

### For More Information

For up to date information regarding the Board and to view the [Regulations for Licensing Operators of Wastewater Facilities](#), visit our website at:

[www.wr.dnrec.delaware.gov/Services/OtherServices/Pages/SurfaceWaterDischargesLicensing.aspx](http://www.wr.dnrec.delaware.gov/Services/OtherServices/Pages/SurfaceWaterDischargesLicensing.aspx)

### Board Members

#### Brian Blackburn

Operator's Representative  
bblackburn@nccde.org

#### Gerard L. Esposito

Member-At-Large  
Jesposito@TUlwater.com

#### Glenn F. Davis

DNREC  
Glenn.Davis@state.de.us

#### Staff Support

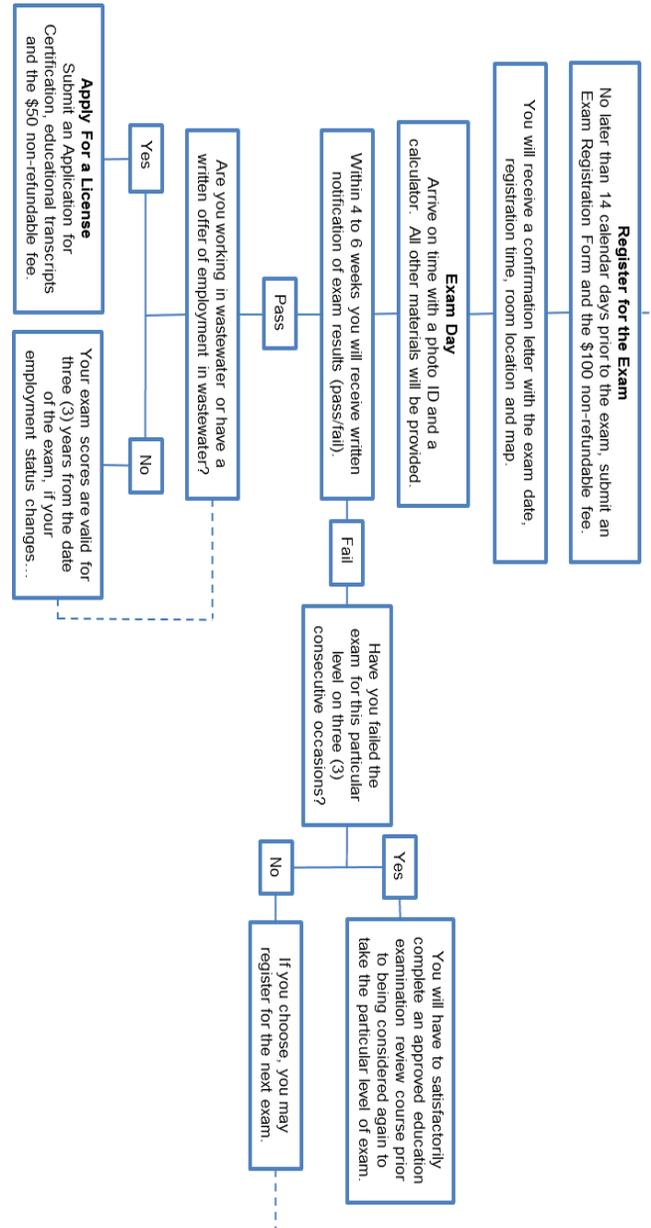
#### Faye Wheeler

Faye.Wheeler@state.de.us  
DNREC

### Contact the Board

Department of Natural Resources  
and Environmental Control  
Surface Water Discharges Section  
Board of Certification for Wastewater Operators  
89 Kings Highway  
Dover, De 19901  
Tel: (302) 739-9946  
Fax: (302) 739-8369

## How to Become a Licensed Wastewater Operator in the State of Delaware



# Wastewater Operator Certification & Licensing



State of Delaware  
Department of Natural Resources  
and Environmental Control  
Division of Water  
Surface Water Discharges Section



Prepared by the  
Board of Certification for  
Wastewater Operators (Board)

### What is a wastewater operator?

An individual, who at a given time, through observation, interpretation, or decision, operates a wastewater facility or a segment of a system or facility.

