



Department of Human Services  
 Drinking Water Program P.O. Box 14450  
 Portland, OR 97293-0450  
 (971) 673-0413 or (971) 673-0426

For Office Use Only - DO NOT WRITE IN THIS AREA

**Application for Certification Exam  
 Drinking Water System Operator**

Please print or type

Website: <http://oregon.gov/DHS/ph/dwp>

**General Information**

Date: \_\_\_/\_\_\_/\_\_\_ OR OpCert # \_\_\_ Type: \_\_\_ SS #: \_\_\_ - \_\_\_ - \_\_\_ (required)

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_  
 (Last) (First) (M.I.)

Address: \_\_\_\_\_  Check if new

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

If out of US: Country \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone: (\_\_\_\_\_) \_\_\_\_\_ Business/Work phone: (\_\_\_\_\_) \_\_\_\_\_

Have you ever had a certification revoked or suspended? Yes  No   
 Have you ever applied for certification as a Water Treatment or Distribution Operator in Oregon? Yes  No   
 Have you let an Oregon Drinking Water Certification Lapse? Yes  No   
 Do you have any Wastewater Certifications? Yes  No  If Yes, please list: \_\_\_\_\_

**Application Type**

Check the appropriate box for the exam, cert type and level you wish.

WD=Water Distribution

WT=Water Treatment

FE= Filtration Endorsement

Exam	Exam Type	Exam Levels w/Required Fees	Office Use Only
<b>Regular Exam</b> <input type="checkbox"/> May 20, 2010 <input type="checkbox"/> October 21, 2010 <input type="checkbox"/> April 1, 2010 (Eastern Oregon**)	<input type="checkbox"/> WD <input type="checkbox"/> WT <input type="checkbox"/> FE	<input type="checkbox"/> 1 (\$85) <input type="checkbox"/> 2 (\$105) <input type="checkbox"/> 3 (\$125) <input type="checkbox"/> 4 (\$145) <input type="checkbox"/> 1 (\$85) <input type="checkbox"/> 2 (\$105) <input type="checkbox"/> 3 (\$125) <input type="checkbox"/> 4 (\$145) <input type="checkbox"/> FE (\$85)	(353) 71100-70211-2205
<b>Special Exam*</b> <b>Computer exams ONLY</b> (*only during February June, July & November)	<input type="checkbox"/> WD <input type="checkbox"/> WT	<input type="checkbox"/> 1 (\$120) <input type="checkbox"/> 2 (\$140) <input type="checkbox"/> 3 (\$160) <input type="checkbox"/> 4 (\$180) <input type="checkbox"/> 1 (\$120) <input type="checkbox"/> 2 (\$140) <input type="checkbox"/> 3 (\$160) <input type="checkbox"/> 4 (\$180) No FE exams given as computer exams	(353) 71100-70211-2205

**Exam Location**

Please indicate the exam site where you wish to take the exam. If an exam is not scheduled at the site you request, you will be scheduled at the next closest exam site to your home address. **\*\*(Eastern Oregon's Spring Short School also offers regular exams in April. Those applications must be received in Portland by February 1.)**

Bend  Eugene  Medford  Portland Area  Roseburg  Salem

\*\*Eastern Oregon:  Ontario (even years)  Pendleton (odd years)

**Deadlines for regular exams: March 15/August 15**

Please mail completed application to: **Cashier**  
**Department of Human Services**  
**PO Box 14260**  
**Portland, OR 97293-0260**

Make check payable to: DHS-State of Oregon  
 (Include required fees according to exam)

## *Employment History*

Complete a section for each water-related job. Begin with your present employer and list all work duties. If you need additional pages, make a copy of this page and attach to this application. **DESCRIBE ALL YOUR JOB DUTIES, EVEN THOSE NOT WATER RELATED.** If employed by a contract company, please list the company's name.

### *Employer #1*

Employer: \_\_\_\_\_ PWS ID#: 41 \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Your Title: \_\_\_\_\_ Dates employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Months Employed: \_\_\_\_\_ (circle one): Full Time Half Time Less than 1/2 time (# of hrs/week): \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
(Name) (Certification type & level)

Please use the lines below to describe ALL the duties you perform(ed) at this place of employment.

