

DEPARTMENT OF ENVIRONMENT AND CONSERVATION

Water/Wastewater Operator Certification Application for Certification of Competency INSTRUCTIONS FOR COMPLETING THE APPLICATION

Important Information

An original, sworn and signed application must be filed with the Certification Office a minimum of sixty days (postmark date) prior to the examination date and must be accompanied by a \$100.00 non-refundable application fee for examination. Applications received less than sixty days prior to an exam will be considered for the next scheduled exam. Information regarding incomplete applications must be returned in writing within ten days after receipt of request, or prior to the Board meeting (whichever comes first), or application will be denied. Copies of the original application are not acceptable.

Applicants requesting disability accommodation for the Water and Wastewater Certification Examinations must give notice to the Operator Certification Board by marking the "Disability" section on page 6 of the "Application for Certificate of Competency". The application must be completed and submitted as specified in Rule 0400-49-.01.

In order to process an application for certification as a water or wastewater operator, we have to ask for certain personal identity information. It is required that you submit this information under state and federal law T.C.A. §36-5-711 and 42 USC §654a. This information is for the use of the department and is not disclosed to the public.

Verification of work experience must be provided in a written document signed by a certified operator of similar or higher classification, familiar with the applicant's work experience.

All applicants for professional licenses from the state must attest that they are lawfully present in the United States. The applicant must state whether he or she is a U.S. Citizen or a qualified alien on the application form. If the applicant claims to be a U.S. citizen, one of the following must be presented: a Tennessee state-issued ID or driver's license, birth certificate issued by a U.S. State, a valid, unexpired U.S. Passport or a social security card. If the applicant claims qualified alien status, the applicant must present two documents that have been determined to be acceptable by the U.S. Department of Homeland Security through it's SAVE verification program.

Read the application carefully and follow the instructions on the application. The information provided will be used to determine your qualifications to take the exam. An incomplete application will cause delays and possible denial of your application for this examination. Be sure to complete each area of the application and include all required documentation.

Applications with job descriptions that conflict with previous examination applications will be denied.

The "Rules Governing Operator Certification" provide for the revocation of the certificate and the assessment of a civil penalty if it is determined that the certificate was obtained through fraud, deceit or by the submission of inaccurate data regarding your qualifications on the application for a certificate.

Instructions for Completing the Application

- Check "by examination" or "by reciprocity". Reciprocity application should indicate state, license classification and license number.
- Circle one (1) classification. A separate application must be submitted for each classification for which you are applying. There is a \$100 nonrefundable fee for each classification of certification for which you apply.
- 3. Complete all the personal information. All correspondence concerning your application will be sent to the address on the application.
- Complete the education section. A copy of your high school diploma or GED must be submitted with your application unless you have one on file or are having transcripts submitted.
- College transcripts must be submitted directly to the Board by the college or university, if college work is being claimed as credit for experience, or the degree is required.
- List all courses related to operations and attach proof of completion. If you are enrolled in a course, that may be noted as well.
- Job pages The job page should accurately reflect the work activities you perform on your job for the <u>time</u> period specified.

Begin with your present employment and work backwards listing your experience. Complete a job page for each job. Each time you changed employers or each time your duties significantly changed, complete a new job page. If you need additional pages, make copies and attach them to the application.

The top of each job page asks for the beginning and ending employment dates. This should reflect the month and year you began this job or these activities and the month and year you ended this job and activities.

You will notice four sections (or Work Areas) on each job page. One for Water Treatment, Distribution System Operation, Wastewater Treatment and Collection System Operation. You should use the checklist to document ALL experience that you have in EACH Work Area. At the end of each Work Area you will notice the "Total % time spent in the above checked activities" blank. You should specify the percentage of your total time dedicated to this Work Area. The entire job page should not total more than 100%

If you held more than one position with the same employer with different duties or different levels of responsibility, list the positions separately as though they were for separate employers.

List any duties not covered at the bottom of the page or feel free to attach additional information.

