

## APPLICATION FOR WASTEWATER TREATMENT PLANT OPERATOR EXAMINATION

*(Check or initial appropriate box)*

GRADE I	GRADE II	GRADE III	GRADE IV	GRADE V
<input style="width: 40px; height: 20px;" type="checkbox"/>				
<b>\$80</b>	<b>\$100</b>	<b>\$195</b>	<b>\$250</b>	<b>\$250</b>

(The fees include an examination and application fee for processing. A portion of the fee is non-refundable.)

### I. OPERATOR INFORMATION:

- A. Name – Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_
- B. Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
 County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- C. Work Address: \_\_\_\_\_ City: \_\_\_\_\_
- D. Phone: Work: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_
- E. Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_
- F. Email Address: \_\_\_\_\_
- Would you like to receive public notices from the Operator Certification Program? Yes \_\_\_ No \_\_\_

### II. EDUCATION AND TRAINING:

**\*IMPORTANT\* Attach verification of your educational qualifications if not previously submitted. Copies of college transcripts or Certificates of Completion for courses related to wastewater are required for verification.**

- A. Valid California Wastewater Treatment Plant Operator Certification: Grade: \_\_\_\_\_ Number: \_\_\_\_\_
- B. High School Graduate: YES NO (Circle One) Date of Graduation: \_\_\_\_\_ **\*\*Attach verification\*\***  
 If no, date of GED or equivalent: \_\_\_\_\_ **\*\* Attach verification\*\***
- C. College Graduate: YES NO (Circle One) Degree: \_\_\_\_\_ Date Earned: \_\_\_\_\_  
 Major: \_\_\_\_\_ Name and Location of College: \_\_\_\_\_
- D. Training: \_\_\_\_\_ **\*\*Attach verification\*\* (See instructions for further information)**

### III. SIGNATURE OF APPLICANT:

I, the undersigned, certify that all statements made, and information contained in this application, are true and correct to the best of my knowledge and belief. I understand that any omissions or misrepresentations may result in grounds for discipline. I also consent to a thorough investigation of my employment record and other qualifications in related activities for the purpose of verification of my qualifications for which I have applied.

Print Name: \_\_\_\_\_ Original Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Please sign in BLUE ink.*

**IF YOU NEED A REASONABLE ACCOMODATION FOR AN EXAMINATION, YOU MUST CALL (916) 341-5819 AT LEAST 30 DAYS PRIOR TO THE EXAMINATION.**

#### OFFICE USE ONLY:

Total educational points: \_\_\_\_\_ Examination Date: \_\_\_\_\_

Signature of reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTIONS FOR WASTEWATER TREATMENT PLANT OPERATOR EXAMINATION APPLICATION

## I. EXAMINATION GRADES AND FEES

When applying for the Wastewater Treatment Plant Operator Examination, check  or initial the box of the Grade I, II, III, IV, or V Operator Examination that you want to take, complete Sections A through F, and attach a check or money order for the appropriate fee made payable to: **State Water Resources Control Board (or State Water Board)**. **\*\*A portion of the fee is nonrefundable.** [See Article 8, § 3717 (b) and (c) of the California Code of Regulations (CCR)].

## II. EDUCATION AND TRAINING

- A. If you are a certified operator, fill in the appropriate Grade and Certificate number.
- B. Provide your high school graduation, GED, or equivalent information in the space provided. **ATTACH COPIES OF VERIFICATION of high school graduation or equivalent if not previously sent. Grade II or higher, examinations require proof of high school graduation or equivalent.**
- C. You must submit copies of college transcripts, grade cards, or certificates of completion for courses related to wastewater treatment to verify completion of education requirements. **All minimum educational qualifications must be met by the final filing date of the examination you wish to participate in.**
- D. You must submit copies of all training courses completed that are directly or indirectly related to wastewater treatment. This can include basic science courses. **If you are currently attending a training course at the time your application is submitted, your application will be denied if you do not meet the minimum qualifications by any other approved educational points.** The Office of Operator Certification must review and approve all courses.

### EDUCATIONAL POINTS – [CCR, Article 8, § 3717 (a) and (b)]

- (1) One completed three-unit semester course which is directly related to wastewater treatment and which is part of the curriculum of an accredited college or university is equal to eight educational points. Completed courses which result in more or less than three units or which are quarter units rather than semester units will be credited with educational points on a proportional basis.
- (2) All other courses will be assigned educational points at the rate of one educational point per 10 hours of completed classroom instruction. Subjects which are directly related to wastewater treatment shall be assigned full credit for educational points. Subjects which are indirectly related shall be given one half credit.
- (3) One Continuing Education Unit which is directly related to wastewater treatment is equal to one educational point.
- (4) Applicants may not substitute experience for educational points.

## III. SIGNATURE OF APPLICANT

The application submitted to the Office of Operator Certification **MUST** include the applicant's **ORIGINAL** signature and be dated in blue ink. Please retain these instructions and make a copy of your complete application for your files. Mail the original completed application package and fee to:

State Water Resources Control Board  
Office of Operator Certification  
PO Box 944212  
Sacramento, CA 94244-2120

Direct any questions concerning this application to: (916) 341-5819 or [opcertprogram@waterboards.ca.gov](mailto:opcertprogram@waterboards.ca.gov).

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### PRIVACY ACT DISCLOSURE

This information is requested by the STATE WATER RESOURCES CONTROL BOARD, OFFICE OF OPERATOR CERTIFICATION. The authority for maintaining the requested information is the California Code of Regulations, Division 4, Chapter 14. All information requested on the application form must be provided by the applicant for examination. Failure to complete any portion of this form may result in delay or denial of eligibility for examination. The information provided is used to evaluate the applicant's eligibility for examination for Wastewater Treatment Plant Operators. No transfers of this information are anticipated. For more information, or access to your records, contact the Office of Operator Certification, PO Box 944212, Sacramento, CA 94244-2120, Phone (916) 341-5819.

**ATTACHED TIME LIMITS:** The division shall notify applicants in writing within thirty (30) calendar days of receipt of an examination application form and fees whether it is complete or deficient.