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### *Employer #2*

Employer: \_\_\_\_\_ PWS ID#: 41 \_\_\_\_\_

Employer Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Your Title: \_\_\_\_\_ Dates employed: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Months Employed: \_\_\_\_\_ (circle one): Full Time Half Time Less than 1/2 time (# of hrs/week): \_\_\_\_\_

Supervisor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
(Name) (Certification type & level)

Please use the lines below to describe ALL the duties you perform(ed) at this place of employment.

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## *Education*

Date awarded high school diploma or GED: \_\_\_\_/\_\_\_\_/\_\_\_\_ (include copy if not on file with DHS)

College: \_\_\_\_\_ Year(s) \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

One year of post high school education is equal to a combination of 45 CEUs and/or college quarter credit hours. Attach copies of ALL CEU certificates awarded. Do not assume they are already on file. For college courses, attach copy of transcript for evaluation. **NOT ALL COLLEGE COURSES WILL COUNT.** They must be evaluated on an individual basis.

## *Statement of Authenticity*

***It is a violation subject to penalties and/or revocation of certification for any person to knowingly and willfully make any false statement or representations in any application, record, or other document filed herewith.***

I hereby certify that to the best of my knowledge all statements made on this application and all attachments are true and correct. I further authorize the Department of Human Services to contact my references and employers (past and present) for verification. I understand that this certification can be denied or revoked if obtained by fraud or deceit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**This must be signed and dated.**

## *Affidavit of Employment*

For inclusion with exam or reciprocity application, which requires a check, send to: **Cashier, Department of Human Services , PO Box 14260, Portland, OR 97293-0260.** When mailing to Operator Certification Staff, send to: **Attn: Op Cert, Drinking Water Program, PO Box 14450, Portland, OR 97293-0450.**

### *Instructions to Supervisor/Employer*

This Affidavit of Employment is required for certification as a Water System Operator in the State of Oregon. It is used to verify employment of applicants applying for certification through examination or reciprocity. As the **SUPERVISOR**, DRC or Employer of a Water System Operator, it is **YOUR RESPONSIBILITY** to verify his or her employment for work related experience attained while under your employment or supervision. Please fill in all of the requested information on the Affidavit of Employment. The following information is to assist you in completing the Affidavit.

**PWS** = Public Water System  
**WTP** = Water Treatment Plant

**WD** = Water Distribution  
**FE** = Filtration Endorsement

**WT** = Water Treatment  
**ODM** = Operational Decision Making

<b>Employee Name</b>	Fill in the last name, first name and middle initial of the applicant.
<b>Job Title</b>	Fill in the actual job title of the employee.
<b>Certification #</b>	Fill in the certification number ( <i>if applicable</i> ) of the applicant.
<b>PWS Name</b>	Fill in the name and address of the PWS where the employee attained the experience.
<b>PWS I.D. #</b>	Fill in the I.D. number assigned to the PWS by the Drinking Water Program.
<b>Company Name</b>	Fill out <b>only when your company contracts services to a PWS</b> and you are verifying that employment for an applicant for certification.
<b>Dates of Employment</b>	Indicate whether or not the applicant is currently employed. Fill in the Month/Day/Year of the employee's <b><u>drinking water experience employment</u></b> .
<b>Work Status</b>	Fill in the number of months worked and check whether the work was fulltime, halftime, or less than half time ( <i>list the hours per week when less than half time</i> ).
<b>Job Duties</b>	Check the appropriate drinking water duties employee performed <u>while in your employment</u> or under your supervision.
<b>Job Description Type</b>	Check the appropriate job description of the employee. Fill in the total percentage of time the employee <u>spent</u> or was <u>responsible</u> for Treatment or Distribution. When an operator is responsible for Distribution and Treatment at the same time, add an "R"(for Responsible) on the WT % line and fill in % of time spent on all D duties. Call Drinking Water Program (971) 673-0426 (Op Cert Coordinator) for questions. Include percentages for Wastewater and/or Other Water Related and list Other (such as street maintenance, parks, meter reading, storms, vehicle maintenance, grounds, conservation, sidewalks).
<b>Experience Type</b>	Check the appropriate type of experience gained while under your supervision or employment. We are looking for actual type of experience gained. For example: Was the employee's experience in the Operational Decision Making of the plant or system such as a shift lead person or DRC work without the correct certification level? If the employee has gained experience in more than one of the options, please check all appropriate boxes and fill in the number of months experience was gained in each type of experience.
<b>Filtration Endorsement</b>	<b><i>This is necessary to be completed for FE exam applicants only. Check this box, fill in the number of months of ODM, and circle whether your plant uses direct or conventional filtration.</i></b>
<b>Statement of Authenticity</b>	Sign and date the form verifying that all the information is correct and true. <b>Do not allow anyone else to sign for you.</b> After you have signed the form please fill in your daytime telephone number, print or type your name in the space provided and list your working title. <b><u>Do not sign an incomplete form. An applicant cannot sign here.</u></b>
<b>This Exam is Paid For</b>	Check this box so that we know where to send a refund if applicant is denied for exam.

