



Board of Certification of Operators of Public Water Supply Facilities Education and Experience Requirement Worksheet

Review this worksheet with your employer to determine the grade and level of certification needed prior to applying for examination.

Applicant Name _____ Date _____

Type of License Presently held _____

Water System Classification _____

(COMPLETE THE FOLLOWING AFTER COMPLETING THIS WORKSHEET)

Certification Type _____ Grade _____ Level _____
(TREATMENT, DISTRIBUTION OR VERY SMALL SYSTEM) (1 - 4) (FULL CERTIFICATION OR OPERATOR-IN-TRAINING)

What grade exam should I take? (1D, 2D, 3D, 4D, 1T, 2T, 3T, 4T, VSST or VSSD)

- Answer the questions below for each grade,
- A "Yes" answer to any question pertaining to a particular grade, indicates you qualify for that grade examination.
- A "YES" to question in more that one grade, indicates you should take the examination that corresponds with the class of water system you work for.
- A "NO" answer to the questions for all grades, indicates you should take the examination for which you and your employer feel you are most qualified,

What level of certification should I apply for? (Full Certification or Operator-in-Training)

- Answer the questions for the grade in which you intend to test or for which you have passed an exam.
- Instructions are provided after each set of questions.
- Experience must be related to the certification type you are requesting. (Treatment or Distribution)

Grade 1 - Treatment or Distribution

Do you have:

1. A high school diploma (or GED)?
2. 6 months full-time experience operating a class 1 or higher facility?

Yes No

Level:

If you answered "YES" to all questions, you are eligible for grade 1 full certification status.
If you answered "No" to any question you are eligible for Grade 1 OIT status.

Grade 2 - Treatment or Distribution

Do you have:

1. A grade 1 full certification license and 1 year full-time experience (gained after certification) operating a class 1 or higher facility?
2. A high school diploma (or GED) and 2 years full-time experience as an operator at a class 2 or higher facility?

Yes No

Level:

If you answered "YES" to any questions, you are eligible for grade 2 full certification status.
If you answered "No" to all question you are eligible for Grade 1 OIT status. Please answer the questions pertaining to a lower grade to determine if you qualify for full certification in different grade.

Grade 3- Treatment or Distribution

Do you have:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. A grade 2 full certification license and 2 years full-time experience (gained after certification) as an operator at a class 2 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A high school diploma (or GED) and 4 years full-time experience as an operator at a class 2 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. An Associate's Degree and 2 years full-time experience as an operator at a class 2 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A Bachelor's Degree and 1 year full-time experience as an operator at a class 2 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |

Level:

If you answered "YES" to any questions, you are eligible for grade 3 full certification status.

If you answered "No" to all question you are eligible for Grade 3 OIT status. Please answer the questions pertaining to a lower arade to determine if you qualifv for full certification in different arade.

Grade 4 - Treatment or Distribution

Do you have:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. A grade 3T full certification and 5 years continuous full-time experience as an operator at a class 3 or higher facility and have completed a minimum of 14 semester credits of post high school education in the physical and/or biological sciences including chemistry, math, biology or other related disciplines acceptable to the Board? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A grade 3D full certification and 5 years continuous full-time experience as an operator at a class 3 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. An Associates degree and 4 years full-time experience as an operator at a class 3 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. A Bachelor's degree and 2 years full time experience as an operator at a class 3 or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |

Level:

If you answered "YES" to any question, you are eligible for grade 4 full certification status.

If you answered "No" to all question you are eligible for Grade 3 OIT status. Please answer the questions pertaining to a lower grade to determine if you qualify for full certification in different grade.

Very Small System (Distribution & Treatment)

Do you have:

- | | Yes | No |
|---|--------------------------|--------------------------|
| 1. A high school diploma | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. If NO to #1 do you have 6 months operating experience or 6 contact hours of on the job, in the field training or 0.6 continuing education credits in the operation of a very small water system? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 3 additional months operating experience operating a class VSS or higher facility? | <input type="checkbox"/> | <input type="checkbox"/> |

Level:

If you answered "YES" to any questions 1 and 3 or 2 and 3, you are eligible for grade VSS full certification status. Otherwise you are eligible for Grade VSS OIT status.

Notes:

- No license can be granted until you have passed the respective exam.
- It is possible to be eligible for and hold both an OIT and Full Certification licenses for different grades.
- You are only considered an operator if you engage in the onsite operation of a public water system and are responsible for, and have field supervision of, distribution and/or treatment activities as defined in [R-23-65-DWQ].
- Only operators are eligible for full certification status. Those who are not operators, i.e. administrative supervisors, design engineers, etc. are only eligible for operator-in-training status.
- Associate's and Bachelor's Degrees must be in the physical and/or biological sciences and in the areas of sanitary, civil, chemical or environmental engineering, public health, biology, chemistry, or other disciplines acceptable to the Board.