



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

EXAMINATIONS FOR TREATMENT PLANT AND DISTRIBUTION SYSTEM OPERATORS

Examinations have been scheduled for the certification of operators of treatment plants and distribution systems. They will be held at the Metropolitan District Commission Training Center, 125 Maxim Road, Hartford.

They are scheduled as follows:

Water Treatment Plant Operator - Tuesday, **June 3, 2008, 9:30 a.m.**
(Classes I, II, III, and IV)

Distribution System Operator – Wednesday, **June 4, 2008, 9:30 a.m.**
(Classes I, II, and III)

Sections 25-32-7a through 14 of the Regulations of Connecticut State Agencies specify the minimum exam qualifications (education and experience). Regulations can be accessed on our website (go to www.ct.gov/dph, under “Featured Links”, click on “Drinking Water”, then “Statutes, Regulations and Federal Drinking Water Rules”, then “Sections 25-32-7a through 25-32-14 Certification of Water Treatment Plant Operators Regulation Package”). The enclosed “Regulation Summary” document provides an outline of these minimum education and experience requirements.

Qualified operators who are interested in taking an examination must submit a complete application and exam fee (or exam fee waiver form) by **April 14, 2008**. APPLICATIONS POSTMARKED OR HAND DELIVERED AFTER THAT DATE WILL BE RETURNED. Please be sure that the application is complete, includes all applicable diplomas, and is signed by you and your supervisor(s). The original application must be submitted; a "fax" copy is not acceptable.

The cost for each exam is thirty-five dollars (**\$35.00**) per person. Checks must be made payable to "ABC" and included with the application.

Some individuals may be eligible for an exam fee waiver. These fees are paid from the Expense Reimbursement Grant provided by the Environmental Protection Agency. Please read the attached “Exam Fee Waiver Form” to see if it applies to you. If so, fill the form out and return it with the application.

All applicants will be notified in writing as to whether or not they will be allowed to sit for the examination.

Please contact the Drinking Water Section, Operator Certification Program at (860) 509-7333 if you have any questions.



Phone: (860) 509-7333
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # 51WAT
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Treatment Plant and Distribution System Operator Examinations Application Instructions

1. Applications must be complete and must include all necessary diplomas and signatures.
2. Incomplete applications are returned and must be resubmitted by the deadline.
3. The original application must be submitted; a "faxed" copy is not acceptable.
4. Applications received after the deadline will be returned.
5. CLASS REQUESTED - Check more than one box, if you are taking two exams or an Operator-In-Training Exam. If you are applying for an exam that you have previously been approved to take, check the Reapplication box and include the date of the prior exam.
6. SIGNATURE - You must sign the application.
7. EXAMINATION FEE – A check for the examination fee, for each examination and for the amount shown on the application, must be included and made out to ABC or the “Association of Boards of Certification” **OR:**
An Exam Fee Waiver Form must be filled out and returned with the application.



Phone: (860) 509-7333
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # 51WAT
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

APPLICATION FOR THE June 3 AND 4, 2008 EXAMINATIONS FOR CERTIFICATION AS TREATMENT PLANT OR DISTRIBUTION SYSTEM OPERATOR

NAME _____

EMPLOYER _____

ADDRESS _____

E-MAIL ADDRESS _____

TELEPHONE _____

*SOCIAL SECURITY NUMBER _____ - _____ - _____

*FEDERAL EMPLOYER ID#(FEIN) _____ (business owners only)

DATE OF BIRTH ____/____/____
Mo. Day Yr.

FOR STATE USE ONLY	
Education	_____
Experience	_____
Score	_____
Certificate#	_____
Effective Date	_____
Expiration Date	_____

* = Information required by Section 4a-79 of the Connecticut General Statutes, certification will not be denied if this information is not provided.
 ☉ = Only applies to business owners

EXAM CLASS REQUESTED (Check all that apply)

- Water Treatment Plant Class I Distribution Class I
- Water Treatment Plant Class II Distribution Class II
- Water Treatment Plant Class III Distribution Class III
- Water Treatment Plant Class IV Operator-In-Training
- Operator-In-Training (Class Checked Above)

Check the Reapplication box if you are applying for an exam(s) that you have previously been approved to take.

Reapplication Reapplication
 Prior exam date _____ Prior exam date _____

EDUCATION (Check off document type included with this application)

To qualify for this written examination you must submit one of the following:

- a copy of your high school diploma high school equivalency diploma
- high school or post-high school transcript post-high school diploma
- letter from high school verifying graduation other _____

List any applicable training beyond high school:

Dates	School	Location	Course Name (if applicable)

INCLUDE COPIES OF DIPLOMAS/CERTIFICATES FOR COLLEGE OR THE COURSES LISTED ABOVE.





STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Exam Fee Waiver Form

An exam fee waiver is available for individuals who meet **ALL** of the following criteria:

1. Applicant is an operator of a Community Public Water System or Nontransient Noncommunity Public Water System that serves a population of 3,300 persons or less.
2. Applicant is either the owner of the Public Water System, or is employed but not contracted by the system.
3. Applicant has not met the maximum of two exam fee waivers.

For qualifying individuals, the exam fee is paid from the Expense Reimbursement Grant provided by the Environmental Protection Agency. If you fit the above criteria please fill out this form and have the administrative contact sign off on it. This is the person designated by the Public Water System to receive mailings from the Drinking Water Division. Return the completed form with your exam application.

