

## For More Information

For the most up to date information regarding the Board of Certification for Wastewater Operators, please visit our website at

<http://www.wr.dnrec.delaware.gov/Services/OtherServices/Pages/SurfaceWaterDischargesLicensing.aspx>

## Contact the BOC

Department of Natural Resources  
and Environmental Control  
Surface Water Discharges Section  
89 Kings Highway  
Dover, De 19901  
Tel: (302) 739-9946  
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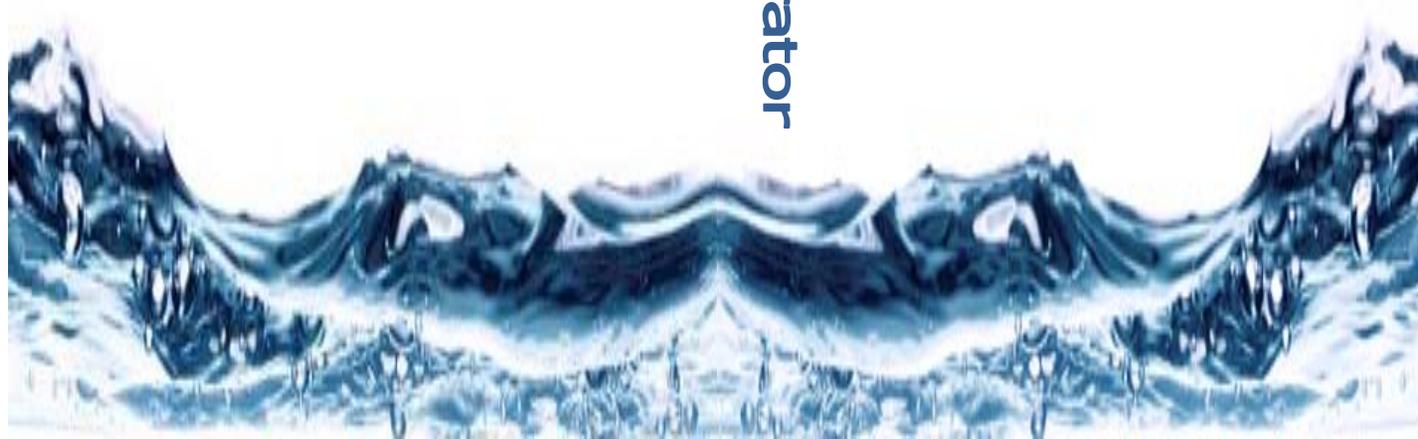


State of Delaware  
Department of Natural Resources and Environmental Control  
Surface Water Discharges Section  
Board of Certification for Wastewater Operators  
89 Kings Highway  
Dover, DE 19901

# Wastewater Treatment Plant Operator

# Certification & Licensing

State of Delaware  
Department of Natural Resources  
and Environmental Control  
Surface Water Discharges Section  
Board of Certification for Wastewater Operators



### What is a wastewater treatment plant 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 for wastewater treatment plant operators?

There are four (4) levels of wastewater treatment plant operators (Levels I, II, III and IV).

### How do I become a licensed wastewater treatment plant operator?

Submit an Exam Registration Form with a \$100 non-refundable exam fee no later than 14 calendar days prior to the exam. Written exams are held twice a year (2<sup>nd</sup> Friday in Jan. & June) generally at Delaware Technical & Community College, Terry Campus. See our web site for more information regarding the exam.

### What type of exam is given?

The exam is multiple choice and true/false. 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 date. Exam papers and grades will not be returned to you.

Once you have received written notice of passing the exam, determine your qualifications:

Level	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.

Submit a completed Application for Certification, educational transcripts and \$50 non-refundable application fee.

### What happens if I fail the exam?

If you fail the exam for a particular operator class on three (3) consecutive occasions, you will then have to satisfactorily complete an approved education examination review course prior to

### 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 educational requirements you may, with the approval of the Board, receive an Operator-In-Training (OIT) license, pending fulfillment of these requirements.

### What type of employment verification is required?

You must be operating in Delaware or have written job offer to operate in Delaware to receive consideration for a license. being considered again to take that particular class of written examination.

### How do I maintain my license?

Licenses are issued for a two-year period. To renew the license, you must:

- Complete 20 hours of approved training (of which a minimum of 10 hours must be directly related to wastewater) prior to your expiration date.
- Complete and submit an Application for Renewal.
- Pay a \$50 non-refundable renewal fee.

### What training is available?

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

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

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

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

Failure to complete training, submit the Application for Renewal, and pay the \$50 non-refundable renewal fee by your expiration date will result in invalidation of your license.

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

Within two (2) years of the license expiration, submit:

- Complete 20 hours of approved training (of which a minimum of 10 hours must be directly related to wastewater) prior to your expiration date.
- Complete and submit an Application for Renewal.
- Pay a \$50 non-refundable renewal fee plus a \$15 non-refundable late fee.

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