



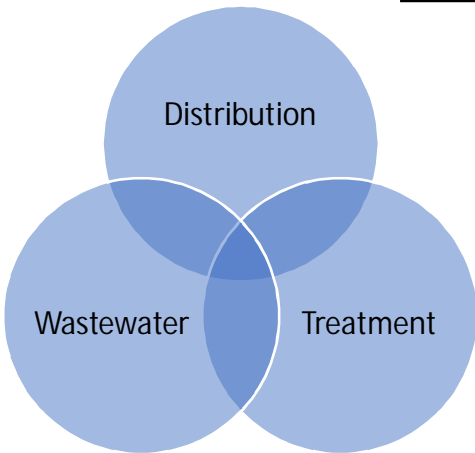
# Common DW Certification Issues

## Lower Grades (1 & 2)

### BIGGEST ISSUE: SUBMITTING THE INCORRECT FEE

*Are you a dual certified operator?*

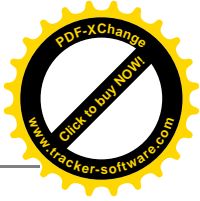
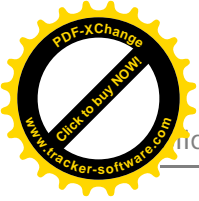
Being “dual certified” means you hold any two of the following certifications; Distribution, Treatment, or Wastewater. Dual certification does not apply to certifications in Cross-Connection or Collections.



Yes, I'm dual certified – pay the discounted fee

No, I'm not dual certified – pay the regular certificate fee

*Submitting the incorrect fee will delay the certification process*



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# Common DW Certification Issues

## Higher Grades (3, 4, & 5)

### COMMON CERTIFICATION MISTAKES: NOT SUBMITTING PROPER DOCUMENTATION

#### SUPERVISOR'S LETTER

- The letter should breakdown an employee's hours in Treatment, Distribution, & Wastewater.
- Meter reading, SCADA programming, admin duties, etc. DO NOT COUNT AS HANDS-ON EXPERIENCE!
- Must include: Official signature (must be signed by direct supervisor or chief plant operator), current date, and be written on company letterhead.

#### ORGANIZATION CHART

- Must include both the supervisor and employee's name and position title.
- Supervisor must be in the employee's direct chain of command.
- Position title should match the information from the supervisor's letter.

#### *What is the Proper Documentation?*

#### JOB DESCRIPTION

Must include a job description for each position an operator is using to claim experience time.

#### CLASSIFICATION LETTER

Operator must include the portion of the permit that classifies the system.



# Common DW Certification Issues

## Higher Grades (3, 4, & 5)

### WHAT ARE "SHIFT" AND "CHIEF" OPERATORS, AND WHO QUALIFIES?

§63750.25. Chief Operator – "Chief operator" means the person who has overall responsibility for the day-to-day, hands-on, operation of a water treatment facility or the person who has overall responsibility for the day-to-day, hands-on, operation of a distribution system.

§63750.70. Shift Operator – "Shift operator" means a person in direct charge of the operation of a water treatment facility or distribution system for a specified period of the day.

Distribution / Treatment System Classification	Minimum Certification of Chief Operator	Minimum Certification of Shift Operator
D1 / T1	D1 / T1	D1 / T1
D2 / T2	D2 / T2	D1 / T1
D3 / T3	D3 / T3	D2 / T2
D4 / T4	D4 / T4	D3 / T3
D5 / T5	D5 / T5	D3 / T3

\*Completed certification applications should indicate if the operator is designated as either a shift or chief operator at the system.



# Common DW Certification Issues Higher Grades (3, 4, & 5)

## ACCURATE SUBMITTAL OF ANNUAL REPORT TO DDW

Op Cert staff use water system annual reports to verify information from certification applications. Missing or inaccurate information on an Annual Report will delay the overall certification process!

### ANNUAL REPORT SHOULD INDICATE:

- all of the names of operators that work on the Treatment facility and/or Distribution system
- the current grade level of all operators
- the operator's certification number and expiration date
- which operators are designated as shift (S), chief (C), or operator (X)



# Common WW Certification Application Issues

## CERTIFICATION MISTAKES

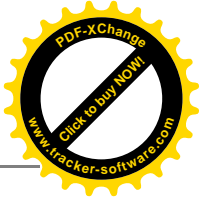
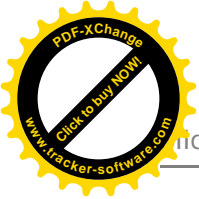
### MISSING DOCUMENTS