Exam Applicant Information

Name

Phone Number(s)

Name of Public Water System (must be employed, not contracted)

Number of Individuals Served by Public Water System

Please check one

- I have not received the exam fee waiver before
- I have received the exam fee waiver for the _____ exam date

Administrative Contact Verification

I verify that the above individual is an employee of the stated Public Water System and all supplied information is true and correct.

Administrative Contact Name

Signature

Title

Date

PWS ID #

**THIS FORM MUST BE SUBMITTED WITH THE EXAM APPLICATION
IF YOU ARE APPLYING FOR THE WAIVER**



*Phone: (860) 509-7333
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # 51WAT
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer*



STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Regulation Summary: Education and Experience Requirements for Water Treatment Plant, Distribution System and Small Water System Operator Certification Examinations

Reference: Section 25-32-7a to 25-32-14 of the Regulations of Connecticut State Agencies (RCSA)

To become certified as a water operator (see Certified Operator Types and Levels below), individuals must pass an examination administered by the Connecticut Department of Public Health (DPH). In order to qualify for an examination an individual must meet the minimum education and experience requirements as specified below (see the referenced RCSA cited above).

1. Education Requirement:

For all operator certification types and class levels the examination applicant must have a high school diploma or high school equivalency diploma.

Education Substitution: For Small Water System examination applicants 6 months of experience in operation of a small water system, treatment plant or distribution system may be substituted for the education requirement. This cannot be the same 6 months used to satisfy the experience requirement.

2. Minimum Operational Experience Requirements:

To be certified as a Water Treatment Plant, Distribution System or Small Water System Operator individuals must meet the minimum experience requirement described below.

Certified Operator Types and Levels

Small Water System Operator

Required Experience: 6 months of experience in operation of a small water system, distribution system or treatment plant

Experience Substitution: 20 hours of training that is deemed acceptable to the DPH

Distribution System Class I Operator

Required Experience: 1 year of experience in operation of distribution system(s)

Experience Substitution: none

Distribution System Class II Operator

Required Experience: 2 years of experience in operation of distribution system(s)

Experience Substitution: up to 1 year of educational training beyond high school in a field applicable to distribution systems may be substituted for an equal amount of required experience, however, 1 year of experience is required

Distribution System Class III Operator

Required Experience: 4 years of experience in operation of distribution system(s)

Experience Substitution: up to 3 years of educational training beyond high school in a field applicable to distribution systems may be substituted for an equal amount of required experience, however, 1 year of experience is required

Water Treatment Plant Class I Operator

Required Experience: 1 year of experience in operation of Class I Treatment Plant(s)

Experience Substitution: none

Water Treatment Plant Class II Operator

Required Experience: a total of 2 years of experience in operation of Class II or higher Treatment Plant(s) and/or in "direct responsible charge" of Class I Treatment Plant(s)

*Experience Substitution**:* up to 1 year of educational training beyond high school in a field applicable to water treatment may be substituted for an equal amount of required experience, however, 1 year of experience is required

Phone: (860) 509-7333

Telephone Device for the Deaf (860) 509-7191

410 Capitol Avenue - MS # 51WAT

P.O. Box 340308 Hartford, CT 06134

An Equal Opportunity Employer





STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

Regulation Summary: Education and Experience Requirements for Water Treatment Plant, Distribution System and Small Water System Operator Certification Examinations

Reference: Section 25-32-7a to 25-32-14 of the Regulations of Connecticut State Agencies (RCSA)

Water Treatment Plant Class III Operator

Required Experience: a total of 3 years of experience in operation of Class III or higher Treatment Plant(s) and/or in “direct responsible charge” of Class II Treatment Plant(s)

*Experience Substitution** : up to 2 years of educational training beyond high school in a field applicable to water treatment may be substituted for an equal amount of required experience, however, 1 year of experience is required*

Water Treatment Plant Class IV Operator

Required Experience: a total of 4 years of experience in operation of Class IV Treatment Plant(s) and/or in “direct responsible charge” of Class III Treatment Plant(s)

*Experience Substitution** : up to 3 years of educational training beyond high school in a field applicable to water treatment may be substituted for an equal amount of required experience, however, 1 year of experience is required*

To become certified as a Operator-in-Training (OIT), for each of the Certified OIT Types and Levels listed below, individuals must pass an examination administered by the CT DPH. In order to take an examination an individual must meet the minimum education requirements as specified below (see the referenced RCSA cited above).

1. Educational Requirements:

In order to qualify for an examination for each of the operator OIT certification types and class levels listed below, the applicant must have a high school diploma or high school equivalency diploma. Applicants must also have a “certificate of achievement in water management” from a Connecticut Community College or must have course equivalent, as determined by the department.

Certified OIT Types and Levels

Distribution System OIT Class I

Distribution System OIT Class II

Distribution System OIT Class III

Water Treatment Plant OIT Class I

Water Treatment Plant OIT Class II

Water Treatment Plant OIT Class III

Water Treatment Plant OIT Class IV

** =Wastewater experience may be accepted as “education in a field of study applicable to water treatment ” and substituted for experience as allowed by the regulations. The following conditions apply: 1) The applicant must be certified as a wastewater treatment operator, 2) 50% of the time of wastewater experience may be accepted as education; and 3) A minimum of one year of water treatment experience is still required to qualify for the



Phone: (860) 509-7333
Telephone Device for the Deaf (860) 509-7191
410 Capitol Avenue - MS # 51WAT
P.O. Box 340308 Hartford, CT 06134
An Equal Opportunity Employer