Clear Form Fields | Pay $ Online - MUST put Order No. on Application | Submit Form by Email | Print Form

UTAH WASTEWATER OPERATOR CERTIFICATION COUNCIL

UTAH WASTEWATER OPERATOR CERTIFICATION

COMPREHENSIVE APPLICATION - Page 1

(Complete Instructions on Page 4)

Division of Water Quality
195 North 1950 West
PO Box 144870
Salt Lake City, UT 84114
(801) 536-4344

Complete this application form if you are NOT simply *renewing* or *reinstating* a wastewater operator certification. This completed form for ***Exams*, *Change in Status*, or *Reciprocity***, may be printed, but NOT saved. Applications will be processed after the appropriate fee is received and a notarized "Citizen/Alien ID Certification" form is on file with the Division. Mail to: Wastewater Operator Certification, PO Box 144870, SLC UT 84114

Online Payment Order Number:

(Certification Program Use Only)

Receipt No. _____

Amount _____

Cit/Alien ID _____

Entered DB _____

Cert No. _____

Exp. Year _____

A. Personal Contact Information (Required*)

Cert Program ID No.: _____

*Name: _____ First _____ Middle (or Initial) _____ Last SSN#: XXX-XX- _____ Last 4 Digits

*Preferred Mailing Address: _____ Street & /or PO Box _____ City _____ State _____ Zip Code

Residence: (If different) _____ Street & /or PO Box _____ City _____ State _____ Zip Code

*Phone Numbers - Indicate Type (Home, Work, Fax, Mobile, Business)

Preferred Phone Type _____ No. _____ (Area Code) Number _____ Ext. Alternate Phone Type _____ No. _____ (Area Code) Number _____ Ext.

Preferred Email Address: _____

B. REQUESTED ACTION - Check box and Complete the desired action(s) ONLY - See Page 4 Instructions

☐ **Examination for Wastewater Operator Certification** *(Fee is $50 per exam)*

Requested Exam Date* _____ Exam Location* _____

Exam Category*: _____ Grade*: _____ Fee: _____
(WW Treatment, Collection, Small Lagoon, WW Lab Analyst, Biosolids, Plant Maint.)

Exam Category: _____ Grade: _____ Fee: _____

☐ **Change in Status (Restricted to Unrestricted)** *(Fee is $25 per certificate)*

Category*: _____ Grade* _____ Expiration Year: _____
(WW Treatment, Collection, Small Lagoon, WW Lab, Biosolids, Plant Maint.)

Category: _____ Grade: _____ Expiration Year: _____

☐ **Change in Status (Rest. to Unrestricted) with Renewal** *(Fee is $25 per certificate, plus any late fee for reinstatement)*

Number of Months Late _____ Fee _____
(Add $25 per each partial month late, max. 3 mths)

Number of Months Late _____ Fee _____

☐ **Reciprocity for Certification Issued Through Another Certification Board** *(Fee is $50 per certification)*

Utah Certificate(s) Requested: Category*: _____ Grade*: _____ Fee _____
(WW Treatment, Collection, Small Lagoon, WW Lab Analyst, Biosolids, Plant Maint).

Category: _____ Grade: _____ Fee _____

Current Valid Certificate (Copy Enclosed) State of Issuance _____

Certifying Authority: _____

Contact Person: _____ Phone Number: _____

a. Certificate Number: _____ Expiration Date: _____

Restrictions: _____ Date Exam Passed: _____

b. Certificate Number: _____ Expiration Date: _____

Restrictions: _____ Date Exam Passed: _____

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COMPREHENSIVE APPLICATION - Page 2

C. Training Record (Required for Renewals - three year period prior to certificate expiration only)

I certify that I have earned the required Continuing Education Units (CEUs) for the certification renewal(s) designated in this application. If additional training needs to be recorded in the datase, I have enclosed the required documentation with this application. See the *"Certification/Training"* link on *www.waterquality.utah.gov* for required information to include.