- Duty Statement/Job Description (Signed by CPO and/or Printed on Owner Letterhead)
- Educational Documents
  - ✓ Copies of Official Transcripts
  - ✓ Copies of Certificates of Completion

### MISSING INFORMATION

- Section IV-Dates and Hours Worked in Wastewater Operations
- Section V-Signature of CPO verifying time

Submitting an incomplete application will delay certification



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# Common WW Certification Application Issues

## CERTIFICATION MISTAKES

### REQUIREMENTS NOT MET

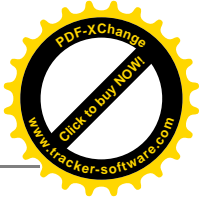
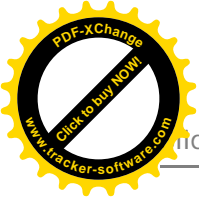
- Completed Required OIT Experience?
- Has Qualifying Experience: 1 year = 1800 Hours
- Passed the Examination?



Fees are non-refundable so be sure you meet  
the requirements before applying!!







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# WW Certification Requirements Table

## OPERATOR CERTIFICATION REQUIREMENTS TABLE (Effective April 1, 2013)

*Note: Applicants must take and pass the Office of Operator Certification Wastewater Treatment Plant Operator Examination before applying for Certification:*

PATH	EXAMINATION EDUCATION REQUIREMENTS		CERTIFICATION QUALIFYING EXPERIENCE REQUIREMENTS
<b>GRADE I</b>			
1	High school diploma or equivalent and 6 educational points	and	1 year of full-time qualifying experience
<b>GRADE II</b>			
1	High school diploma or equivalent and 9 educational points	and	18 months of full-time qualifying experience as a Grade I operator
2	High school diploma or equivalent and 12 educational points	and	2 years of full-time qualifying experience
3	Associate's degree, a higher degree, or a minimum of 60 college semester units, including a minimum of 15 semester units of science courses	and	1 year of full-time qualifying experience
<b>GRADE III</b>			
1	High school diploma or equivalent and 12 educational points	and	3 years of full-time qualifying experience as a Grade II operator
2	High school diploma or equivalent and 18 educational points	and	4 years of full-time qualifying experience
3	Associate's degree or a minimum of 60 college semester units, including a minimum of 15 semester units of science courses	and	2 years of full-time qualifying experience
4	Bachelor's degree or a higher degree, including a minimum of 30 semester units of science courses	and	1 year of full-time qualifying experience

<b>GRADE IV</b>			
1	High school diploma or equivalent and 32 educational points	and	6 years of full-time qualifying experience
2	Associate's degree or a minimum of 60 college semester units, including a minimum of 15 semester units of science courses	and	4 years of full-time qualifying experience
3	Bachelor's degree or a higher degree, including a minimum of 30 semester units of science courses	and	3 years of full-time qualifying experience
4	Valid registration as a chemical, civil, or mechanical engineer issued by the California Board for Professional Engineers and Land Surveyors or by another state, territory, or Indian tribe	and	2 years of full-time qualifying experience
<b>GRADE V</b>			
1	High school diploma or equivalent and 48 educational points	and	10 years full-time qualifying experience
2	Associate's degree or a minimum of 60 college semester units, including a minimum of 15 semester units of science courses	and	6 years of full-time qualifying experience
3	Bachelor's degree or a higher degree, including a minimum of 30 semester units of science courses	and	5 years of full-time qualifying experience
4	Valid registration as a chemical, civil, or mechanical engineer issued by the California Board for Professional Engineers and Land Surveyors or by another state, a territory, or an Indian tribe	and	4 years of full-time qualifying experience

From Section 3687 (c) of Operator Certification Regulations: California Code of Regulations, title 23, division 3, chapter 26, section 3670 et seq.



# Operator Certification Contacts:

WASTEWATER OPERATOR CERTIFICATION	DRINKING WATER OPERATOR CERTIFICATION
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Neal Funston, Wastewater Certification (916) 341-5909 <a href="mailto:Neal.funston@waterboards.ca.gov">Neal.funston@waterboards.ca.gov</a>	Bonnie Sutherland, Treatment Certifications (T3-T5) (916) 449-5629 <a href="mailto:Bonnie.Sutherland@waterboards.ca.gov">Bonnie.Sutherland@waterboards.ca.gov</a>
	David Maurer, Distribution Certifications (D3-D5) (916) 449-5628 <a href="mailto:David.maurer@waterboards.ca.gov">David.maurer@waterboards.ca.gov</a>