

Contact Information:

Indiana Department of Environmental Management WWT

IN Dept. of Environ. Mgmt.
Office of Water Quality MC 65-42
100 N Senate Ave. Rm. 1255
Indianapolis, IN 46204-2251
Phone: (317) 232-8791
Email: ccarter@idem.IN.gov
[WEBSITE](#)

Approval Details:

WEFTEC 2025® has been approved for continuing education credits. Please see approval letter below for more details...



INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

100 N. Senate Avenue • Indianapolis, IN 46204
(800) 451-6027 • (317) 232-8603 • Fax (317) 233-6647 • www.idem.IN.gov

Mike Braun
Governor

Clint Woods
Commissioner

November 25, 2025

Via Email To: ktyler@wef.org

WEF

Ms. Kabrea Tyler
601 Wythe St.
Alexandria VA 22314

Re: **REVISED** - Wastewater Operator Certification
Continuing Education Training
Course Approval Notice

Dear Ms. Tyler:

You are hereby notified that the Indiana Department of Environmental Management has approved the application for the wastewater operator continuing education course named:

“WEFTEC 2025-98th Annual Technical Exhibition and Conference”

Sponsored by: WEF

Approval Number: WWT25-6000-T34-G24

Approved Course Dates/Location: September 27th – October 1, 2025 / McCormick Place
Convention Center, Chicago, ILL.USA

NOTE: Credit will not be granted for repeating the same training course within a renewal period per 327 IAC 5-23-15 (c) Partial course credit is not allowed per 327 IAC 5-23-15(e)

In accordance with 327 IAC 5-23-16: A training provider shall generate records of each wastewater treatment continuing education course conducted that include: (1) date of course, (2) name of each person in attendance at the course, (3) length of time of the course, (4) the number of technical and general hours in the course, (5) the instructor's name, (6) course name and approval number, and (7) name of the organization sponsoring the course. Records shall be maintained for a four (4) year period following the presentation of each wastewater treatment continuing education course.

Within ninety (90) days of conclusion of the wastewater continuing education course, the training provider must submit proof of attendance on a form provided by the Commissioner. Any change in instructor or course presentation will require reevaluation. **Please have the enclosed Continuing Education Credit Report Form completed and signed by the individual certified operators successfully completing the course.**



The form must be signed or initialed by the instructor/training provider unless it is an online course. Submit these forms **and a copy of the attendance roster to:**

Continuing Education Director
IDEM/OWQ – Compliance & Enforcement Branch
100 N. Senate Ave. IGCN 1255
Indianapolis, IN 46204-2251

If you have any questions, please contact me at (317) 233-0468 or by e-mail at ccarter@idem.in.gov.

Sincerely,

A handwritten signature in black ink that reads "Charnell Carter". The signature is written in a cursive, flowing style.

Charnell Carter, Continuing Education Director
Compliance Branch
Office of Water Quality

CC: May Ann Linder mlinder@wef.org.



WASTEWATER OPERATOR/APPRENTICE CONTINUING EDUCATION CREDIT REPORT

State Form 51139 (R4/ 2-24)
INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

To ensure proper credit, the
wastewater approval number
MUST be provided.

Training Course Approval Number:

☐ Operator

☐ Apprentice

Technical Contact Hours Earned:

General Contact Hours Earned:

INSTRUCTIONS:

In accordance with 327 IAC 5-23-15, the training provider **must** submit this form no later than ninety (90) days of the conclusion of the wastewater treatment continuing education course. Mail the completed form to:

Wastewater Continuing Education Coordinator
Office of Water Quality
Indiana Dept. of Environmental Management
100 N. Senate Ave
Indianapolis, IN 46204-2251

- Incomplete forms will be returned to the training course provider for completion and resubmittal to IDEM.
- Partial course credit shall not be given to instructors, speakers, or students participating in less than a complete wastewater treatment continuing education course.
- The training provider must retain a copy of this form for their records for a four (4) year period following the presentation of each wastewater treatment continuing education course.
- Training providers are encouraged to provide a copy of the completed and signed credit reporting form to the certified operator/apprentice attending the entire wastewater operator continuing education course.

CERTIFIED OPERATOR/APPRENTICE INFORMATION

1. NAME:

2. ADDRESS (number and street):

City:

State:

ZIP code:

Telephone number:

Work: ☐

Home/Cell: ☐

Check here if this is an address change ☐

E-mail Address:

COURSE INFORMATION

3. NAME OF TRAINING COURSE:

4. NAME OF TRAINING COURSE PROVIDER:

5. NAME OF ORGANIZATION SPONSORING COURSE:

6. DATE(S) ATTENDED (month, day, year):

7. LOCATION ATTENDED:

8. TOTAL NUMBER OF CONTACT HOURS ATTENDED BY CERTIFIED OPERATOR/APPRENTICE AND VERIFIED BY INSTRUCTOR AND TRAINING COURSE PROVIDER:

Technical Contact Hours:

General Contact Hours:

9. CERTIFICATE OF COMPLETION IS REQUIRED FOR ALL ON-LINE COURSES.

I, the undersigned, certify under penalty of law that this document (and any attachments) were prepared under my direction or supervision and that the information submitted is, to the best of my knowledge and belief, true, accurate, and correct. I also understand that any omissions or misrepresentations may result in the denial of continuing education credit for this course.

