



State of Oregon Department of Environmental Quality

Reciprocity Application Instructions

For Wastewater Operator Certification

Treatment Grades I-IV

(Note: do not send these instructions with your application – keep for your records)

Incomplete applications or incorrect fees will be returned for completion

Fill in all sections. If the information requested is not applicable, write N/A.

A. Applicant Information

Enter applicant's legal name and social security number (required unless already on file with DEQ).

B. Mailing Address and Contact Information

Complete all sections. Enter your current employer name and the wastewater system name if it is different from the employer name. Answer Y/N to the next 2 questions.

C (1). Certificate Application Type & Grade

Select the grade level you seek.

Qualifying Path: Select a Qualifying Path (A-D); see the Qualifications table in the Instructions.

Fee: Make checks payable to "Oregon DEQ" for the corresponding fee for that grade.

C (2). Your Certificate: fill in the state where you are currently certified.

Reciprocal certification (by RECIPROCITY) is available to applicants with a valid certificate in good standing in another state or province. This avenue to Oregon certification is a waiver for only the examination. The education and experience required by Oregon DEQ apply to all applicants.

See the qualifications table at the end of the Instructions, per Oregon Administrative Rule 340-049-0050:

<https://www.oregon.gov/deq/wq/wgpermits/Pages/Wastewater-Operator-Certification.aspx>

and <https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=1466>.

Complete the boxes in the lower block of section C that pertain to your current certification. Attach a copy of your current and valid certificate from the other state which administered your exam. To receive the same certificate type and grade, you must have passed the national standardized ABC exam. We will contact your issuing state for verification. An **additional affidavit and supervisor's statement (sections I and J) will be necessary** to verify that you have the experience necessary for the certification grade you have requested. For example, if you recently accepted a job in Oregon, you should include an affidavit or similar statement from your most recent previous supervisor (from the other state) in addition to the affidavit from your current supervisor in Oregon.

Education and Training: Education documents must be legible and include the applicant's name, achievement type, and award or completion date. If required, post high-school documents (CEUs or transcripts) must be attached or already credited and on file. Fill in the blocks for school data.

D. High School / GED Requirement

A valid high school diploma, transcript, or GED is the base education requirement for all Oregon certification grades, and a legible document or copy **must** be included or on file with DEQ, even if you also have college credits.

E. College / University, Community College, or Trade School

Awarded degrees and other accumulation of academic credits documented on transcripts and/or may be accepted in the fields of engineering, chemistry, water/wastewater technology, physical, biological, or applied sciences, mathematics, or operation management per OAR 340-049-0030(4). One or more years of post-high school education equals the following: 1 year = minimum of 45 quarter hours or 30 semester hours. List the semester/quarter credits and totals. Course credits outside these fields/majors may be reviewed on a course-by-course basis through attaching transcript(s) to the application.

F. Continuing Education Units (CEUs)

Attach only if needed toward post-HS education. CEU awards must be legible documents that provide the applicant's typed name, number of wastewater CEUs, completion date, and instructor or sponsor. The total CEU's must be totaled in section F by the applicant. Additional sheets of page 2 may be attached in order to list and provide a total of all CEUs. *Applicants should only submit CEUs when 45 or more have been earned, and if the application is for grades II-IV. To receive credit, CEUs must be listed in this section and the CEU certificates must be attached to the application even if they were submitted previously to DEQ.* CEU credits and academic course hours (by transcripts) can be combined to equal one year of post-high school education. List and attach courses in **chronological order**.

G. Wastewater Operator Work Experience History

All sections are required; include detailed and accurate information. Use the checkboxes to summarize your duties. The percentage blocks per each listed job **must total 100%**. Provide a description statement of your wastewater operator *direct* and *related* experience. "*Direct*" operator experience = percent of the work history segment related to the certificate *type*. "*Related*" operator experience can include wastewater collections (for Treatment certificate), wastewater treatment (for Collection certificate), drinking water distribution, treatment, or lab work (for either). Describe any Industrial, Pre-treatment, septic system maintenance, water testing laboratory, or storm water management experience for consideration by DEQ. Domestic wastewater treatment system experience is direct experience for a treatment certificate; domestic wastewater collections/conveyance system experience is direct experience for a collections certificate. See the Qualifications Table, Instructions page iii. Direct and Related experience is summed for the total experience required. System Type, Classification (SWWS – IV), State Permit # etc. are REQUIRED (see the facility Permit). For Collection-only systems (no Treatment permit), contact DEQ for File #. The Designated System Supervisor is the System Supervisor on record with DEQ. *Applications that state "see attached", or are blank in the description of duties/responsibilities will be returned to the applicant for completion.*

H. Reference

List one reference with first-hand knowledge of your operator work history and/or duties.

