

# Appendix B

## Chapter 14 Operator Certification “Application for Certification as a Public Water Supply Operator” Form

This form is also available on the web at:

<http://www.epa.state.il.us/water/operator-cert/drinking-water/forms/application-certification.pdf>



STATE OF ILLINOIS  
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY  
BUREAU OF WATER  
**DRINKING WATER OPERATOR CERTIFICATION APPLICATION INSTRUCTIONS**

1.	If you have not taken the water supply operator examination of competency and received a passing grade, <b>STOP - DO NOT</b> complete or submit this application. If you do not have a passing score on the water supply operator examination of competency, your application will be denied and the application fee will <b>not</b> be refunded.
2.	<b>The fee to review and process this application is \$30. This fee is non-refundable.</b> Attach a check, or money order made payable to the Illinois Environmental Protection Agency. Applications submitted without the fee will be denied.
3.	Carefully read and complete all items. Incomplete applications will be denied and the fee you paid will <b>not</b> be refunded to you.
4.	Type or print your responses.
5.	You must submit the original application, with <b>original</b> signatures. Copies will not be accepted.
6.	Applications not signed by the applicant will be denied, and the application fee will not be refunded.
7.	<b>REQUIRED EXPERIENCE:</b> The Public Water Supply Operations Act requires that water supply operators have the following experience before they are eligible for certification. <ul style="list-style-type: none"><li>• A Class A or Class B water supply operator must have at least 3 years (156 weeks) of experience.</li><li>• A Class C water supply operator must have at least 1 year (52 weeks) of experience.</li><li>• A Class D water supply operator must have at least 6 months (26 weeks) of experience.</li></ul> The required amount of experience may be gained through hands-on experience, college educational endeavors and non-college educational endeavors. <b>Half of your experience must be hands-on.</b> <p>You may receive <b>educational experience credit</b> as follows: up to one year of experience credit for non-college education endeavors and up to 1.5 years for college educational endeavors. <b>If you do not have the required experience, STOP - DO NOT complete or submit this application.</b> If you do not have the required experience and you submit an application, your application will be denied and the application fee will <b>not</b> be refunded.</p> The Agency suggests you complete the <b>EXPERIENCE WORKSHEET</b> attached to these instructions to determine the level of experience you currently have before completing your application.
8.	<b>EDUCATIONAL EXPERIENCE CREDIT:</b> The Agency awards experience credit for college educational endeavors as follows: <ul style="list-style-type: none"><li>• For each credit hour of chemistry, geology, biology, physics, or engineering, you will receive 2 weeks of education experience credit.</li><li>• For each credit hour of coursework specific to the field of drinking water treatment or distribution, you will receive 4 weeks of educational experience credit.</li></ul> The Agency awards experience credit for non-college educational endeavors as follows: <ul style="list-style-type: none"><li>• For each drinking Environmental Resources Training Center (ERTC) drinking water treatment course completed, you will receive 6 weeks of education experience credit.</li><li>• For each hour of attendance at a drinking water treatment course, seminar, workshop or other training, the Agency awards 2 days of education experience credit, not to exceed six weeks per course.</li></ul> You must complete the <b>Educational Credit</b> sections of the application and submit a copy of your college transcripts, course certificate or other proof of completion to receive experience credit.

