



**Connecticut Department of
Energy & Environmental Protection**
Bureau of Water Protection & Land Reuse
Planning & Standards Division

CPPU USE ONLY	
App #:	_____
Doc #:	_____
Check #:	_____
Program: Municipal Certification	

Application for Examination or Reciprocity for Wastewater Treatment Facility Operator Certification

NOTE: Please refer to the Instructions located on page 6 to properly complete this application.

Part I: Applicant Information

1. Name: _____
Mailing Address: _____
City/Town: _____ State: _____ Zip Code: _____
Phone: _____ ext. _____
Email: _____
2. Application for (check one):
<input type="checkbox"/> Testing <input type="checkbox"/> Reciprocity (see notes under Part V "Reciprocity")

Part II: Certification Status

1. Check the certification class that you are applying for: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV
2. Have you taken a test for this class of certification before:
<input type="checkbox"/> No <input type="checkbox"/> Yes Month: _____ Year: _____
3. Are you currently an Operator-in-Training? (applies to Class I, II and III only)
<input type="checkbox"/> No <input type="checkbox"/> Yes
4. Do you currently hold an active Connecticut Wastewater Operator Certificate?
<input type="checkbox"/> No <input type="checkbox"/> Yes Class: _____ Certificate Number: _____
5. If you are applying for reciprocity, where are you currently certified, and at what class or grade?
Class/Grade: _____ State or Province: _____

Part III: For State Use Only

<input type="checkbox"/> QUALIFIED FOR TESTING Please bring this form to the following location on the date specified in the enclosed test announcement	<input type="checkbox"/> APPLICATION REJECTED
<input type="checkbox"/> Tunxis Community College, FARMINGTON	<input type="checkbox"/> Insufficient education
<input type="checkbox"/> Three River's Community College, NORWICH,	<input type="checkbox"/> Insufficient experience
<input type="checkbox"/> Naugatuck Valley Community College WATERBURY	<input type="checkbox"/> Incomplete application
	<input type="checkbox"/> Other: _____
	<input type="checkbox"/> Not employed at a Connecticut WPCF
	<input type="checkbox"/> Insufficient in-charge time
	<input type="checkbox"/> Late application
	Application reviewed by _____ Date _____
<input type="checkbox"/> PASS You will receive your certificate in the mail in 4-8 weeks (except Operators-in-Training)	<input type="checkbox"/> FAIL Please review the attached form from ABC which describes the areas of study in which you need more work.
	Test Results Score: _____
	<input type="checkbox"/> Reciprocity Granted <input type="checkbox"/> Reciprocity Denied

Part IV: Applicant Certification

I certify that the information which I have provided in this application and its attachments is true, accurate and complete and I understand that any false statements may be punishable as a criminal offense under sections 53b-157 and 22a-438 of the Connecticut General Statutes.	
Signed: _____	Date: _____

Part V: Requirements for Operator Certification per State Regulations (22a-416-4)

Requirements for Operator Certification per State Regulations (22a-416-4)	Operator Class	Educational Requirements	Experience Requirements
	I	High School diploma or equivalent plus 9 CEUs in basic wastewater operations courses (22a-416-4(c)(1))	One year at a Class I or higher WWTF
	II	High School diploma or equivalent plus 30 CEUs in wastewater-related field of which 18 CEUs shall be directly related to the operation of a WWTF (22a-416-4(c)(2))	Three years at a Class I or higher WWTF
	III	High School diploma or equivalent plus 90 CEUs in wastewater-related field, of which 27 CEUs shall be directly related to the operations of a WWTF (22a-416-4(c)(3))	Four years at a Class II or higher WWTF
	IV	High School diploma or equivalent plus 135 CEUs in wastewater-related field, of which 27 CEUs shall be directly related to the operation of a WWTF (22a-416-4(c)(3))	Four years at a Class III or higher WWTF, at least half as either (1) chief operator at a Class III or IV WWTF or (2) shift operator at Class IV WWTF
		Substitutions allowed for Class II, III & IV See 22a-416-4(d) & (f)	Substitutions allowed for Class II, III & IV See 22a-416-4(d) & (f)
Reciprocity	Can be granted for any class of operator	Individual must meet education and experience requirements of Class for which reciprocity is sought.	
<p>Special Notes Regarding Reciprocity: An application for reciprocity (per 22a-416-5 (c)(5)) can be submitted at any time. However, a reciprocal certificate can only be issued once the applicant has received a written offer of employment from a Connecticut Wastewater Treatment Facility (WWTF) and a copy of that offer is on file with the Department of Energy and Environmental Protection (DEEP). A reciprocal certificate can only be granted prior to an operator starting employment at a Connecticut WWTF. Once employment at such a facility has begun, reciprocity is no longer available.</p>			
<p>An individual who accepts a reciprocal certificate MUST remain in the same position for at least one year, or the certificate is null and void.</p>			