I. Affidavit of Most Recent Operator Work Experience

The supervisor or manager is to complete this block about the applicant's employment and the System. Complete each block accurately; Oregon permit and file numbers are **required**. If additional experience documentation is needed for the grade, DEQ may require additional Affidavits from previous work history to confirm your qualifications.

J. Supervisor's Statement of Applicant's Routine Tasks and Duties and Certification of Affidavit

The applicant's supervisor, manager, public works director, city administrator, commissioner, mayor, or the equivalent submits their own statement describing the applicant's daily operator tasks and duties. This person who certifies the Affidavit by signing / dating in Section J shall have sufficient knowledge to submit the statement of the applicant's routine duties and tasks in Section J. The official position or job description from the employment or records office may be attached *in addition—but not as a substitution*—for this statement from the supervisor in Section J.

K. Applicant Signature / Date (required from all applicants)

******* How To Use Qualifications Table below *******

Paths A-D: Applicants may qualify for certification through different paths of experience and education.

Education (Ed):

- HS = valid high school diploma, transcript, GED certificate, or equivalent, documentation is required.
- **Qualifying PHS Ed**= Post-High School education in years: One year of post-high school education equals 45 qualifying Continuing Education Units (CEUs) or equivalent, or 45 quarter or 30 semester hours of qualifying college or university credit. (HS + 1 = High School + 1 year of PHS Ed). Qualifying college degrees or credits must be in the **applied sciences fields (see Instructions for section E)**. Qualifying CEUs must be approved/relevant to operator job tasks and required knowledge, and may be combined with qualifying college credits.
- Credits for on-the-job training may be used to meet education or experience, but not both.

Experience (Exp in years):

- Year(s) of experience in the routine performance of operator duties, tasks, and responsibilities at a domestic wastewater collection or treatment system (may include operator intern or trainee if not also CWE). DEQ may give partial credit for experience in a related field, as allowed by rule.
- Grade I: an approved Associate of Applied Science degree in water quality / wastewater technology may substitute for 6 months experience; confirm in advance.
- Grades III and IV: a minimum amount of System Class operator experience is required.
- **Provisional** application requires all 3: current employment at a wastewater system, enrolled in DEQ-approved training, being trained and supervised by a properly certified operator (See Instructions for more details).

System Class of the classified domestic wastewater system:

The system classification of where you earned your experience. Page 1 of the permit contains this classification, or if no permit, the collection-only wastewater system is classified by population or number of connections. At least half of the total experience must be no more than one grade lower than the certificate grade desired.

TREATMENT SYSTEM Operator Qualifications												
Certificate Level	Path A			Path B			Path C			Path D		
	HS or Qualifying PHS Ed	Exp (y)	Treatment System Class	Qualifying PHS Ed	Exp (y)	Treatment System Class	Qualifying PHS Ed	Exp (y)	Treatment System Class	Qualifying PHS Ed	Exp (y)	Treatment System Class
SWWS	HS	1	SWWS									
Grade I	HS	1	I-IV									
Provisional I	HS	any	SWWS-IV									
Grade II	HS	3	I-IV	1	2	I-IV						
Grade III	HS	8	4y ≥ II	1	5	2.5y ≥ II	2	4	2y ≥ II	3	3	1.5y ≥ II
Grade IV	HS+1	10	5y ≥ III	2	6	3y ≥ III	3	5	2.5y ≥ III	4	4	2y ≥ III

Application Checklist

A complete application includes:

- All sections and blocks legible and complete
- Correct fee, make checks payable to Oregon DEQ
- High school diploma / transcript or GED certificate attached unless already on file
- Post-HS education documents if needed for this certification level and Path (page 2)
- Detailed work experience (include duties, System information, state permit # and file #, supervisor name / contact, etc.), page 3-4...
- Complete Affidavit, page 5, verifying your qualifying work experience
- Statement, initials, and signature/ date from manager on page 5
- Signatures / date from applicant on page 5, at bottom
- Proof-read your application for errors or omissions prior to mailing
- KEEP a COPY of this application for your records. Copy requests from DEQ will incur a copying fee

Incomplete forms will be returned for completion.