# Affidavit of Employment (to be completed by Supervisor)

One page needed for each place of employment

Last name of applicant \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Job Title \_\_\_\_\_ Certification # \_\_\_\_\_

PWS Name: \_\_\_\_\_ PWS I.D. # 4 1

PWS Address \_\_\_\_\_

From: Company Name: \_\_\_\_\_

(This line is for name of company that contracts services to Public Water Systems)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Verification of Employment and Experience

Applicant:  is currently employed  was employed Starting from: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

Total number of months employed: \_\_\_\_\_  Full Time  Half Time  Less than 1/2 time (# of hrs/week) \_\_\_\_\_

The following activities are considered water system operating experience. Please place a check mark in the box beside each activity this employee performs or has performed while in your employment or under your supervision. List the total percentage of time this employee has spent or is responsible for all of the activities which you checked. (O & M = Operation and Maintenance). Circle if only one or the other.

### Water Treatment Job Duties

- Performance of Laboratory tests
- O & M of Coagulant Feed System
- Calculation of CT values
- O & M of Conventional or Direct Filtration System
- O & M of Fluoride Feed System
- O & M of Hypochlorination & Gas Chlorination System
- O & M of Slow Sand Filter
- O & M of Cartridge, Bag, or Diatomaceous Earth Filter

### Water Distribution Job Duties

- O & M of Storage Tanks
- O & M of Valves
- O & M of Cross Connection Program
- Distribution System Flushing
- Installation of Taps/Pipelines/Service Connections
- Leak Detection/Repairs
- O & M of Booster Station/Pumps and Motors
- Water quality testing (sampling) (i.e. Bacteria, etc.)

### Job Description Type

(Check all that apply. Percentages MUST be completed)

If responsible for D or T while doing other duties, see previous page for instructions.

- Water Distribution Operator (WD) % of time= \_\_\_\_\_
- Water Treatment Operator (WT) % of time= \_\_\_\_\_
- Wastewater Collections Operator % of time= \_\_\_\_\_
- Wastewater Treatment Operator % of time= \_\_\_\_\_
- Other <sup>2</sup>Duties % of time= \_\_\_\_\_ list below

Other duties \_\_\_\_\_

### Experience Type

- Employed as a Water Operator for \_\_\_ months
- Operational Decision Making<sup>1</sup> for \_\_\_ months

### Filtration Endorsement

(This must be completed when applying for FE exam)

- ODM<sup>1</sup> at class 2 or higher for \_\_\_ months at conventional filtration treatment plant

<sup>1</sup> Operational Decision Making (ODM) means having responsibility for making decisions among alternatives in the performance of the Water Treatment Plant or the Water Distribution system regarding water quality or quantity which affect public health. (This includes certified operators doing DRC work but are not certified at level required for system.)

<sup>2</sup> Other duties may include meter reading, park maintenance, storm water, streets, sidewalks, inventory, irrigation, to name a few.

## Statement of Authenticity

**It is a violation subject to penalties and/or revocation of certification for any person to knowingly and willfully make any false statement or representations in any application, record, or other document filed herewith.**

Only the immediate supervisor or the DRC of the system as indicated in the job description type above may verify this document.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Supervisor's Name (printed) \_\_\_\_\_ Cert # \_\_\_\_\_ Title: \_\_\_\_\_

Are you DRC of this system? Yes  No

This exam application is being paid by:  Employee  Employer  Other: \_\_\_\_\_

Are all blanks completed?