Additional Training Information Attached ☐

D. Education Record (Minimum High School Equivalency for any grade certification)

School	School / Location	Dates Attended	Major Subject	Date Completed	Highest Grade Completed
High School:			NA		
College:					
Other:					

E. Current or Most Recent Employer Date of Employment: From: _____ To: _____

Name of Employer/WWSystem: _____

Name of Supervisor: _____ Employer's Phone #: _____

Applicant's Job Title: _____

Description of Applicant's Duties: *(Be thorough and specific in describing duties related to the certification classification for which you are applying. This information is used to determine restricted / unrestricted status. If information is incomplete, a "restricted" certificate is issued.)*

Previous Employer Date of Employment: From: _____ To: _____

Previous Employer/WWSystem: _____

Name of Supervisor: _____ Employer's Phone #: _____

Applicant's Job Title: _____

Description of Applicant's Duties: *(same detail as above)*

F. Signature By signing this form, or typing my name for the Signature, I signify that the above information is true and accurate to the best of my knowledge. Any falsification is subject to certificate suspension or revocation. This information may be verified by staff of the Division of Water Quality as part of routine procedures.

☐ A notarized Citizen/Alien ID certification form is attached, or ☐ previously submitted

☐ Additional Experience Information Attached (if needed

Make fee payable to "Division of Water Quality"

On-line Payment "Order Number" required on top of Page 1

***Applicant's Signature:** _____ ***Date:** _____

(Continued on next page)

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COMPREHENSIVE APPLICATION - Page 3

Attachment A

Part I – Current supervisor's assessment of operator's qualification for certification "With" or "Without" restriction **

I, _____ (supervisor's printed name) _____(title)

stipulate that _____(operator's printed name) is presently employed at

_____(facility name) and meets the qualification of education

and experience noted below to become certified with a Classification _____ Grade _____

certificate _____ restriction.

(With or Without)

(Collection / WW Treatment / SLS / WW Lab Analyst / Biosolids / Plant Maintenance Tech)

(I, II, III, IV)

Qualifications for Operator Grades.

**See Supervisor's Authorization below

General:

- "Qualification Points" means total of years of education and experience required. All substitutions are year for year equivalents. A college "year" is considered 45 quarter hours or 30 semester hours of credit.
- College-level education must be in a job-related field to be credited. However, partial credit may be given for non-job related education at the discretion of the Council.
- Relevant and specialized operator training may be substituted for education requirement, where 25 CEUs is equivalent to 1 year of education
- "Operating Experience" means experience gained in operating a wastewater treatment plant or collection system which enables the operator to make correct supervisory, operational, safety, and maintenance decisions affecting personnel, water quality, public health, regulatory compliance, and wastewater works operation, efficiency, and longevity.

Grade I - 13 points required

1. Twelve years education (one point per year).
2. One year operating experience (one point per year).
3. Experience may be substituted for all or any part of the education requirements, on a one-to-one basis.
4. Education may not be substituted for experience.

Grade II - 14 points required

1. Twelve years education (one point per year)
2. Two years operating experience (one point per year)
3. Up to one year of additional education may be substituted for an equivalent amount of operating experience.
4. Experience may be substituted for all or any part of the education requirement, on a one-to-one basis.

Grade III - 16 points required

1. Twelve years education (one point per year)
2. Four years operating experience (one point per year)
3. Up to 2 years of additional education may be substituted for an equivalent amount of operating experience.

Grade IV - 18 points required

1. Twelve years education (one point per year)
2. Six years operating experience (one point per year)
3. Up to 2 years of additional education may be substituted for an equivalent amount of operating experience.

Part II - Designation of Direct Responsible Charge (DRC) Responsibility at the above System

"Direct Responsible Charge (DRC)" means active on-site charge and performance of operation duties. The person in direct responsible charge is generally a supervisor over wastewater treatment or collection who independently makes decisions affecting all treatment or system processes during normal operation which may affect the quality, safety, and adequacy of treatment of wastewater discharged from the plant. In cases where only one operator is employed, this operator shall be considered to be in direct responsible charge. *(Utah Administrative Code R317-10-4.I.)*

- ☐ Employee is WW Treatment DRC
- ☐ Employee is NOT WW Treatment DRC
- ☐ Employee is NOT WW Collection DRC
- ☐ Employee is WW Collection DRC

**The Supervisor's Authorization (typed or original) indicates that this statement of designation concerning the employee's responsibility as Direct Responsible Charge (DRC) operator is true as of the date of this application and that the employee meets the requirements for certification as stated in Part I.

Supervisor's Authorization** _____

INSTRUCTIONS - Page 4

See Below for Details of Information Required to Process Certain Types of Certification Actions

Mandatory Certification Classifications

Wastewater Treatment I-IV, Collections I-IV, and Small Lagoon Systems I are required certifications for those individuals designated as "direct responsible charge" (DRC). The chief operator must be certified at the same grade as the facility rating.

