

March 25, 2019

# **CERTIFICATION EXAMINATION FOR WASTEWATER TREATMENT PLANT OPERATORS Test Date: Wednesday, July 10, 2019**

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

In order to issue certificates under section 22a - 416 of the Regulations of Connecticut State Agencies (operator certification regulations), examinations must be given for Class I, II, III and IV Wastewater Treatment Plant Operators. All exam questions are multiple choice. The tentative date for this examination is July 10, 2019 from 9:00-12:30 PM. Please note the following:

1. Applications - Copies of the applications can be found at [www.ct.gov/deep/municipalwastewater](http://www.ct.gov/deep/municipalwastewater) **Completed applications must be received at the address shown below no later than Tuesday, May 21, 2019 by 4:30 pm.** There will be no acceptance of applications through phone calls or fax.
2. Applications will be accepted anytime beginning in March and up to May 21, 2019. 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. Enclose your check payable to “Department of Energy and Environmental Protection” with the application. Print “Wastewater Operator Certification Examination” on the front of the check.
4. You will be informed of your acceptance or rejection for the examination by mail. If your application is accepted you will also receive information regarding the location of your exam site.

5. How to Apply to Take an Exam –

a. Complete and return the Application Form, Fee and all supporting documents. A copy of your application form will be returned to you to be used as your Exam Entrance Card. Please do not forget your application fee, and copies of transcripts and certificates. Fill out forms carefully with good penmanship and **most importantly do not wait until the last minute to return it to DEEP.**

b. Repeat examinees must file a new updated application along with the \$240 application fee. However, repeat examinees do not have to resubmit educational transcripts and certificates.

c. **Every applicant (including repeat examinees) must complete all five 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. Miscellaneous Information –

a. The following lists of reference books may be used as study guides: **California State University, Sacramento (CSUS) Foundation, Office of Water Programs** – *Operation of Wastewater Treatment Vol I & II, Advanced Waste Treatment, & Manage For Success*; **WEF** – *Operation of Municipal Wastewater Treatment Plants - Manual of Practice No. 11*, and *Activated Sludge - Manual of Practice OM-9. The Wastewater Operator's Guide to Preparing for the Certification Examination.*

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.

7. Mail Applications to:

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

8. Any questions, contact Craig Motasky at [craig.motasky@ct.gov](mailto:craig.motasky@ct.gov) or phone number 860-424-3815.