8. The application must be signed.

APPLICATION FOR CERTIFICATE OF COMPETENCY Water and Wastewater Operator Certification Board

Mark either "Examination" or " applicants should indicate state,	Reciprocity" to indicate how you want , license classification, and license numb	your application c per.	onsidered. Reciprocity
Application for Certification b	y: Exam Reciprocity (If rec	ciprocity) State	ClassNo
Do you presently hold a water	r or wastewater certificate in the state	of Tennessee?	Yes No
 Circle only 1 classification. A applying. 	separate application must be submitted	for each classific	ation for which you are
Wastewater Classifications	Water Classifications	F	or Board Use Only
Biological Natural	Small Water System	Education	
Wastewater Treatment 1	Water Treatment 1	Months of Experi	ence
Wastewater Treatment 2	Water Treatment 2		
Wastewater Treatment 3	Water Treatment 3		
Wastewater Treatment 4	Water Treatment 4		
Collection Systems 1	Distribution Systems 1	Recommendation	1
Collection Systems 2	Distribution Systems 2		
Complete all of the following per address entered below.	rsonal information. All correspondence	concerning your a	pplication will be sent to t
Last Name:	First Name:	=	M/I:
Mailing Address:			
City:	State:	Zip:	Height
Work Phone: ()	Home Phone: ()		Weight
Social Security Number:	Birthdate	: <i>I</i>	Sex
	Resident County:		
Email Address:			
Currently Employed At:			
Tennessee Facility I.D. Number:	PWSID# NPDES#		
I Am A United States Citizen:	YesNo		
Check the examination type: Elec	etronic		

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4.	A copy of your high school diploma or GED certificate must be submitted with your application unless you have one on file or are having college transcripts submitted.			
	Are you a high school graduate? Yes No Date of graduation			
	If not, do you have a GED certificate? Yes No Date received GED			
5.	If a college degree is <u>required</u> for the classification for which you are applying or if college work is being claimed as <u>credit for experience</u> , transcripts must be submitted directly to the Board by the college or university. If you are <u>only</u> using your college transcript for <u>proof of high school education</u> , the transcript does not have to be mailed from the school.			
	Have you graduated from a college or university? Yes No			
	School Year Degree Major			
6.	List courses and seminars which relate to water/wastewater operations. Proof of successful completion must be included, and course descriptions or catalogs should be attached.			
School, Seminars, and Other Training in Water or Wastewater Operations				
	Course Provider Length of course			
Instructions for Completing Job Pages:				

7. The following three pages are available for describing related job activities. Complete a job page for each related job. If you need additional pages, make copies of these pages and attach to this application. The information provided will be used to determine your qualifications to take the exam.

Begin with your present or most recent job. List NPDES or PWSID numbers for Tennessee facilities. For each facility that does not have a Tennessee I.D. number, request and complete a Supplement A/B Form.

On each job page are four checklist sections describing operating activities. Place a check mark beside each activity you performed while in that job. At the bottom of each section, list the total percent of time required to perform the activities checked. If the checklist does not adequately describe all of your duties and experience, use the blanks at the bottom of the page for additional information. The total percentage for any job page must not exceed 100%.

To reach your local REGIONAL ENVIRONMENTAL FIELD OFFICE Call 1-888-891-8332 OR 1-888-891-TDEC

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JOD A: (LIST MOST recent position.) (For instructions, see number 7, page 3.) (Do not show more than 100% for your TOTAL activities in this job.)				
Employed: From To Title of Your Position:				
		Immediate Supervisor:		
TN NPDES#	or TN PWSID #	Average Number Hours Worked Per Week:		
	Water Treatment	Operations Section		
The following a which you perfo	ctivities are acceptable for water treatment plant ope orm. List the <u>total</u> percentage of time which you sper	rating experience. Please place a check mark beside each activity and performing all of the activities which you checked.		
O & N O & N O & N	tion & maintenance (O & M) of pretreatment systems I of coagulant feed systems I of filtration systems I of fluoride feed systems I of stabilization feed systems I of hypochlorination and gas chlorination systems	Performance of laboratory control tests Interpret laboratory results and make adjustments to improve effluent quality O & M of pumps and motors Plant & ground maintenance		
	SPENT IN THE ABOVE CHECKED ACTIVITIES:	_		
	Distribution System	m Operations Section		
The following a which you perfo	ctivities are acceptable for water distribution system orm. List the <u>total</u> percentage of time which you sper	operating experience. Please place a check mark beside each activity and performing all of the activities which you checked.		
O & O & O & O & O & O & O & O & O	ration & maintenance (O & M) of pumps M of booster station M of fire hydrants M of valves M of storage tanks ribution system flushing E SPENT IN THE ABOVE CHECKED ACTIVITIES:	Pipeline installation Installation of taps Leak detection Leak repairs Meter reading Cross Connection Control		
		ent Operations Section		
		nt operating experience. Please place a check mark beside each ou spend performing all of the activities which you checked.		
	Interpret process control data for plant operations Cleaning and maintenance of preliminary treatment, such as bar screens, grit chambers, comminutors, etc. Control of solids pumping from clarifiers Control of scum removal in clarifiers Control of return and waste sludge rates Control of aeration rates Perform calculations and use them to operate and control plant Interpret process control data for plant operations Adjustment of wastewater levels or flow patterns through a lagoon system Control of recirculation rates to trickling filte rotating biological contactor (RBC) Operation of chlorine feed rates for disinfect operation of digesters and/or solids conditioning processes Perform laboratory control tests Interpret lab results to improve effluent qua			
TOTAL 70 THE				
The following a		n Operations Section ng experience. Please place a check mark beside each activity which orming all of the activities which you checked.		
Ope O & O & Line Inst: O &	ist the total percentage of time which you spend performation & maintenance (O & M) of pumps M of lift stations M of valves installation allation of service connections M of lines and equipment E SPENT IN THE ABOVE CHECKED ACTIVITIES:	Manhole maintenance and repairs Leak detection Line repair Line cleaning Work on t.v. crew		
% Time	l ist any duties r	not covered in the sections above.		
,	List diffy daties i			

