



STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES
& ENVIRONMENTAL CONTROL

Board of Certification

DIVISION OF WATER RESOURCES
89 KINGS HIGHWAY
DOVER, DELAWARE 19901

Phone: (302) 739-9946
Fax: (302) 739-8369

WASTEWATER OPERATOR EXAM REGISTRATION FORM

Instructions

1. Registration forms must be typewritten or clearly printed.
2. Registration forms must be complete. Incomplete forms will be returned and could delay registration.
3. A \$100* exam fee is due with submission of the Exam Registration Form.
4. Registration forms and fees are to be mailed to: DNREC ~ SWDS, Board of Certification, 89 Kings Highway, Dover, DE 19901.
5. **Very Important ~ on the day of the exam bring some form of picture identification and a calculator.**

Certification Process

1. Submit an Exam Registration Form with a \$100* exam fee. Written exams are held twice a year (the second Friday in January and June) at Delaware Technical & Community College, Terry Campus.
2. A confirmation letter will be sent via mail (or e-mail if requested) with the exam date, time, location and map.
3. The exam is multiple choice and true/false. A score of 75% or higher is required to pass.
4. Within four (4) to six (6) weeks of taking the exam, an exam status letter (pass/fail) will be sent via mail (or e-mail if requested). Exam papers and scores will not be returned, simply a pass or fail status.
5. Upon receiving a passing grade, submit an Application for Certification. Test results will be on file for a period of three (3) years.
 - a. Submit a completed Application for Certification, educational transcripts and a \$50* fee.
 - b. Must be operating in Delaware or have a written job offer to operate in Delaware to receive consideration for a license.
 - c. If an individual does not meet the experience or educational requirements they may, with the approval of the Board, receive an Operator-In-Training (OIT) license, pending fulfillment of these requirements.
6. If an individual fails the exam for a particular operator class on three (3) consecutive occasions, they will then have to satisfactorily complete an approved education examination review course prior to being considered again to take the exam.

** Fees are non-refundable and cannot be transferred*

**FOR MORE INFORMATION ON THE DELAWARE WASTEWATER
OPERATOR LICENSING PROGRAM, VISIT US ON THE WEB AT...**
www.wr.dnrec.delaware.gov/Services/OtherServices/Pages/SurfaceWaterDischargesLicensing.aspx

Wastewater Operator Qualifications

Per Section 6.03 of the Regulations for Licensing Operators of Wastewater Facilities

<u>Class</u>	<u>Education</u>		<u>Experience</u>
I	High School Diploma	<i>Plus</i>	One (1) year of acceptable operating experience
II	High School Diploma	<i>Plus</i>	Three (3) years of acceptable operating experience in Wastewater Facilities of Class I or higher
III	High School Diploma and two (2) years of approved college level education in engineering or allied subjects	<i>Plus</i>	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 (DRC)
IV	A college degree or completion of four (4) years in a standard curriculum in engineering or allied subjects	<i>Plus</i>	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 (DRC)

6.02 (d) Where applicable, education may be substituted for a portion of operating experience as specified below:

- [i] Where education or training is substituted for operating experience, it shall not exceed an amount which would reduce the requirement of actual operating experience to less than one (1) year for Class I, or less than two (2) years actual operating experience for Classes II, III, and IV.
- [ii] Education applied to the operating experience requirement cannot also be applied to the education requirement.
- [iii] College Level education in engineering or allied subjects, or equivalent, as approved by the Board, may be substituted on a year-for-year basis for operating experience (any Wastewater Facility Classification).
- [iv] Specialized operator training courses, correspondence courses, Seminars, workshops, etc., may be substituted for operating experience on a case by case basis, and the equivalency will be determined by the Board.

6.02 (e) Where applicable, operating experience may be substituted for educational requirements as specified below:

- [i] Operating experience applied to educational requirement may not also be applied to the operating experience requirement.
- [ii] One (1) year of Direct Responsible Charge operating experience may be substituted for a year-for-year basis for one (1) year of college level education.

6.02 (f) Substitutions for formal education may be made as follows:

- [i] Specialized operator training courses, correspondence courses, seminars, workshops, etc., may be substituted for formal education on a case by case basis; and the equivalency will be determined by the Board.
- [ii] An acceptable High School Equivalency Certificate (GED) may be used to substitute for a High School Diploma.



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WASTEWATER OPERATOR EXAM REGISTRATION FORM

Administered By:
The Board of Certification for Wastewater Operators
89 Kings Highway, Dover, DE 19901

Registrations Must Be Complete, Typewritten or Clearly Printed

APPLICANT INFORMATION				
Prefix	First Name	Middle Name	Last Name	Suffix
Home Address				
City		State	Zip	
Home Telephone Number			Social Security Number	
E-Mail Address				
<input type="checkbox"/> Check here to receive exam confirmation & results by e-mail <u>only</u> (hard copy will not be mailed)				
EXAM				
Indicate the Level of Examination For Registration				
<input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV				
PAYMENT INFORMATION (Required at time of Registration)				
Exam Registration Fee ~ \$100.00*		Cash or Check Only (payable to Division of Water Resources)		
<i>*fee is non-refundable and cannot be transferred</i>				
VERIFICATION				
I hereby certify that the information given on this exam registration form contains no misrepresentation or falsifications, is true and complete to the best of my knowledge and belief. I am aware that any willful falsification or misrepresentation will result in the revocation of any certificate issued. I have read the wastewater operator qualifications on page 2 for the level of certification that I am seeking and believe that I am eligible to sit for the examination for that certification.				
_____ Signature of Applicant			_____ Date	

Mail **Exam Registration Form** and **Payment** to:

DNREC ~ SWDS
Board of Certification
89 Kings Highway
Dover, DE 19901



VERY IMPORTANT REMINDER...
ON THE DAY OF THE EXAM BRING SOME TYPE
OF PHOTO IDENTIFICATION AND A CALCULATOR

