



# STATE OF CONNECTICUT

DEPARTMENT OF PUBLIC HEALTH

## EXAMINATIONS FOR SMALL WATER SYSTEM OPERATORS

Examinations have been scheduled for the certification of operators of Small Water Systems. A Small Water System is a Community or Non-transient Non-Community Water System that serves less than 1,000 persons and has no treatment or has only treatment that does not require any chemical treatment, process adjustment, backwashing, or media regeneration by an operator. The examination will be held on **Tuesday, June 3, 2008 (9:30a.m.)** at the Metropolitan District Commission Training Center, 125 Maxim Road, Hartford.

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](http://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.



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DEPARTMENT OF PUBLIC HEALTH

## **Small Water System (SWS) Operator Examination** **Application Instructions**

1. Applications must be complete and must include all necessary certificates 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. Applicants must meet the education AND experience requirements to qualify to take the examination.
6. **TRAINING** – The training must have been approved pursuant to the Drinking Water Division’s **Guidance Document for Operator Certification Training Approval** (Revised September 30, 2003). Training must include the following subject areas:
  - Sources (including source protection)
  - Basic water treatment (groundwater)
  - Pumps
  - Water quality
  - Distribution system operation & maintenance (including cross connection control, disinfection, metering)
  - Sampling
  - Customer service
  - Regulations
  - Operator safety
  - Management (financial, administration, personnel, emergency planning)
  - Security
7. **SIGNATURE** – You must sign the application.
8. **EXAMINATION FEE** – A check for the examination fee, 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.



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## DEPARTMENT OF PUBLIC HEALTH APPLICATION FOR THE June 3, 2008 EXAMINATION FOR CERTIFICATION AS A SMALL WATER SYSTEM OPERATOR

NAME \_\_\_\_\_

EMPLOYER \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

\*SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

\*FEDERAL EMPLOYER ID#(FEIN) \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Mo. Day Yr.

\* = Info 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

### EDUCATION (Check off document type included with this application)

To qualify for this written examination you must submit one of the following or document, under the "EXPERIENCE" section of this application, six months of experience in operation of a small water system, treatment plant or distribution system:

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

### EXPERIENCE

List the amount of experience you have had in operating a small water system, water treatment plant or water distribution system. For each employer provide the following information and Supervisor's signature. Use additional sheets if necessary for different employers or different job titles.

EMPLOYER'S NAME \_\_\_\_\_

DATES EMPLOYED \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ or present TITLE \_\_\_\_\_

SYSTEM, PLANT OR DISTRIBUTION NAME(S) and PWSIDS \_\_\_\_\_

DETAILED DESCRIPTION OF DUTIES(attach additional sheets if necessary) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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





# 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**



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# 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

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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



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