Voluntary Certification Classifications

Voluntary testing is now available for Wastewater Laboratory Analyst I-IV, Biosolids Land Applier I-II, and Wastewater Plant Maintenance Technologist I-III.

CRITERIA FOR CERTIFICATION GRADES (Wastewater Treatment, Collection and Small Lagoon System)

Grade	Education (#yrs.)	Experience (#yrs)	Other
I	12	1	no education may substitute for experience
II	12	2	up to 1 yr. relevant education may substitute for equivalent experience
III	12	4	up to 2 yrs. relevant education may substitute for equivalent experience
IV	12	6	up to 2 yrs. relevant education may substitute for equivalent experience

*If the above experience criteria is not met and documented on the application, a "restricted" certificate would be issued.

Please see *R317-10, Certification of Wastewater Works Operators,* for more information on certification requirements.
More information is available at "Certification/Training" link on the www.waterquality.utah.gov website.

EXAM: Complete Items A, B, D, E and F of application form, sign, and have supervisor complete Attachment A.

DIRECT RESPONSIBLE CHARGE (DRC): Supervisor attests to the operator's DRC status by completing Attachment A. **Not all operators** are required to be certified; only those defined as in "direct responsible charge" (DRC) must be certified at the same grade as the facility rating. Those applicants not meeting the criteria in the box above may still apply for certification, but will be issued **restricted** certificates upon passing the examination.

CHANGE IN STATUS --RESTRICTED TO UNRESTRICTED: Complete Items A, B, D, E, and F of application form, sign, ***and*** have supervisor complete Attachment A endorsing operator's qualification for a certificate "without restriction."

CHANGE IN STATUS --RESTRICTED TO UNRESTRICTED with RENEWAL: Must have CEUs on record, or included.

Restricted certificates will be issued if the applicant passes the exam, but lacks the experience or education required for a particular grade. Certificates become unrestricted when an application and appropriate fee have been submitted showing the applicant meets minimum education and experience requirements. An *unrestricted* certificate will then be issued.

Individuals required to be certified may operate a system with a restricted certificate of the required grade for up to 1 year for Grade I & II facilities, or up to 2 years for Grade III & IV facilities, provided an unrestricted certificate can be obtained at the end of the stipulated period.

RECIPROCITY: If you hold a current certification in another state, complete Items A, B, D, E and F of application form (Include a copy of present certificate). If employed in Utah at time of application, wastewater supervisor should complete Attachment A.

A Utah certificate of reciprocity may be issued when an applicant holds a valid certificate issued by a certifying authority with equivalent standards and is currently employed in Utah. Otherwise, a "letter of intent to issue a certificate" may be issued.

RENEWAL: A "simplified" form is now available for renewals. See "Certification/Training" on ***www.waterquality.utah.gov.*** Certificates must be renewed each three years and expire on December 31 of the last year of the certificate. Operators considered in **DRC must** renew by the expiration date for the wastewater works to remain in compliance. **Expired (Lapsed)** certificates may be "reinstated" **within one year** after expiration by payment of a reinstatement fee along with the renewal fee. However, all required CEUs must have been accrued **before** the certificate expired on December 31st.

REINSTATEMENT: Allowed up to *one year* after expiration if sufficient CEUs were earned *prior* to expiration.

***NEW REQUIREMENT: CITIZEN/ALIEN IDENTIFICATION CERTIFICATION:** Must have on record, or included.

Send completed application, *notarized Citizen/Alien ID form* and appropriate fee to:

Wastewater Operator Certification Program
Division of Water Quality
195 N. 1950 W. (do **not** include this line on US Mail)
P.O. BOX 144870
Salt Lake City, UT 84114-4870
Phone: (801) 536-4344 Fax: (801) 536-4301
Email: wwopcert@utah.gov

Checks payable to:
DIVISION OF WATER QUALITY

Exam:	$50.00
Reciprocity:	$50.00
Renewal:	$25.00
Reinstatement Fee:	$25.00/per month (up to 3 months)
Change in Status:	$25.00 (alone or w/renewal)

Note: If paying "On-line", the "Order Number" MUST be included at the top of Page 1 of the application form Revised: 8/6/2015