Part VI: Basic Educational Background

Did you graduate from high school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, what school:	_____	_____
	<small>Name of High School</small>	<small>Year Graduated</small>
If no, did you earn a high school equivalency certificate?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, from where?	_____	_____
	<small>Name of Certifying Body</small>	<small>Year Awarded</small>

Part VII: College or University Background

You **must** submit a copy of your transcript for each college you have attended, or you will not be given credit for any courses taken there.

College: _____	Location _____	Major _____
Dates Attended – From _____	To _____	Degree Earned <input type="checkbox"/> None <input type="checkbox"/> A.S.
_____	_____	<input type="checkbox"/> B.S. <input type="checkbox"/> M.S.
Number of Credit Hours Earned: _____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time
College: _____	Location _____	Major _____
Dates Attended – From _____	To _____	Degree Earned <input type="checkbox"/> None <input type="checkbox"/> A.S.
_____	_____	<input type="checkbox"/> B.S. <input type="checkbox"/> M.S.
Number of Credit Hours Earned: _____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time
College: _____	Location _____	Major _____
Dates Attended – From _____	To _____	Degree Earned <input type="checkbox"/> None <input type="checkbox"/> A.S.
_____	_____	<input type="checkbox"/> B.S. <input type="checkbox"/> M.S.
Number of Credit Hours Earned: _____	<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time

Continued on Next Page

Part IX: Employment History

Please list any relevant employment, beginning with your current employer. For wastewater facilities outside Connecticut, please specify the process type and design flow. If you are claiming Direct Responsible Charge Experience as a Chief or Shift Operator, please supply documentation **from the facility** at which you performed these functions, clearly stating the time periods during which you performed these functions.

Employer	Facility Name	
Title	Starting Date	Ending Date
BRIEFLY DESCRIBE YOUR DUTIES:		

DO NOT WRITE IN THIS COLUMN
FACILITY CLASS
DIRECT RESPONSIBLE CHARGE
OPERATIONS

Employer:	Facility Name:	
Title:	Starting Date:	Ending Date:
BRIEFLY DESCRIBE YOUR DUTIES:		

DO NOT WRITE IN THIS COLUMN
FACILITY CLASS
DIRECT RESPONSIBLE CHARGE
OPERATIONS

Employer:	Facility Name:	
Title:	Starting Date:	Ending Date:
BRIEFLY DESCRIBE YOUR DUTIES:		

DO NOT WRITE IN THIS COLUMN
FACILITY CLASS
DIRECT RESPONSIBLE CHARGE
OPERATIONS

Employer:	Facility Name:	
Title:	Starting Date:	Ending Date:
BRIEFLY DESCRIBE YOUR DUTIES:		

DO NOT WRITE IN THIS COLUMN
FACILITY CLASS
DIRECT RESPONSIBLE CHARGE
OPERATIONS

Instructions:

1. Complete this application by typing or printing neatly in ink. A copy will be sent to you for admission to the exam.
2. Complete all requested information on this form (all 5 pages). **Incomplete or unreadable applications will be rejected.**
3. Attach all necessary information such as transcripts or copies of certificates for courses claimed.
4. For all testing or reciprocity requests, enclose a check for **\$240.00** payable to "Department of Energy and Environmental Protection"
5. On the front of the check, print "Wastewater Operator Certification Examination"
6. Do not forget to sign and date the application in Part IV on page 1.
7. Send the completed application and fee before the deadline listed in the test notice to:
Central Permit Processing Unit
Department of Energy and Environmental Protection
79 Elm Street
Hartford, CT 06106-5127