Job B: (For instructions, see Number 7, page 3.) (Do not show more than 100% for your TOTAL activities in this job.)				
Employed: From To Title of Your Position:				
Facility At Which Employed:				
	Average Number Hours Worked Per Week:			
Water Treatment				
The following activities are acceptable for water treatment plant open which you perform. List the total percentage of time which you spe	erating experience. Please place a check mark beside each activity nd performing all of the activities which you checked.			
Operation & maintenance (O & M) of pretreatment syste O & M of coagulant feed systems O & M of filtration systems O & M of fluoride feed systems O & M of stabilization feed systems O & M of hypochlorination and gas chlorination systems TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:	Interpret laboratory results and make adjustments to improve effluent quality O & M of pumps and motors Plant & ground maintenance			
	m Operations Section operating experience. Please place a check mark beside each activity nd performing all of the activities which you checked.			
Operation & maintenance (O & M) of pumps O & M of booster station O & M of fire hydrants O & M of valves O & M of storage tanks Distribution system flushing	Pipeline installation Installation of taps Leak detection Leak repairs Meter reading Cross Connection Control			
TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:				
	ent Operations Section			
The following activities are acceptable for wastewater treatment pla activity which you perform. List the total percentage of time which you				
Interpret process control data for plant operations Cleaning and maintenance of preliminary treatment, such as bar screens, grit chambers, comminutors, etc. Control of solids pumping from clarifiers Control of scum removal in clarifiers Control of return and waste sludge rates Control of aeration rates Perform calculations and use them to operate and control plant TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES: Adjustment of wastewater levels or flow patterns through a lagoon system Control of recirculation rates to trickling filters rotating biological contactor (RBC) Operation of chlorine feed rates for disinfecti Operation of digesters and/or solids conditioning processes Perform calculations and use them to operate and control plant TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:				
	m Operations Section			
	ng experience. Please place a check mark beside each activity which forming all of the activities which you checked.			
Operation & maintenance (O & M) of pumps O & M of lift stations O & M of valves Line installation Installation of service connections O & M of lines and equipment TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:	Manhole maintenance and repairs Leak detection Line repair Line cleaning Work on t.v. crew			
% Time List any duties	not covered in the sections above.			

