Work Phone: **(615) 321-5586** Fax: _____
 Birth Date: **1/1/1966** Education Date: **6/15/1984** Education Level: **HS Grad**
 NPDES Number: _____ PWSID Number: _____

Facility Name	Employer Name	NPDES	PWSID	SOP	Classification
There are no records available.					

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- Simply update the information and click on the **Update** button.
- Click on the **View Certificate & CEU Details** option to review your certificate and CEU information.

View Certificate & CEU Details

Operator Information:
 Operator ID: **4317**
 Title: _____ First Name: **John** MI: **Q** Last Name: **Public** Suffix: _____
 Address: **123 Main Nashville, TN - 37243**
 Email: _____
 Date of Birth: **1/1/1966** Home Phone: **(615) 654-1016** Work Phone: **(615) 321-5586**

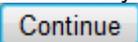
Certificate Details:
Please click on the certificate record to see its CE Activity below.

Certificate	Certificate Number	Certificate Date	Certification Status	Certification Renewal Date	Current CE Expiration Date	Current CE Total Hours
DS2	4268	11/01/2001	Active	12/31/2011	09/30/2014	0
CS2	3892	11/02/2000	Active	12/31/2011	09/30/2013	0

CE Activity Details:
CE Activity Details for: DS2

CE Activity Number	CE Activity Begin Date	CE Activity End Date	CE Hours	Applied Date	Location	Provider
11204	05/19/2011	05/19/2011	6	06/24/2011	Lebanon, TN	TAUD
08136	04/30/2008	04/30/2008	6	05/13/2010	Lebanon, TN	TAUD
04143-C	11/18/2004	11/18/2004	6	05/13/2010	Murfreesboro, TN	TAUD

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7. To renew your certifications, click on the *Renew your FTC Certificate* option.
8. Click on the checkbox beside the certificates you wish to renew. You can choose some or all of the certificates. Click on the *Continue*  button.

Renew FTC Certificate for Operator: 4317

IMPORTANT NOTE:
 ANY RENEWAL APPLICATION SUBMITTED AFTER JANUARY 31st WILL BE SUBJECT TO THE STANDARD FEE OF \$60.00 FOR EACH CLASSIFICATION. IF NOT RENEWED, THE CERTIFICATION WILL LAPSE EFFECTIVE JULY 1st.

Operator Details:

Operator ID: **4317**
 Title: _____ First Name: **John** MI: **Q** Last Name: **Public** Suffix: _____
 Address: **123 Main Nashville, TN - 37243**
 Email: _____
 Date of Birth: **1/1/1966** Home Phone: **(615) 654-1016** Work Phone: **(615) 321-5586**

Certificate Details

Please select the certificate(s) below to renew and click on the **Continue** button for the next step.

<input type="checkbox"/>	Certificate	Fee Type	Amount
<input checked="" type="checkbox"/>	CS2 - Grade II Wastewater Collection System Operator	Discount Renewal	\$30.00
<input checked="" type="checkbox"/>	DS2 - Grade II Distribution System Operator	Discount Renewal	\$30.00

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9. If the information is correct for the certificates you selected to renew, you can click on the *Submit*  button to continue the renewal process.

Confirm Selected Certificate(s) for Renewal

IMPORTANT NOTE:
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Operator Details:

Operator ID: **4317**
 Title: _____ First Name: **John** MI: **Q** Last Name: **Public** Suffix: _____
 Address: **123 Main Nashville, TN - 37243**
 Email: _____
 Date of Birth: **1/1/1966** Home Phone: **(615) 654-1016** Work Phone: **(615) 321-5586**

Selected Certificate(s) for Renewal

You have selected the following certificate(s) for renewal.

Click on the **Submit** button for renewal payment or **Previous** button to go to the previous page.

Total Renewal Fee: \$61.00

(Note: This fee includes \$1.00 Internet Processing Fee.)

