



(This page is required for all applications except "Renewal")

**D. EDUCATION RECORD**

	SCHOOL/ LOCATION	DATES ATTENDED	MAJOR SUBJECT	DATE COMPLETED	HIGHEST GRADE COMPLETED
High School:	_____	_____ TO _____ _____ TO _____	_____	_____	_____
College:	_____	_____ TO _____ _____ TO _____	_____	_____	_____
Other:	_____	_____ TO _____ _____ TO _____ _____ TO _____	_____	_____	_____

**E. EXPERIENCE RECORD:** Begin with present position and work backwards, listing *experience that is relevant* to your qualifications as an operator. Use additional pages if necessary. (See "Attachment A" for requirements for each grade). Be *thorough and specific* in describing duties, as decisions regarding restricted/unrestricted status are based on the information you provide. If information is incomplete, a "restricted" certificate is issued.

Month / Day / Year From: _____ To: _____ Total Time _____	Current Employer _____ Address _____ Immediate Supervisor _____ Phone: ( ) _____ Applicant's Position _____ Applicant's Duties _____ _____ _____
--	--

Month / Day / Year From: _____ To: _____ Total Time _____	Previous Employer _____ Address _____ Immediate Supervisor _____ Phone: ( ) _____ Applicant's Position _____ Applicant's Duties _____ _____ _____
--	---

By initialing this form, you signify that the above information is true and accurate to the best of your knowledge, as stated on Page 1. 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.

\_\_\_\_\_  
Applicant's Initials

(Required)

\_\_\_\_\_  
Date

ATTACHMENT A

(This page is required for all applications, except "Renewal"  
Any falsification is subject to certificate suspension or revocation.

**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 qualifications of education and experience noted below to become certified with a Classification \_\_\_\_\_ Grade \_\_\_\_\_ certificate \_\_\_\_\_ restriction.  
(Collection/Treatment/SLS) (I,II,etc.) (insert “with” or “without”)

**Qualifications for Operator Grades.**

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 – "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.**

This employee *IS* \_\_\_\_\_ / *IS NOT* \_\_\_\_\_ in *DRC* at this facility for this Classification. (Must be indicated in order to update operator database)

\_\_\_\_\_  
Signed (Supervisor)

\_\_\_\_\_  
Date

UTAH WASTEWATER OPERATOR CERTIFICATION APPLICATION

**INSTRUCTIONS**

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

**ALL Certifications now require a signed and notarized Citizen/Alien Identification certification form. See [www.waterquality.utah.gov](http://www.waterquality.utah.gov).**

**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.

**EXAM:** Complete Items A, B, C, D, E 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, C, D, E, of application form, sign, **and** have supervisor complete Attachment A endorsing operator’s qualification for a certificate “without restriction.”

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.

**RENEWAL:** Complete Items A, B, & C of application form, sign. If Employment has changed, please also complete E.

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 certificates may be reinstated within three months after expiration by payment of a reinstatement fee. However, all required CEUs must be accrued **before** the December 31<sup>st</sup> expiration deadline.

**RECIPROCITY:** If you hold a current certification in another state, complete Items A, B, C, D, E 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.

Please see *R317-10, Administrative Rules for Certification of Wastewater Works Operators*, for more information on certification requirements. **More information is available on the Operator Certification website [www.waterquality.utah.gov/OpCert](http://www.waterquality.utah.gov/OpCert)**

**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

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)  
 Status Change: \$25.00

*Note: We are unable to accept Purchase Orders or Credit Card payments at this time*

Revised 5/4/10