



Application Instructions and Qualifications for Wastewater System Operator Certification

Please make sure you have a current application form and application checklist. Carefully read the application and answer all questions. *Your application must include proof of qualification with certificate requirements for education and experience as shown on page two (refer to Oregon Administrative Rules Chapter 340, Division 049).*

If not previously submitted to DEQ, provide a copy of your high school diploma, GED certificate, or military separation form. If you claim post-high school education and training to reduce experience provide a copy of your degree, transcript(s), or course completion documentation. Work experience must clearly show qualifying operator duties, tasks and responsibilities. Attach all documentation to your application and sign the form.

DEQ-Scheduled Exam Application Deadline: Submit your completed application to DEQ on or before the postmark deadlines below:

| <u>Examination Date</u> | <u>Location</u> | <u>Application Deadline</u> |
|--------------------------------|-------------------|-----------------------------|
| March 30, 2012 (Friday) | Statewide* | January 16, 2012 |

No **September** 2011 paper/pencil exam will be given. Computer-based exams are available year-round (“Open Schedule”), including September.

**Locations include Albany, Bend, Medford, Ontario, Oregon City, and Roseburg*

For the DEQ exams above, you will be notified of eligibility by letter about three weeks prior to the exam date. For year-round computer-based testing only, you should submit your application 30 days prior to the desired exam date and we will notify you by email as to eligibility. DEQ may return, or suspend until complete, any late or incomplete application. Application fees are non-refundable.

Certificate Exam Qualification: Passing an examination is one step in the process of certification. Grade I applicants (candidates) may test prior to meeting the 12-month work experience requirement if they are enrolled in, or have completed, DEQ approved training. In this case, Grade I candidates are granted a waiver to allow testing and 36 months to meet experience requirements. Grade II, III and IV candidates may be granted experience or education waivers to test early, but these are limited to four months following the month of the test. Failure to qualify for a certificate in the time allotted disqualifies a passing test result. A “post-exam” application with a \$30 fee is required to show training/experience completion.

Provisional Certificate: An application for a Provisional Grade I certificate to enable on-the-job work experience may be submitted at any time. *Passing the Grade I exam is not required.* This certificate is issued for 12 months and is not renewable. To qualify, you must have a high school diploma or GED, and be engaged in a DEQ approved operator-training program supervised by a certified operator. Subject to application deadlines for testing, the Grade I exam is included with the provisional fee and is scheduled.

Certificate by Reciprocity: An application for reciprocity may be submitted at any time. DEQ has a reciprocity understanding with the Association of Boards of Certification (ABC) that recognizes DEQ exam equivalency with a number of other states. You must have a valid certificate in good standing and have met Oregon equivalent education, experience, and exam requirements per Oregon exam timelines.

Questions or Help? Call us toll-free in Oregon at 1-800-452-4011 or direct at (503) 229-5161. Our FAX is (503) 229-6957. DEQ's TTY is 1-800-735-2900. Email carson.paula@deq.state.or.us . You may also find current application forms, rules, and test information on our Web page at:

<http://www.deq.state.or.us/wq/opcert/opcert.htm>

Mail your completed application with fee(s) to:

**DEQ, Business Office
811 SW Sixth Avenue
Portland, Oregon 97204-1390**

OREGON WASTEWATER SYSTEM OPERATOR CERTIFICATE QUALIFICATIONS¹

(See OAR 340-049, as amended October 2002)

Table 1 - COLLECTION SYSTEM OPERATION

| Certificate Level and Qualifications | Path A | | | Path B | | | Path C | | | Path D | | | Path E | | |
|--------------------------------------|--------|------|--------------|--------|------|--------------|--------|------|--------------|--------|------|--------------|--------|------|--------------|
| | Ed. | Exp. | System Class | Ed. | Exp. | System Class | Ed. | Exp. | System Class | Ed. | Exp. | System Class | Ed. | Exp. | System Class |
| Grade I | HS | 1yr | any | | | | | | | | | | | | |
| Provisional I | HS | any | any | | | | | | | | | | | | |
| Grade II | HS | 3yr | any | 1yr | 2yr | any | | | | | | | | | |
| Grade III | HS | 8yr | 4yr ≥ II | 1yr | 5yr | 2.5yr ≥ II | 2yr | 4yr | 2yr ≥ II | 3yr | 3yr | 1.5yr ≥ II | | | |
| Grade IV | HS | 10yr | 5yr ≥ III | 1yr | 8yr | 4yr ≥ III | 2yr | 6yr | 3yr ≥ III | 3yr | 5yr | 2.5yr ≥ III | 4yr | 4yr | 2yr ≥ III |

Table 2 - TREATMENT SYSTEM OPERATION

| Certificate Level and Qualifications | Path A | | | Path B | | | Path C | | | Path D | | |
|--------------------------------------|--------|------|--------------|--------|------|--------------|--------|------|--------------|--------|------|--------------|
| | Ed. | Exp. | System Class | Ed. | Exp. | System Class | Ed. | Exp. | System Class | Ed. | Exp. | System Class |
| Grade I | HS | 1yr | any | | | | | | | | | |
| Provisional I | HS | any | any | | | | | | | | | |
| Grade II | HS | 3yr | any | 1yr | 2yr | any | | | | | | |
| Grade III | HS | 8yr | 4yr ≥ II | 1yr | 5yr | 2.5yr ≥ II | 2yr | 4yr | 2yr ≥ II | 3yr | 3yr | 1.5yr ≥ II |
| Grade IV | HS+1yr | 10yr | 5yr > III | 2yr | 6yr | 3yr > III | 3yr | 5yr | 2.5yr > III | 4yr | 4yr | 2yr > III |

Education (Ed.) – High School (HS) is graduation or a GED certificate, or equivalent. One year (1yr) of post high school education is an accumulation of 45 Continuing Education Units (CEUs) or equivalent, or 45 quarter or 30 semester hours of community college, college or university credit. CEUs or credits must be relevant to operator job tasks and required knowledge, and may be combined. Credits for on-the-job training may be used to meet education or experience requirements, but not both.

Experience (Exp.) – A year is 12 months full-time equivalent experience in the routine performance of operator duties, tasks and responsibilities at a domestic wastewater collection or treatment system (includes operator intern or trainee). DEQ may give partial credit for experience in a related field as allowed by rule. For Grade I, the Associate of Applied Science degree in water quality technology or equivalent may substitute for 6 of 12 months experience. For Grades III and IV, a minimum amount of System Class operator experience is required as shown in the tables above.

Provisional Certificate – DEQ may issue a non-renewable limited Grade I certificate for 12 months to a person who is enrolled in, or has completed, DEQ approved training including operating experience at a wastewater collection or treatment system under supervision of a certified operator. While passing a Grade I exam is not a requirement, the fee(s) include DEQ scheduled testing for all applicants.

Examination – An applicant for a non-provisional certificate must pass an examination to be certified. All tests are closed book, cover “need-to-know” subject areas, and consist of 100 multiple-choice questions valued at one point each. Passing is a minimum score of 70% correct answers.

Note: The Grade I examination is open to all persons, with or without experience, who have a high school diploma, GED certificate, or equivalent, and who have completed or are enrolled in DEQ approved training.

Reciprocity Certificate – A reciprocity applicant must have passed an exam equivalent to Oregon’s in type and grade as determined by DEQ. Reciprocity applicants must have also met Oregon education and work experience requirements within Oregon time specifications for examinations.

¹ With the exception of Grade I applicants, admittance to an exam requires that all education and experience requirements are met, or will be met, by the applicant within four months following the month of the exam. A supplemental application and \$30 fee is required for all post-exam qualification.