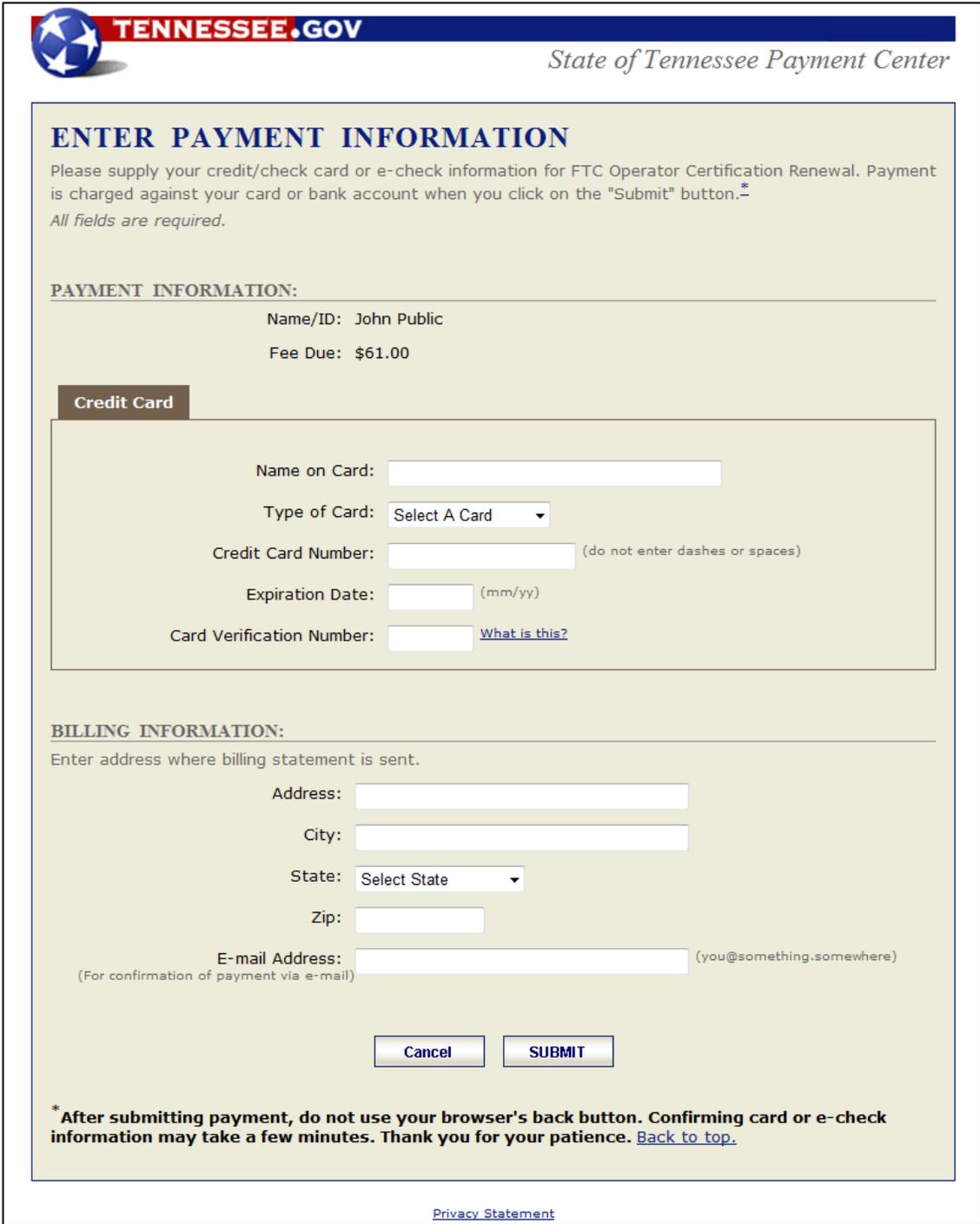
	Certificate	Fee Type	Amount
	CS2 - Grade II Wastewater Collection System Operator	Discount Renewal	\$30.00
	DS2 - Grade II Distribution System Operator	Discount Renewal	\$30.00
	Total Renewal Fee: (including \$1.00 Internet Processing Fee)		\$61.00

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10. Enter your credit card information and click on the *Submit*  button.