9.	<p><b>HANDS-ON EXPERIENCE CREDIT:</b> The Agency awards hands-on experience credit for each hour of work at a public water supply. For every 100 hours of hands-on work experience completed, the Agency will grant the applicant 12 weeks of hands-on experience credit. “Hands-on” means the knowledge acquired from daily operating experience rather than from text book study or supervisory observation. It means the applicant has actually operated a water plant or water supply or worked on the distribution system and has performed tasks including, but not limited to, routine tests, sample collection, completion of operational reports, calculation of chemical dosages and subsequent adjustment of chemical feeders or backwashed filters</p> <p>To obtain a Class A certification, you must have at least 650 hours of hands-on work or experience:</p> <ul style="list-style-type: none"> <li>• <u>at least</u> 475 hours in the following areas: coagulation, lime softening, ultraviolet disinfection, membrane filtration, or sedimentation;</li> <li>• not more than 175 hours in the following areas filtration, aeration and filtration, ion exchange, chemical feeding and calculation of dosage, pumpage, storage or distribution will count toward a Class A Certification.</li> </ul> <p>To obtain a Class B certification, you must have at least 650 hours of hands on work or experience:</p> <ul style="list-style-type: none"> <li>• <u>at least</u> 325 hours in the following areas: filtration, aeration and filtration, or ion exchange.</li> <li>• not more than 325 hours in the following areas: chemical feeding and calculation of dosage, pumpage, storage or distribution will count toward a Class B Certification.</li> </ul> <p>To obtain a Class C certification, you must have at least 200 hours of hands-on work or experience:</p> <ul style="list-style-type: none"> <li>• <u>at least</u> 100 hours in the following areas: chemical feeding and calculation of dosage.</li> <li>• not more than 100 hours in the following areas: pumpage, storage or distribution will count toward a Class C Certification.</li> </ul> <p>To obtain a Class D certification you must have at least 100 hours of hands-on work or experience:</p> <ul style="list-style-type: none"> <li>• all 100 hours in pumpage, storage or distribution.</li> </ul> <p>You must submit the <b>Employment History</b> section of this application to receive hands-on credit. The employment history section must be signed by your supervisor.</p>
10.	<p><b>REFERENCES:</b> Your application must include three references who can verify your hands-on experience and character. If you do not list three references, your application will be denied and the application fee will not be refunded.</p>
11.	<p>Return completed application and payment to:</p> <p style="text-align: center;"><b>Illinois Environmental Protection Agency</b>  <b>Operator Certification/BOW/CAS #19</b>  <b>1021 North Grand Avenue East,</b>  <b>P.O. Box 19276, Springfield, IL 62794-9276</b></p>





**EMPLOYMENT HISTORY**

Be sure to list all water treatment experience. Begin with your present employment and work backwards listing your experience. Complete a separate employment history section for each job. If you need additional pages, make copies and attach them to the application. Indicate the number of employment history sheets you are attaching to the application in the signature block.

WATER SYSTEM NAME		WATER SYSTEM NUMBER	WORK TELEPHONE WITH AREA CODE	
EMPLOYER'S ADDRESS			CITY, STATE, ZIP CODE	
AVG HOURS PER WEEK	JOB POSITION/TITLE		START DATE	END DATE
SUPERVISOR'S NAME, TITLE				
SUPERVISOR'S CERTIFICATION LEVEL			DATE SUPERVISOR OBTAINED CERTIFICATION	

**HANDS ON EXPERIENCE. TO BE FILLED OUT BY THE APPLICANT'S SUPERVISOR**

CLASS A	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL HOURS
COAGULATION			
LIME SOFTENING			
SEDIMENTATION			
PATHOGEN REMOVAL /INACTIVATION			
REVERSE OSMOSIS			
CLASS B	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL HOURS
AERATION			
FILTRATION			
ION EXCHANGE			
CLASS C	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL HOURS
CHEMICAL FEED			
CALCULATION OF DOSAGE			
CLASS D	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL HOURS
PUMP OPERATION			
STORAGE			
DISTRIBUTION			
OTHER JOB DUTIES NOT LISTED ABOVE:	HOURS PER WEEK	NUMBER OF WEEKS	TOTAL HOURS

**SIGNATURE OF SUPERVISOR:** I hereby certify, to the best of my ability, that the extent of the applicant's hands-on experience represented above is true and accurate. I understand that statements made by me that are not accurate may be grounds for sanctions. Any person who knowingly makes a false, fictitious or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second offense after conviction is a Class 3 felony. 415 ILCS 5/44(h).

<b>SIGNATURE OF SUPERVISOR:</b>	Date:
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FOR OFFICIAL USE ONLY
CLASS A HANDS-ON EXPERIENCE IN WEEKS =
CLASS B HANDS-ON EXPERIENCE IN WEEKS =
CLASS C HANDS-ON EXPERIENCE IN WEEKS =
CLASS D HANDS-ON EXPERIENCE IN WEEKS =

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