Application fees are non-refundable.

Questions? Contact the Certification Program at opcert@deq.state.or.us or call 503-229-5349, 503-229-5161, or 800-452-4011.

Send Application and Fee to: DEQ Business Office 700 NE Multnomah Ave, Ste 600 Portland, OR 97232-4100	 <small>State of Oregon Department of Environmental Quality</small>	Oregon Department of Environmental Quality Application for the Wastewater Operator Treatment Certificate by Reciprocity*	DEQ USE ONLY L2k Receipt #: _____ Application #: _____ Amount Received: _____ Date Received: _____ Check #: _____
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NOTE TO APPLICANT: Unless otherwise stated, **all information is required** for the application to be processed.
 See Instructions for each lettered section on Instruction Pages i-iv. Processing time is about 30-40 days from receipt.

A. APPLICANT INFORMATION

Last Name:	First:	Middle:
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Social Security Number* (required):

*Note: SSN required per ORS 25.785 and 305.385 unless already on record with DEQ.

B. MAILING ADDRESS AND CONTACT INFORMATION

Address:	City:	State:	Zip Code:
Work Phone:	Home Phone:		

Email (required):

Current Employer Name:	Wastewater System Name (if different):
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Have you ever been certified in Oregon for wastewater system operation? Yes No

Have you ever had a wastewater system operator certificate or license revoked or suspended? Yes No

C (1). CERTIFICATE APPLICATION TYPE & GRADE *(attach check or money order)* FEES

1) <input type="checkbox"/> Grade I Treatment	\$160
2) <input type="checkbox"/> Grade II Treatment	\$190
3) <input type="checkbox"/> Grade III Treatment	\$220
4) <input type="checkbox"/> Grade IV Treatment <small>(Attach min. of 1 year post-HS documents. See Instructions for page 2.)</small>	\$260
<input type="checkbox"/> Request for receipt of payment (optional)	\$0

Indicate your qualifying path: (see Application Instructions) Path A B C D

C (2). Your CERTIFICATE, in state of: _____

*Reciprocity applicants must hold and **attach** the current certificate, in good standing, from another state, province, or certifying authority. **If you have NOT taken the ABC national standardized exam for your current grade level, you will not be granted equal reciprocity in Oregon (a state-customized ABC exam is NOT equivalent to the standard ABC exam). For certificates gained by other than ABC exam, reciprocity of a lower grade will be considered. Your other option is to submit the Oregon certification application and take the standard ABC exam.**

Certifying Authority/Agency:	Exam date:
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Mailing Address:

Certificate Type & Level:	Certificate No.:	Expiration Date:
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EDUCATION AND TRAINING

D. HIGH SCHOOL / GED REQUIREMENT *

High School Graduate: Yes No GED Certificate: Yes No

School: _____ Location (City, State): _____ Award Date (mm/yyyy): _____

*HS diploma, transcripts, GED certificate, or equivalent documentation is **required** for all Grades, if not already on file.

E. COLLEGE / UNIVERSITY, COMMUNITY COLLEGE, OR TRADE SCHOOL *(Indicate if semester or quarter credits)*

If not already on file, attach your educational documents at the end of this application. See Instructions, and Qualifications tables, if you qualify by substituting education for experience (45 qtr. / 30 sem. credits = 1 year).

Name of School	Location (City, State)	Title of Major, degree type if awarded	# Credits (S or Q) (S = semester Q = Quarter)	Completion Date

F. CONTINUING EDUCATION - List & attach in chronological order. *(Attach more sheets if necessary. The sum total CEUs/training must be listed below and submitted to receive post high school education credit as per **Paths A-D**).*

Subject / Title	Location (City, State)	Sponsor or Instructor	# CEUs	Completion Date
Total CEUs/Training Hrs:				

G. WASTEWATER OPERATOR WORK EXPERIENCE HISTORY

Provide a detailed description of **domestic** wastewater operator duties and responsibilities for each segment of work history. Include **other related** duties. Operator-In-Training (OIT) Applicants: See Instructions, Section G.