TENNESSEE.GOV *State of Tennessee Payment Center*

ENTER PAYMENT INFORMATION

Please supply your credit/check card or e-check information for FTC Operator Certification Renewal. Payment is charged against your card or bank account when you click on the "Submit" button.*
All fields are required.

PAYMENT INFORMATION:

Name/ID: John Public
Fee Due: \$61.00

Credit Card

Name on Card:
Type of Card:
Credit Card Number: (do not enter dashes or spaces)
Expiration Date: (mm/yy)
Card Verification Number: [What is this?](#)

BILLING INFORMATION:

Enter address where billing statement is sent.

Address:
City:
State:
Zip:
E-mail Address: (you@something.somewhere)
(For confirmation of payment via e-mail)

*After submitting payment, do not use your browser's back button. Confirming card or e-check information may take a few minutes. Thank you for your patience. [Back to top.](#)

[Privacy Statement](#)

11. Please remember, through the renewal process, do NOT use your browser's Back button.

12. Once your credit card information is processed, you will get the **Confirmation of Payment** page. You can print this page for your records using the *Print* button.

The screenshot shows the Tennessee.gov website header with the state logo and the text "TENNESSEE.GOV" and "State of Tennessee Payment Center". The main content area is titled "CONFIRMATION OF PAYMENT" and contains the following text: "Your credit/check card *****4343 will be charged \$61.00 for FTC Operator Certification Renewal. This transaction has been successfully submitted to the Tennessee Department of Environment and Conservation on Monday, December 12, 2011 10:21:50 AM CDT. Please [print this page](#) for your records." Below this text is a "Print" button. Further down, it states "Your confirmation number is: 10944" and lists "Name/ID: John Public" and "Fee Paid: \$61.00". At the bottom of the main content area is a "Continue" button. A "Privacy Statement" link is located at the very bottom of the page.

13. Click on the *Continue* button. You will then go to the **FTC Renewal Receipt** page. Click the *Print* button to print a copy for your records.

The screenshot shows the "View/Print FTC Renewal Receipt" page. It features a green header with the title "View/Print FTC Renewal Receipt". The main text reads: "Your FTC Operator Certificate(s) has/have been renewed successfully. Below is your receipt. Please print it for your record." Below this is a list of receipt details: "Receipt Number: 80206", "Operator ID: 4317", "Operator Name: Public, John", "Payment Type: Credit Card", "Amount Paid: \$61.00", "Date: 12/12/2011", "Confirmation Number: 10944", and "Comments: Online Payment". A table follows, showing the breakdown of the payment:

Receipt For	Fee Type	Invoice Amount
CS2 - Grade II Wastewater Collection System Operator	Discount Renewal	\$30.00
DS2 - Grade II Distribution System Operator	Discount Renewal	\$30.00
	Internet Processing Fee	\$1.00

At the bottom of the page are two buttons: "Print" and "Return to FTC Page".

14. Click on the *Return to FTC Page* [Return to FTC Page](#) button to logout of the FTC Online Service Portal.

Tennessee Department of Environment and Conservation (TDEC) Logged in User: John Q Public

TDEC Online Services Portal

TDEC Home **FTC Operator Services** Update User Profile Change Password **Logout**

FTC Operator Services

- View/Update your FTC Operator information
- View Certificate & CEU Details
- Renew your FTC Certificate
- Frequency Asked Questions
- Contact FTC

View/Update FTC Operator Information

Operator Details

Operator ID: **4317**
Title: _____ First Name: **John** MI: **Q** Last Name: **Public** Suffix: _____
*Address: *City: *State:
*Zip: Email:
Resident State: Resident County: Employment State: Employment County:
Home Phone: - Work Phone: - Fax:
Birth Date: Education Date: Education Level:
NPDES Number: PWSID Number:

Facility

Facility Name	Employer Name	NPDES	PWSID	SOP	Classification
There are no records available.					

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