



# Supplemental Application Instructions for New Wastewater Operator Certificate by Exam or by Reciprocity

## Use for applying for the following new certificates (not for renewal)

- Small Wastewater System
- Provisional Grade I Collection and/or Treatment
- Operator-in-Training (OIT) Grade I Collection and/or Treatment
- Collection and Treatment Grades I-IV
- Re-examination (re-taking a failed exam, or re-scheduling a missed exam, within one year of initial exam date)
- Post-examination (adding supplemental experience and/or education)
- Any certificate by Reciprocity (certificate issued by another state)

Visit our web page [Wastewater Operator Certification in Your DEQ Online](#) for detailed user guides and videos containing complete step-by-step pictures and instructions for using the online system. Visit our [Wastewater Operator Certification Program homepage](#) for complete program details. All qualification and application requirements are specified in our Oregon Administrative Rules, [\(OAR\) 340-049](#).

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## Before starting an application

- Ensure your account in Your DEQ Online is fully set up as a Responsible Official account, including linking to your facility submittal group permissions.
- Determine which certificate and grade you qualify for by reviewing this table: [Pathway Qualifications Tables for Collection and Treatment](#), also posted on the [Operator Certification web page](#) under program information.

### Translation or other formats

Español | 한국어 | 繁體中文 | Русский | Tiếng Việt | العربية

800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

Make sure you qualify for the certificate you are applying for AT THE TIME of application, not qualifying in the future. Applicants who don't yet meet the minimum wastewater work experience will either have the application sent back to mark a lower grade, or it will be denied for not meeting the minimum requirements. If you have **any questions about what you qualify** for, contact the Program (contacts at the bottom of this document) prior to selecting your certificate. **APPLICATION FEES ARE NON-REFUNDABLE.**

- Open the [Apply for a Wastewater Operator Certificate](#) User Guide, also posted on the Operator Certification web page under Program Information, and follow all steps.

In addition to following the printed User Guide steps, see below for aspects not covered in the User Guide.

## Basic info fields

**In the initial Basic Info tab, fill out all the Applicant Information fields. Make sure your name is spelled properly with proper capitalization in BOTH your YDO account and your Applicant Information fields.**

For example, if you type your name as ALEXIS ANDERSON or alexis anderson, it will populate your certificate in that exact format. For proper names, use this format: Alexis Anderson. The email address you enter will be the one DEQ uses to send you messages about your approval.

The screenshot shows the 'Wastewater System Operator Certificate Application' form, specifically the 'Basic Info' tab. The form is titled '(N/A)' and has a progress bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Applicant Information' section contains the following fields:

- Salutation: [Dropdown]
- First Name: [Text] (Required)
- M.I.: [Text]
- Last Name: [Text] (Required)
- Company: [Text]
- Title: [Text]
- Email: [Text] (Required)
- Phone: [Text] (Required, format: 000-000-0000x0000)
- Mobile: [Text] (format: 000-000-0000)
- Fax: [Text] (format: 000-000-0000)
- Last 4 digits of Social Security #: [Text]
- Birthdate: [Text] (format: mm/dd/yyyy)

## The application Yes/No questions: trigger the correct form and required attachments

Answer the four Yes/No questions in the section just below the Employer Name. The answer you select will automatically customize your application for that category. Sample screenshot below of a standard exam application: All "No" answers below will trigger an application for the examination, and its specific fee.

Employer Name

City of Salem

Are you applying for a re-examination (after a failed exam within one year) OR for re-scheduling a missed exam appointment (after a missed exam within one year)?

☐ Yes ☒ No

Is this a post-examination application to add supplemental experience and/or education? (Only select if you were previously approved to take the exam with a waiver for experience and/or education.)

☐ Yes ☒ No

Are you applying via Reciprocity?

☐ Yes ☒ No

Do you require disability accommodation in testing?

☐ Yes ☒ No

The small brown question marks offer context-sensitive help.

Please note that your Yes/No answer selection modifies the rest of the application.

