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Instructions for Submitting Your PASS UST Class A/B Operator Training Certificate for Reciprocity in North Dakota

Once you have completed PASS' UST Class A/B Operator Training course, you are required to submit your PASS certificate online to the North Dakota Department of Health's (NDDoH) website.

1. Open your PASS certificate through the PASS website and save it to your computer as a .pdf file.
2. Go to <http://www.ndhealth.gov/wm/UndergroundStorageTankProgram/>.
3. Click the **UST Online Services** link.
 - a. If you *have not received* a username and password from the NDDoH, click the **New Operator** tab and **New Operator Application**, then fill out the form and submit. You will receive an e-mail from the NDDoH with your username and password.
 - b. If you *have received* a username and password from the NDDoH, click the **Operator Training Login** tab and **Login to Operator Training**. Enter your username and password and click **Log In**.
4. Click **Operator Training**.
5. The next page is titled **Training Menu for YOUR NAME**.
6. In the **Modules** area, click the **Go to Training** link to the right of the module titled **Introduction**. On the next page, read through the sections and answer the questions.
7. Repeat Step #6 for the modules titled **Operator Training** and **Mandatory**.
8. On the **Training Menu for YOUR NAME** page, click **Request Reciprocity**.
9. Under **Reciprocity Source**, choose **PASS UST Class A/B Operator for ND**.
10. For **Reciprocity Date**, choose the date on your certificate.
11. Next to **Submit Certificate By**, choose **Upload**.
12. Click the **Choose File** button next to **File to Upload**. This will open a new window allowing you to select the saved copy of your certificate.
13. Click **Submit Request for Reciprocity**.