10. SIGNATURE OF INSTRUCTOR:

11. PRINTED NAME OF INSTRUCTOR:

12. SIGNATURE OF CERTIFIED OPERATOR/APPRENTICE:

13. PRINTED NAME OF CERTIFIED OPERATOR/APPRENTICE:

14. CONTINUING EDUCATION CREDIT HOURS ARE TO BE APPLIED TO:

Operator certification/apprentice number:

Class:

Expiration date:

Operator certification/apprentice number:

Class:

Expiration date:

What if you are not satisfied with this decision and you want to file an appeal?

Who may file an appeal?

The decision described in the accompanying Notice of Decision may be administratively appealed. Filing an appeal is formally known as filing a “Petition for Administrative Review” to request an “administrative hearing.”

If you object to this decision issued by the Indiana Department of Environmental Management (IDEM) and are: 1) the person to whom the decision was directed, 2) a party specified by law as being eligible to appeal, or 3) aggrieved or adversely affected by the decision, you are entitled to file an appeal. (An aggrieved or adversely affected person is one who would be considered by the court to be negatively impacted by the decision. If you file an appeal because you feel that you are aggrieved, it will be up to you to demonstrate in your appeal how you are directly impacted in a negative way by the decision).

The Indiana Office of Administrative Law Proceedings (OALP) was established by state law – see Indiana Code (IC) 4-21.5-7 – and is a separate state agency independent of IDEM. The jurisdiction of the OALP is limited to the review of environmental pollution concerns or any alleged technical or legal deficiencies associated with the IDEM decision making process. Once your request has been received by OALP, your appeal may be considered by an Environmental Law Judge.

What is required of persons filing an appeal?

Filing an appeal is a legal proceeding, so it is suggested that you consult with an attorney. Your request for an appeal must include your name and address and identify your interest in the decision (Or, if you are representing someone else, his or her name and address and their interest in the decision). In addition, please include a photocopy of the accompanying Notice of Decision or list the permit number and name of the applicant, or responsible party, in your letter.

Before a hearing is granted, you must identify the reason for the appeal request and the issues proposed for consideration at the hearing. You also must identify the permit terms and conditions that, in your judgment, would appropriately satisfy the requirements of law with respect to the IDEM decision being appealed. That is, you must suggest an alternative to the language in the permit (or other order, or decision) being appealed, and your suggested changes must be consistent with all applicable laws (See Indiana Code 13-15-6-2) and rules (See Title 315 of the Indiana Administrative Code, or 315 IAC).

The effective date of this agency action is stated on the accompanying Notice of Decision (or other IDEM decision notice). If you file a “Petition for Administrative Review” (appeal), you may wish to specifically request that the action be “stayed” (temporarily halted) because most appeals do not allow for an automatic “stay.” If, after an evidentiary hearing, a “stay” is granted, the IDEM-approved action may be halted altogether, or only allowed to continue in part, until a final decision has been made regarding the appeal. However, if the action is not “stayed” the IDEM-approved activity will be allowed to continue during the appeal process.

(See reverse side)

Where can you file an appeal?

If you wish to file an appeal, you must do so in writing. There are no standard forms to fill out and submit, so you must state your case in a letter (called a petition for administrative review) to the Indiana Office of Administrative Law Proceedings (OALP). Do not send the original copy of your appeal request to IDEM. Instead, send or deliver your letter to:

The Indiana Office of Administrative Law Proceedings
100 N. Senate Avenue, Suite N802
Indianapolis, IN 46204

If you file an appeal, also please send a copy of your appeal letter to the IDEM contact person identified in the Notice of Decision, and to the applicant (person receiving an IDEM permit, or other approval).

Your appeal (petition for administrative review) must be received by the Office of Administrative Law Proceedings in a timely manner. The due date for filing an appeal may be given, or the method for calculating it explained, on the accompanying Notice of Decision (NOD). Generally appeals must be filed within 18 days of the mailing date of the NOD. To ensure that you meet this filing requirement, your appeal request must be:

- 1) Delivered in person to the OALP by the close-of-business on the eighteenth day (If the 18th day falls on a day when the Office of Administrative Law Proceedings (OALP) is closed for the weekend or for a state holiday, then your petition will be accepted on the next business day on which OALP is open.), or
- 2) Given to a private carrier who will deliver it to the OALP on your behalf, (and from whom you must obtain a receipt dated on or before the 18th day), or
- 3) For those appeal requests sent by U.S. Mail, your letter must be postmarked by no later than midnight of the 18th day, or
- 4) Faxed to the OALP at 317/233-9372 before the close-of-business of the 18th day, provided that the original signed "Petition for Administrative Review" is also sent, or delivered, to the OALP in a timely manner.

What are the costs associated with filing an appeal?

The OALP does not charge a fee for filing documents for an administrative review or for the use of its hearing facilities. However, OALP does charge a fifteen cent (\$.15) per page fee for copies of any documents you may request. Another cost that could be associated with your appeal would be for attorney's fees. Although you have the option to act as your own attorney, the administrative review and associated hearing are complex legal proceedings; therefore, you should consider whether your interests would be better represented by an experienced attorney.

What can you expect from the Office of Administrative Law Proceedings (OALP) after you file for an appeal?

The OALP will provide you with notice of any prehearing conferences, preliminary hearings, hearings, "stays," or orders disposing of the review of this decision. In addition, you may contact the OALP by phone at 317/232-8591 with any scheduling questions. However, technical questions should be directed to the IDEM contact person listed on the Notice of Decision.

Do not expect to discuss details of your case with the OALP other than in a formal setting such as a prehearing conference, a formal hearing, or a settlement conference. The OALP is not allowed to discuss a case without all sides being present. All parties to the proceeding are expected to appear at the initial prehearing conference.

For additional information on filing a petition with OALP, visit their website at <https://www.in.gov/oalp/>