## The re-examination or re-scheduling option

This option is used to apply again for either a failed exam or for a missed exam appointment, within one year of the first exam of that exam only. Note there is a study course attachment requirement for applying to take the same exam the third time within that one-year window. Contact the program for acceptability details. If more than one year has passed after the date of the first exam, submit a full new application.

Below is an example of applying for a **re-examination**, which shortens the rest of the online form by eliminating two of the four questions and the required attachments.

Are you applying for a re-examination (after a failed exam within one year) OR for re-scheduling a missed exam appointment (after a missed exam within one year)?

☒ Yes ☐ No

Do you require disability accommodation in testing?

☐ Yes ☒ No

Click for help

## The post-examination option

This option is required after you have passed an exam, and within the correct waiver window (up to 36 months early for Grade I, and up to 4 months early for Grades II and higher). The post-exam application is required for DEQ to issue a pending certificate, by evaluating your supplemental experience and/or education. Contact the Program for requirements.

Below is an example of submitting a **post-examination** application. It also shortens the rest of the online form and modifies the application so you can submit your supplemental education and/or experience showing how you now meet the requirements of the certification you were previously approved for with a waiver.

Are you applying for a re-examination (after a failed exam within one year) OR for re-scheduling a missed exam appointment (after a missed exam within one year)?

☐ Yes ☒ No

Is this a post-examination application to add supplemental experience and/or education? (Only select if you were previously approved to take the exam with a waiver for experience and/or education.)

☒ Yes ☐ No

## Select the certificate type and grade you seek

After determining what you qualify for, choose an option from the list provided.

Certificate Application Grade and Fee – grade selection triggers fee amount

Certificate Type

click the drop-down arrow to display all the certificate types and grades

- Small Wastewater System
- Collection Operator Grade I Provisional
- Collection Operator Grade I
- Collection Operator Grade II
- Collection Operator Grade III
- Collection Operator Grade IV
- Treatment Operator Grade I Provisional
- Treatment Operator Grade I
- Treatment Operator Grade II
- Treatment Operator Grade III
- Treatment Operator Grade IV
- Combined Grade I Provisional Collection and Treatment
- Combined Grade I Collection and Treatment

School Award Date

## Operator-in-Training Path

See the [Pathway Qualifications Tables for Collection and Treatment](#) (from our web page) for details about applying to take the Grade I exam(s) before you meet all the requirements of the certificate.


This type of application allows the use of a waiver for experience. DEQ can approve an applicant to take the exam early, if they meet the Operator in Training requirements. This includes having **less than one year** of experience without college, OR **with less than six months** of experience, even if you have a qualifying associated of applied science (WET degree) OR Bachelor of Science degree. Remember to SAVE frequently while filling out the boxes.

**Check the Operator in Training checkbox, if applicable (applying with an experience “waiver” with less than one year, or six months), and select one Qualifying Path (A-E, per the Pathway Tables):**

Certificate Application Grade and Fee – grade selection triggers fee amount

Certificate Type

**Required**

☐ Check here if Operator-in-Training (OIT)  For Grade I and Provisional only: check this box if you have less than 1 year, Path A, or less than 6 months Path E


Indicate your Qualifying Path (Click [Here](#) to determine your Path)

☒ A ☐ B ☐ C ☐ D ☐ E

You must be participating in one of the specified DEQ-approved training program/courses and submit verification (course completion document OR proof of enrollment in one of the approved courses). Visit this section from our [web page](#) and open this menu to view the SPECIFIC approved courses for the OIT status option (Collection, Treatment, Small Wastewater Systems). Contact the program if unsure which course to enroll in.

Your DEQ Online for Wastewater Operators +


Forms and documents +


**DEQ-approved training** **click to open and view**  +

Exam information +


Certificate Type

Collection Operator Grade I Provisional

☒ Check here if Operator-in-Training (OIT) 

Please upload any DEQ-approved Training documentation. 

