

Instructions for Completing the Exam/Reciprocity Application For Oregon Water System Operators

Read Rules for Certification of Water System Personnel (OAR 333-061-0260). Certification is meant for operators with hands-on experience and those making direct decisions affecting water quality and/or water quantity. Substitute credit can be given for duties other than those for the certification you require. See Rules (OAR 333-061-0245). When you compile your documentation, review the minimum experience and education requirements for the exam (see last page) being sure you have documented sufficient education and/or experience to meet these requirements. All experience must be met before you qualify to sit for the exam. If you have submitted a copy of your high school diploma or GED with a previous application, you do not need to send another. All previous applications and affidavits remain in our files. Print the Application from our website and check whether you wish Reciprocity, Exam, or Special Exam and the level desired. **Incomplete applications will be denied.**

Applications received after the filing deadline and incomplete applications will be denied acceptance to the regular exam. This may delay your certification for up to six (6) months until the next regularly scheduled exam. Regular Exams are held on the **third (3rd) Thursday** of **May** and **October**. Special exams can be taken at our Portland Office or at some community colleges throughout the state only during the months of February, June, July and November. Community Colleges require an additional proctor fee at time of exam.

FEES: All fees are non refundable; except exam fees may be refundable.

Make check payable to: Department of Human Services
 Mail application & fee to: Cashier, P.O. Box 14260, Portland, OR 97293-0260.

Application Fees effective January 31, 2006.

Regular Exam:	Level 1 = \$85	Special Exam:	Level 1 = \$120
	Level 2 = \$105		Level 2 = \$140
	Level 3 = \$125		Level 3 = \$160
	Level 4 = \$145		Level 4 = \$180
	FE = \$85		FE=\$120

Reciprocity = \$100 per certificate desired plus exam fee when exam required.

For Exam Applications, Include:

- copy of your high school diploma or GED (unless already on file)
- Affidavit(s) of employment from each relevant place of employment
- copy of college transcript or CEUs (when needed for level desired)
- proper fees

If your application is accepted, you will be notified via mail (3 to 4 weeks after the deadline) of the exam date and location. **Save the letter**. The letter and your photo ID is your admittance to the exam. The \$35.00 exam fee will only be refunded if you call at least 1 week in advance to say you cannot sit for the exam. The application fee is non-refundable. Exams are sent out of State for grading. Results will be posted to the web site as soon as we receive them (about 3-4 weeks after the exam). The passing results and certifications will be mailed (about 5 weeks after exam). No results will be given by telephone. Please do not call for results.

The exam has a 3-hour time limit for completion. However, when two exams are taken at a time, 4 hours will be allowed. When exams are not taken in consecutive order, you will be given a multiple-entry exam which covers material from the exams you missed. Because of that, this exam will have more questions and 4 hours will be allowed for the exam.

Your exam admittance letter will come with study information and a list of calculators not permitted in the exam.

Reciprocity Reviews include:

- copy of your high school diploma or GED
- Affidavit(s) of employment from each relevant place of employment
- copy of college transcript or CEUs (when needed for level desired)
- proper fee
- copy of your current state certificate
- a copy of the regulations under which that state certifies water system operators
- name and phone number of the certification officer in your state
- a completed reciprocity application form

If your state's requirements are not equivalent to Oregon's requirements, you may be required to take and pass an exam or you may be offered certification at a lower grade than you requested. You will be notified by mail of the results of our review. All reciprocities are on a case-by-case basis. Please read our Rules prior to making application. ***Incomplete applications will be denied, and you will need to reapply for another determination.***

Renewals & CEUs

Yearly renewal fees are **\$40** for a Distribution or Treatment license or **\$60** for a combination Distribution and Treatment certificate. Filtration Endorsements are part of a treatment certification, and require no additional certification fee.

Drinking Water certifications are renewed each year; and 2.0 CEUs are required every other year, depending on the first letter of your last name. Operators with last names starting with **A-K will send in 2.0 CEUs at the end of EVEN numbered years**. Those at the end of the alphabet, **L-Z, are required to send CEUs at the end of ODD numbered years**. PDH's are not considered continuing education. Only CEUs accepted by OESAC for drinking water renewals will be accepted. See www.oesac.com for the list of accepted courses. Be sure to differentiate between the column for drinking water renewals and the column for wastewater renewals. Wastewater CEUS will not meet the requirement for drinking water renewals. Newly certified operators will not be required to send in CEUS during the same year they take an exam. Reciprocity operators are expected to continue CEU requirements and will be required to send CEUs when due according to their last name. Be sure to read your yearly renewal and keep us informed of any address change.

If you should lose a renewal form, there is a generic form on our website which you can print and fill out by hand.

