

February 10, 2021

**TEMPORARY CERTIFICATION  
EXAMINATION PROCEDURES  
FOR  
WASTEWATER TREATMENT PLANT OPERATORS**

**TO ALL SUPERINTENDENTS**

**PLEASE POST OR MAKE COPIES AND DISTRIBUTE TO ALL STAFF**

---

**IMPORTANT!! PLEASE READ CAREFULLY:**

- **Individuals who took a wastewater operator exam between 12/1/20 and 1/19/21 but did not pass will be allowed to retake the same level of exam after waiting 90-days from their original test date. These individuals do not need to reapply to the Department but must contact Craig Motasky directly at [craig.motasky@ct.gov](mailto:craig.motasky@ct.gov) as soon as possible to set up scheduling of their exam.**
- **Individuals who took a computer based exam after 1/19/21 but did not pass their exam will NOT be allowed to retake an exam of the same level during this extension of the Executive Order because their 90-day waiting period will fall outside of the expiration date of the current extension of the Executive Order.**
- **Any qualified individual who is interested in taking a wastewater operator certification exam at a level that they have not taken previously, or any qualified individual who does not fall into either of the categories noted above can do so by submitting an application to the Department prior to the exam application deadline.**

---

Beginning 2/10/21 the Department will begin accepting applications for wastewater operator certification exams. This will be computer based testing (CBT) which is made allowable through an extension of Executive Order 7JJ issued by Governor Lamont. Commissioner Dykes also issued an Order for details of this effort. Upon approval of their application individuals will take the exam on their own schedule in conjunction with the computer testing center. HOWEVER, ALL EXAMS MUST BE TAKEN PRIOR TO 4/19/21. No one will be allowed to sit for the exam beyond 4/19/21.

In order to issue certificates under section 22a - 416 of the Regulations of Connecticut State Agencies (operator certification regulations), examinations must be given for Class I, II, III and IV Wastewater Treatment Plant Operators. All exam questions are multiple choice.

1. Applications - Copies of the applications can be found at [www.ct.gov/deep/municipalwastewater](http://www.ct.gov/deep/municipalwastewater) There will be no acceptance of applications through phone calls or fax.
2. **Applications will be accepted beginning 2/10/21 and must be received by the Department by 3/1/21.** However, you cannot file a complete application until you have met all the requirements. For example, if you are taking courses that you need to meet the minimum education requirements, you cannot file an application until the course is completed and you have evidence of successfully passing the course.

3. Application Fee – Whether you are eligible or ineligible to take the exam, there will be a **\$240 NONREFUNDABLE application fee. IF YOU SUBMIT A PAYMENT WITH INSUFFICIENT FUNDS, YOUR APPLICATION WILL BECOME NULL AND VOID AND YOU WILL BE INELIGIBLE TO TAKE THIS EXAM.** Make sure that you meet the minimum requirements. Enclose your check payable to “Department of Energy and Environmental Protection” with the application. Print “Wastewater Operator Certification Examination” on the front of the check.

4. You will be informed of your acceptance or rejection for the examination via email. If accepted, you will be notified by the testing agency to schedule your exam. **THERE WILL BE AN ADDITIONAL \$112 EXAM FEE TO BE PAID TO THE TESTING AGENCY. DO NOT SEND THIS FEE TO DEEP WITH THE EXAM APPLICATION.** The exam fee will be divided between the testing agency and ABC.

5. If Governor Lamont’s executive order is extended for a significant period beyond 4/19/21 any examinee who fails their exam during this exam period can potentially retake the same level of exam without having to reapply to DEEP after a 90 day waiting period from their initial exam date. These individuals will simply reschedule their next exam with the testing agency after contacting Craig Motasky of this Department. Scheduling for the retake exam can be done within the 90 day waiting period.

6. How to Apply to Take an Exam –

- a. Complete and return the Application Form, Application Fee and all supporting documents. Please do not forget your application fee, and copies of transcripts and certificates.
- b. Every applicant must complete all five pages of the application. If a completed application is not received before the exam deadline you will be ineligible to sit for the exam this period.**

7. Miscellaneous Information –

a. The following lists of reference books may be used as study guides: **California State University, Sacramento (CSUS) Foundation, Office of Water Programs – *Operation of Wastewater Treatment Vol I & II, Advanced Waste Treatment, & Manage For Success;* NETCSC - *Protecting Your Community's Assets: A Guide for Small Wastewater Systems;* WEF – *Operation of Municipal Wastewater Treatment Plants - Manual of Practice No. 11,* and *Activated Sludge - Manual of Practice OM-9.***

b. WPCF Plant & Lab Tours - In addition to studying the manuals, if possible tour & study various types of WPCFs in the State. A review of your laboratory and the types of tests conducted would also help in your exam preparation.

7. Mail Applications to:

Central Permit Processing Unit  
Department of Energy and Environmental Protection  
79 Elm St.  
Hartford, CT 06106-5127

8. Any questions, contact Craig Motasky at [craig.motasky@ct.gov](mailto:craig.motasky@ct.gov) or phone number 860-424-3815.