Job C: (For instructions, see Number 7, page 3.) (Do not show more than 100% for your TOTAL activities in this job.)				
Employed: From To Title of Your Position:				
Facility At Which Employed: Immediate Supervisor:				
TN NPDES # or TN PWSID # Average Number Hours Worked Per Week:				
Water Treatment	Operations Section			
The following activities are acceptable for water treatment plant ope which you perform. List the total percentage of time which you sper	rating sections decirions are the section and participations and participations and participations which you shocked			
Operation & maintenance (O & M) of pretreatment system O & M of coagulant feed systems O & M of filtration systems O & M of fluoride feed systems O & M of stabilization feed systems O & M of hypochlorination and gas chlorination systems TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:	Performance of laboratory control tests Interpret laboratory results and make adjustments to improve effluent quality O & M of pumps and motors Plant & ground maintenance			
	n Operations Section			
The following activities are acceptable for water distribution system which you perform. List the total percentage of time which you sper	operating experience. Please place a check mark beside each activity of performing all of the activities which you checked.			
Operation & maintenance (O & M) of pumps O & M of booster station O & M of fire hydrants O & M of valves O & M of storage tanks Distribution system flushing TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:	Pipeline installation Installation of taps Leak detection Leak repairs Meter reading Cross Connection Control			
Wastewater Treatme				
The following activities are acceptable for wastewater treatment pla activity which you perform. List the total percentage of time which y	nt operating experience. Please place a check mark beside each ou spend performing all of the activities which you checked.			
Interpret process control data for plant operations Cleaning and maintenance of preliminary treatment, such as bar screens, grit chambers, comminutors, etc. Control of solids pumping from clarifiers Control of scum removal in clarifiers Control of return and waste sludge rates Control of aeration rates Perform calculations and use them to operate and control plant	Adjustment of wastewater levels or flow patterns through a lagoon system Control of recirculation rates to trickling filters or rotating biological contactor (RBC) Operation of chlorine feed rates for disinfection Operation of digesters and/or solids conditioning processes Perform laboratory control tests Interpret lab results to improve effluent quality			
TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:				
	o Operations Section			
The following activities are acceptable for collection system operatir you perform. List the total percentage of time which you spend perf	g experience. Please place a check mark beside each activity which orming all of the activities which you checked.			
Operation & maintenance (O & M) of pumps O & M of lift stations O & M of valves Line installation Installation of service connections O & M of lines and equipment TOTAL % TIME SPENT IN THE ABOVE CHECKED ACTIVITIES:	Manhole maintenance and repairs Leak detection Line repair Line cleaning Work on t.v. crew			
% Time List any duties r	not covered in the sections above.			

Additional Information or Comments (You may attach additional pages.)			
-			
8.	Attach check or money order for \$100.00 application fee, made payable to Treasurer, State of Tennessee, and mail to the address listed below. Application cannot be reviewed without receipt of proper fee amount. All application fees are non-refundable. Please note: Applications cannot be faxed .		
	Have you attached your check or money order for \$ 100.00? Yes No Have you attached proof of H.S. education or equivalent? Yes No If applicable, have you requested that your college transcript be sent to the Certification Board? Yes No		
	If applicable, have you attached proof of attendance at related schools or course work?		
	Yes No Have you attached documentation of citizenship or immigration status Yes No		
	Make check or money order payable to <u>Treasurer, State of Tennessee</u> . Mail application, all supporting documentation, and check/money order for \$ 100.00 to:		
	Operator Certification Board		
Julian R. Fleming Training Center			
	2022 Blanton Drive		
	Murfreesboro, TN 37129 (615) 898-8090		
Disa	Applicants with disabilities which affect their ability to participate in a regular written examination may be eligible for an alternative examination and/or assistance or accommodation. Applicants deemed as unable to participate in regular written examination procedure may substitute another examination method or receive assistance or accommodation. To receive information call: (615) 898-8090 or check the box below. Please mail information on alternative examinations, assistance and accommodations		

9. Verification of work experience must be documented by a certified operator of a similar or higher classification, familiar with the applicant's work experience. However, if no such person is available, experience may be documented by a person in authority with the system.			
I hereby certify the information contained in the work experience correct to the best of my knowledge. As specified in Tennessee this declaration is made under penalty of perjury. I have observed this applicant for years.			
Name of Certified Operator documenting work experience: (Please Print)	Certification Number (s):		
Signature of Certified Operator:			
Complete This Section Only If A Certified Operator Of Similar Or H	ligher Classification Is Not	Available	
Printed name and signature of person in authority of the applicant's system documenting work experience: (if different than above)	System's Person in Authority Name and Position Title: (if different than above)		
Name of facility/utility/system:	Telephone number: (include area code)		
Address: (number and street)			
City:	State:	Zip code:	
Application must be signed and dated. By signing, applicant verifies the best of his/her knowledge.	at all information supplied on this	application is correct to the	
I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief true, accurate, and complete; and that I am lawfully present in the United States as a U.S. citizen or a qualified alien as defined in 8 U.S.C. §1641(b). I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.			
Date of Application	Signature of applicant		