### What is a wastewater facility?

The system of pipes, structures, equipment, or processes required to treat any wastewater, and dispose of the effluent; including the treatment, handling, and disposal of residuals and biosolids related thereto.

### What certification levels are available?

The State of Delaware issues four (4) levels of wastewater operator licenses: Levels I, II, III & IV.

### How do I become licensed?

Becoming a licensed wastewater operator is a two-step process. *Step #1, the examination:*

Submit an Exam Registration Form with the \*\$100 fee no later than 14 calendar days prior to the exam. Exams are held twice a year (2<sup>nd</sup> Friday in Jan. & June) at Delaware Technical & Community College, Terry Campus.

Determine level of exam based on qualifications:

Lvl	Qualifications
I	High School Diploma plus one (1) year of acceptable operating experience.
II	High School Diploma plus three (3) years of acceptable operating experience in Wastewater Facilities of Class I or higher.
III	High School Diploma & two (2) years of approved college level education in engineering or allied subjects, plus four (4) years of acceptable operating experience in Wastewater Facilities of Class II or higher; two (2) years of which must have been in a position of Direct Responsible Charge.
IV	A college degree of completion of four (4) years in a standard curriculum in engineering or allied subjects, plus four (4) years of acceptable operating experience in Wastewater Facilities of Class III or higher, two (2) years of which must have been in a position of Direct Responsible Charge.

### What types of exams are given?

There is a separate exam for each level of license consisting of multiple-choice and true/false questions. A score of 75% or higher is required to pass.

### How will I be notified if I passed/failed the exam?

You will receive notice of your exam status (pass/fail) by mail approximately 4-6 weeks after the exam. Exam papers and grades will not be returned. Scores are valid for three (3) years from the date of the exam. **Please Note: You are not a licensed wastewater operator at this point.**

*Step #2 the application:* Submit a completed Application for Certification, educational transcripts and the \*\$50 fee.

### What happens if I fail the exam?

If you fail the exam for a particular level on three (3) consecutive occasions, you will have to satisfactorily complete an approved education examination review course prior to being considered again to take that particular level of exam.

### What happens if I pass the exam, but do not meet the educational requirements or do not have enough work experience?

If you do not meet the experience or the educational requirements you may, with the approval of the Board, receive an Operator-In-Training (OIT) license.

### What type of employment verification is required?

You must be operating in Delaware or have a written job offer to operate in Delaware to receive consideration for a wastewater operator license.

### How do I maintain my license?

Wastewater operator licenses are issued for a two (2) year period. To renew the license, provide proof that you have completed 20 hours of approved training in the past two (2) years (of which a minimum of ten (10) hours must be

directly related to wastewater), submit a completed Application for Renewal and pay the \*\$50 fee.

### What training is available?

Visit our web site for a list of approved/denied courses.

[http://www.dnrec.delaware.gov/wr/Information/SW\\_DInfo/Documents/Class%20Report.pdf](http://www.dnrec.delaware.gov/wr/Information/SW_DInfo/Documents/Class%20Report.pdf)

### How will I know it's time to renew my license?

When possible, our office will send a renewal notice to the last known address approximately 90 days prior to the license expiration date. If you fail to receive the renewal notice, you are still responsible for renewing the license. **Please call our office with address changes!**

### What if I fail to renew by the expiration date of my license?

Failure to complete the training, submit the Application for Renewal, and/or pay the \*\$50 fee by the expiration date will result in invalidation of the license. Please note per Section 10.01[b] of the Regulations, "It shall be unlawful for any person to routinely perform the duties of an operator without being duly licensed under the provisions of these regulations."

### What do I do if my licensed has been invalidated?

Within two (2) years of the license expiration, provide proof that you have completed 20 hours of approved training (of which a minimum of ten (10) hours must be directly related to wastewater), submit a completed Application for Renewal and pay the \*\$50 fee plus a \*\$15 late fee.

Successful completion of a written exam is required if the license has been invalidated for two (2) or more years.