

April 1, 2014

CERTIFICATION EXAMINATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Test Date: Wednesday, July 9, 2014

**TO ALL SUPERINTENDENTS
PLEASE POST OR MAKE COPIES AND DISTRIBUTE TO ALL STAFF**

In order to issue certificates under Section 22a - 416 of the operator certification regulations, examinations must be given for Class I, II, III and IV. All exam questions are multiple choice. The tentative date for this examination is **July 9, 2014 from 9:00-12:30 PM**. Please note the following:

1. Applications - Completed applications must be received at the address shown below no later than **Friday, May 23, 2014 by 4:30 pm**. **No application will be accepted after this date. There will be no acceptance of applications through phone calls or fax.**

2. Applications will be accepted anytime starting in April and up to **May 23, 2014**. However, you cannot file a complete application until you have met all the requirements. For example, if you are taking courses that you need to meet the minimum education requirements, you cannot file an application until the course is completed and you have evidence of successfully passing the course.

3. Application Fee – Whether you are eligible or ineligible to take the exam, there will be a **\$240 NONREFUNDABLE application fee**. **IF YOU SUBMIT A PAYMENT WITH INSUFFICIENT FUNDS, YOUR APPLICATION WILL BECOME NULL AND VOID AND YOU WILL BE INELIGIBLE TO TAKE THIS EXAM FOR THIS EXAM PERIOD.** Make sure that you meet the minimum requirements. Class III & IV applicants; don't forget the 27 CEU direct WW course requirements in the 90 and 135 CEUs. Enclose your check payable to "CT DEEP - POTW Exam" with the application.

4. To apply to take an exam, complete and return the *Application for Examination or Reciprocity for Wastewater Treatment Facility Operator Certification*. Applications can be found by going online to: www.ct.gov/deep/municipalwastewater and clicking on the "Operator Certification for Municipal Wastewater Treatment Facilities" link. A copy of the application form will be returned to you to be used as your **Exam Entrance Card**. Please do not forget your

application fee, copies of transcripts & certificates, fill out forms carefully with good penmanship and most importantly **do not wait until the last minute to return it to DEEP.**

5. Repeat examinees must file a new updated application along with the **\$240 application fee.** Class III and IV repeat examinees do not have to resubmit educational transcripts and certificates. **However, every applicant (including repeat examinees) must complete all four pages of the application. If a completed application is not received before the exam deadline you will be ineligible to sit for the exam this period.**

6. You will be informed of your acceptance or rejection for the examination. If accepted, you will be notified by mail of your acceptance and your assigned examination site.

7. Miscellaneous Information -

a. The following lists of reference books may be used as study guides: Sacramento Manuals (Wastewater Volumes I & II & Advanced Wastewater); WPCF Manual (A Manual of Practice No. OM-9); New York Wastewater Manuals (Volumes I & II).

b. WPCF Plant & Lab Tours - In addition to studying the manuals, if possible tour & study various types of WPCFs in the State. A review of your laboratory and the types of tests conducted would also help in your exam preparation.

8. Mail Applications To:

Central Permit Processing Unit
Department of Energy and Environmental Protection
79 Elm St.
Hartford, CT 06106-5127

9. Any questions, contact Craig Motasky at craig.motasky@ct.gov or phone number (860) 424-3815.