Special Exams

For special exams, please indicate on the application where you would like to take the exam. Special exams can be taken in Portland at the state office or at one of the colleges listed below only during the months of February, June, July and November. After review of your application, you will be contacted with further information. **DO NOT CALL THE COLLEGE** on your own; they have no record of you until we call them or send them your exam. You will need an admittance letter and photo ID.

COMMUNITY COLLEGES that will proctor special exams

Blue Mountain Community College
Central Oregon Community College
Columbia Gorge Community College
Klamath Community College
Linn Benton Community College
Oregon Coast Community College
Rogue Community College
Southwestern Community College
Tillamook Bay Community College
Treasure Valley Community College
Umpqua Community College

SOCIAL SECURITY NUMBER REQUIREMENT

As a part of your application for an initial or renewed occupational, professional or recreational license, certification, or registration issued by the State of Oregon, you are required to provide your Social Security Number to the State of Oregon. This is mandatory. The authority for this requirement is Oregon Laws 1997, chapter 746, section 117 (ORS 25.785) and 42 USC § 666(a)(13). Failure to provide your Social Security Number will be a basis to refuse to issue or renew the license, certification, or registration you seek. Although a number other than your Social Security Number appears on the face of the licenses, certificates, or registrations issued by the State of Oregon, your Social Security Number will remain on file with the State of Oregon. This record of your Social Security Number will be used for child support enforcement purposes.

OREGON WATER OPERATOR
GRADE LEVEL PREREQUISITES

Must be met prior to acceptance for exam.

TREATMENT OPERATORS

Level	Requirements
1	<ul style="list-style-type: none"> • HS/GED and 1 year experience, OR • A 2-year Associates degree in water technology may be substituted for 6 months of the experience No other education can be substituted for this requirement.
2	<ul style="list-style-type: none"> • HS/GED and 3 years experience, OR • 1 year relevant post-high school education and 2 years experience
3	<ul style="list-style-type: none"> • HS/GED, 1 yr relevant post-high school, and 5 yrs experience, with 2.5 yrs of ODM; OR • HS/GED, 2 yrs relevant post-high school, and 4 yrs experience with 2 yrs of ODM; OR • HS/GED, 3 yrs relevant post-high school, and 3 yrs experience with 1.5 yrs of ODM
4	<p>Currently a Level 3 operator AND one of below:</p> <ul style="list-style-type: none"> • HS/GED, 2 yrs relevant post-high school, and 6 yrs experience with 3 yrs of ODM; OR • HS/GED, 3 yrs relevant post-high school, and 5 yrs experience with 2.5 yrs of ODM; OR • HS/GED, 4 yrs relevant post-high school, and 4 yrs experience with 2 yrs of ODM
FE ⁴	<p>Currently a Level 2 Water Treatment Operator AND</p> <ul style="list-style-type: none"> • 1 yr of ODM; at a Class 2 plant or higher with conventional filtration

DISTRIBUTION OPERATORS

Level	Requirements
1	<ul style="list-style-type: none"> • HS/GED and 1 year experience, OR • A 2-year Associates degree in water technology may be substituted for 6 months of the experience No other education can be substituted for this requirement.
2	<ul style="list-style-type: none"> • HS/GED and 3 years experience, OR • 1 year relevant post-high school education and 2 years experience
3	<ul style="list-style-type: none"> • HS/GED AND 8 YEARS OF OPERATING EXPERIENCE w/2.5 Yrs ODM, OR • HS/GED, 1 yr relevant post-high school, and 5 yrs experience, with 2.5 yrs of ODM; OR • HS/GED, 2 yrs relevant post-high school, and 4 yrs experience with 2 yrs of ODM; OR • HS/GED, 3 yrs relevant post-high school, and 3 yrs experience with 1.5 yrs of ODM
4	<p>Currently a Level 3 operator AND one of below:</p> <ul style="list-style-type: none"> • HS/GED AND 10 YEARS OF OPERATING EXPERIENCE w/3 Yrs ODM, OR • HS/GED, 2 yrs relevant post-high school, and 6 yrs experience with 3 yrs of ODM; OR • HS/GED, 3 yrs relevant post-high school, and 5 yrs experience with 2.5 yrs of ODM; OR • HS/GED, 4 yrs relevant post-high school, and 4 yrs experience with 2 yrs of ODM

Each year of experience is equivalent to 12 months of full-time work in water treatment or distribution, with 100% of time spent on activities in the certification desired (treatment or distribution). Note: An operator who works both in treatment and distribution will take longer than one year to qualify for a Level 1. (See rules regarding substitute experience.)

Forty-five (45) continuing education quarter units can be substituted for 1 year of post high school education.

ODM = Operational decision making

FE = Filtration Endorsement (This requires an exam but no additional yearly certification fees)