Current or Most Recent Experience – Job #1

Formal Job Title:		Average hours worked per week:	
From: (mm/yyyy)	To: (mm/yyyy)	Percentages below must sum to 100%.	
WW Treatment & WW Lab: %	WW Collection %	Drinking Water (Treatment, Distribution, Lab): %	
WW Pretreatment or Industrial WW %	Stormwater Mgmt %	Other Misc. Duties %	

Check all duties below that you cover:

WW Treatment System: Operate & Maintain = O & M

- O & M Community septic, STEG, or STEP system
- O & M: Waste treatment lagoon / constructed wetlands
- O & M: Trickling filter or Rotating Biological Contactor system
- O & M: Activated sludge process
- O & M: Membrane Bioreactor treatment system
- O & M: Bar screen, comminutor, grit chamber
- O & M: Aeration basins, primary & secondary clarifiers
- O & M of dissolved air flotation (DAF)
- O & M of primary and / or tertiary filters
- Diagnosing / troubleshooting pumps / motors / valves / equipment
- Preventive or corrective maintenance of plant equipment
- Collect process control samples, interpret results
- Make plant process control decisions based on results
- Take plant readings (e.g. flow, power, pressure, chemical)
- Measure influent / effluent and / or RAS & WAS parameters
- Operate, monitor, adjust effluent disinfection e.g. chlorination, dechlorination, UV, ozone
- O & M: sludge digester
- O & M: sludge dewatering process
- O & M of digester gas / re-use / co-generation
- Adjust polymer feed rates
- Disposal of sludge or effluent: biosolids handling, hauling, land apply, and / or effluent re-use
- Operate, interpret, monitor SCADA system
- Review and interpret operational records for possible problems
- Prepare regulatory reporting documents
- Prepare other facility reports, policies, procedures, manuals

WW Collection System:

- Installation, maintenance, inspection, repair of sewer lines / systems, test for leaks
- Excavation, trenching / shoring, safe-digging
- Line locating, clearing, hydro-washing, hydro-vacuuming, televising, flushing
- Use / repair equipment & tools
- Lift / pump station inspect / test / maintain / repair
- Diagnosing / troubleshooting motors / valves / equipment / pumps
- Work safely in confined spaces
- Inflow and infiltration analysis or reporting
- Sanitary Sewer Overflow reporting
- Interpreting blueprints, schematics, GIS tools
- Evaluate / monitor / improve system performance
- Prepare other system reports, records, policies, procedures, manuals, asset management

Wastewater Lab:

- Monitor wastewater, effluent, and sludge quality
- Organics testing - BOD, BOD5, COD, TOC, etc.
- Bacteria / coliform testing
- Solids sampling - TS, TSS, VSS, MLSS, etc.
- Testing for: temperature, chlorine residual, conductivity, pH, DO, volatile acids, alkalinity
- Quality assurance & control / instrument calibrations, SOP
- Other lab tests, sampling, documentation

Other Systems Management

- Industrial wastewater Stormwater system Drinking Water system

Applicant's Description of routine duties and other duties not listed above:

Employer Name:		System Name:	
System Address:			Permit #:
City:		State:	Zip Code:
System Type and Classification Level:		"Designated System Supervisor" (the designated supervising system operator on record with DEQ):	
System Supervisor Phone Number:			Email:

G. WASTEWATER OPERATOR WORK EXPERIENCE HISTORY - continued

Previous Work Experience Job # (list back in chronological order – Attach additional Previous Work Experience pages as necessary to demonstrate qualification)

Formal Job Title: _____ Average hours worked per week: _____

From: (mm/yyyy) To: (mm/yyyy) Percentages below must sum to 100%.

WW Treatment & WW Lab: % WW Collection % Drinking Water (Treatment, Distribution, Lab): %

WW Pretreatment or Industrial WW % Stormwater Mgmt % Other Misc. Duties %

Check all duties below that you cover:

- WW Treatment System: Operate & Maintain = O & M**
- O & M Community septic, STEG, or STEP system
 - O & M: Waste treatment lagoon / constructed wetlands
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 - O & M: Activated sludge process
 - O & M: Membrane Bioreactor treatment system
 - O & M: Bar screen, comminutor, grit chamber
 - O & M: Aeration basins, primary & secondary clarifiers
 - O & M of dissolved air flotation (DAF)
 - O & M of primary and / or tertiary filters
 - Diagnosing / troubleshooting pumps / motors / valves / equipment
 - Preventive or corrective maintenance of plant equipment
 - Collect process control samples, interpret results
 - Make plant process control decisions based on results
 - Take plant readings (e.g. flow, power, pressure, chemical)
 - Measure influent / effluent and / or RAS & WAS parameters
 - Operate, monitor, adjust effluent disinfection e.g. chlorination, dechlorination, UV, ozone
 - O & M: sludge digester
 - O & M: sludge dewatering process
 - O & M of digester gas / re-use / co-generation
 - Adjust polymer feed rates
 - Disposal of sludge or effluent: biosolids handling, hauling, land apply, and / or effluent re-use
 - Operate, interpret, monitor SCADA system
 - Review and interpret operational records for possible problems
 - Prepare regulatory reporting documents
 - Prepare other facility reports, policies, procedures, manuals

- WW Collection System:**
- Installation, maintenance, inspection, repair of sewer lines / systems, test for leaks
 - Excavation, trenching / shoring, safe-digging
 - Line locating, clearing, hydro-washing, hydro-vacuuming, televising, flushing
 - Use / repair equipment & tools
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 - Diagnosing / troubleshooting motors / valves / equipment / pumps
 - Work safely in confined spaces
 - Inflow and infiltration analysis or reporting
 - Sanitary Sewer Overflow reporting
 - Interpreting blueprints, schematics, GIS tools
 - Evaluate / monitor / improve system performance
 - Prepare other system reports, records, policies, procedures, manuals, asset management

- Wastewater Lab:**
- Monitor wastewater, effluent, and sludge quality
 - Organics testing - BOD, BOD5, COD, TOC, etc.
 - Bacteria / coliform testing
 - Solids sampling - TS, TSS, VSS, MLSS, etc.
 - Testing for: temperature, chlorine residual, conductivity, pH, DO, volatile acids, alkalinity
 - Quality assurance & control / instrument calibrations, SOP
 - Other lab tests, sampling, documentation

Other Systems Management

- Industrial wastewater Stormwater system Drinking Water system

Applicant's Description of routine duties and other duties not listed above:

Employer Name: _____ System Name: _____

System Address: _____ Permit #: _____

City: _____ State: _____ Zip Code: _____

System Type and Classification Level: _____ "Designated System Supervisor" (the designated supervising system operator on record with DEQ): _____

System Supervisor Phone Number: _____ Email: _____

H. REFERENCE: list one reference with first-hand knowledge of your wastewater work experience

Name	Job Title	Phone Number

I. AFFIDAVIT OF MOST RECENT WORK EXPERIENCE (all blocks are REQUIRED)

To: State of Oregon
 Department of Environmental Quality
 Operator Certification Program

Applicant Last Name: _____ First: _____ Middle Initial: _____

This affidavit certifies that the above named applicant is / was gaining work the work experience below:

Assigned tasks in **operational duties of the wastewater treatment** system is :
 full-time part-time intern volunteer N/A

Start Date: (mm/yyyy) _____ End Date: (mm/yyyy) _____ or Current

Scheduled total work hours per week: _____ Scheduled work weeks per year: _____

Wastewater System Name: _____ System Type: Collection Treatment Both

DEQ Permit #: _____ DEQ File #: _____

J. SUPERVISOR'S STATEMENT OF APPLICANT'S ROUTINE TASKS AND DUTIES AND CERTIFICATION OF AFFIDAVIT ("see attached", etc. *not* accepted):

 (Supervisor/Manager's initials here) I certify that I have reviewed and agree with the applicant's duties and experience listed for this position on page 3.

I certify that I am the DEQ designated Wastewater Supervisor, OR Authorized Representative of the system owner. *I further certify that my statement above, the information contained within this affidavit, and elsewhere in the application represents the work experience of the above named applicant.*

 Signature of supervisor / representative / manager required _____ Date (mm/dd/yyyy) required

Authorized's Name: _____ Title: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ e-mail: _____

K. APPLICANT SIGNATURE

I certify that all information contained in this application, including any attachments, is true and correct to the best of my knowledge and belief. I understand that omissions may disqualify me and that knowingly making a false statement may result in DEQ's refusal to issue a certificate or revocation of any certification granted, as well as prosecution under ORS 448.992(2), which provides for criminal penalties of a fine, imprisonment or both. I also consent to an investigation of my employment and education record and other statements for the purpose of verification of my qualifications for certification.

 Signature of Applicant, required _____ Date (mm/dd/yyyy) required