Operator-in-Training and Provisional Applicants Only

1	DEQ Approved Training Program Name	Start Date	Completion Date
	CSUS Operation Maint. of Collection, Vol 1	10/01/2025	mm/dd/yyyy

[+ Add Item](#)

Indicate your Qualifying Path (Click [Here](#) to determine your Path)

☒ A ☐ B ☐ C ☐ D ☐ E

## Post high school education section: to reduce the experience requirement, if needed

Education and Training: College/University, Community College, Trade School

ONLY add qualifying College/University credits/degrees in this section and attached documentation, if pre-approved by DEQ, AND needed to qualify for Paths B-E for Collection, and Paths A-E for Treatment. Submissions with unnecessary additions will be promptly returned for removal to ensure adherence to guidelines.

+ New

Education and Training: Continuing Education

**Instructions for Submitting Wastewater Continuing Education (CEU) Courses**

Only list and attach qualifying CEU courses (e.g., 45 or more CEUs) if required to meet eligibility for:

- Paths A-E for Treatment
- Paths B-E for Collection

Per the [Pathway Qualifications Tables for Collection and Treatment](#).

If you are submitting more than five courses, do not use the online CEU list. Instead:

1. Download and complete the [Supplemental CEU Table](#) only for submitting 5 or more course titles.
  - List all qualifying CEU courses in exact chronological order, oldest first
  - Tally the total number of CEUs at the end of the list
2. Upload the completed table as a Supplemental CEU Table Document
3. Scan all CEU documentation into a single multi-page PDF, maintaining the same chronological order, and upload it as a Post-High School Education Document with your submission.

+ New

See the [Pathway Qualifications Tables for Collection and Treatment](#), to determine which path you qualify for.

If you have qualifying (DEQ pre-approved)\* college credits, enter your college attainment in the first table by clicking the +New button to add examples below. Each qualifying 45 quarter credits, 45 CEUs, or 30 semester credits is equivalent to one year of post-high school education and are tabulated in even year increments (no partial year credit). College credits may be combined with CEUs to reach 45, 90, 135, or 180. Fill in Title of Major AND Degree Type (e.g. AAS, BS, BA, etc.). All claims of education must have legible documentation attached. Degree transcripts must be final and complete with degree and award date.

\*Note: Email a legible PDF copy of your official college transcripts to [opcert@deq.oregon.gov](mailto:opcert@deq.oregon.gov). Request evaluation for qualifying college credits via email approval PRIOR to claiming as post high school education in your application. If you earned a degree, the transcripts should be the final version, showing completed degree and the date.

1) Example of a qualifying bachelor's degree in science/technology:

Education and Training: College/University, Community College, Trade School

ONLY add qualifying College/University credits/degrees in this section and attached documentation, if pre-approved by DEQ, AND needed to qualify for Paths B-E for Collection, and Paths A-E for Treatment. Submissions with unnecessary additions will be promptly returned for removal to ensure adherence to guidelines.

Name of School

1 University of Oregon

☐ Check here if you attended school outside of the United States or Canada.

Name of School City State

University of Oregon Eugene OR

Title of Major/Degree type # credits Completion Date

Biology/BS 180 06/01/2010

1 Results

2) Example of qualifying accumulation of DEQ-approved non-degree quarter credits:

Education and Training: College/University, Community College, Trade School

ONLY add qualifying College/University credits/degrees in this section and attached documentation, if pre-approved by DEQ, AND needed to qualify for Paths B-E for Collection, and Paths A-E for Treatment. Submissions with unnecessary additions will be promptly returned for removal to ensure adherence to guidelines.

Name of School

1 Blue Mountain Comm. College

☐ Check here if you attended school outside of the United States or Canada.


Name of School City State

Blue Mountain Comm. College Pendleton OR

Title of Major/Degree type # credits Completion Date

general studies/none 46 qtr (DEQ approved) 12/06/2015

1 Results

To use qualifying Continuing Education Units courses, fill in the "Education and Training: Continuing Education" section. Click the yellow +New button  to add UP to 5 courses.



Example of one course entered, for 9 CEUs:

Education and Training: Continuing Education

Instructions for Submitting Wastewater Continuing Education (CEU) Courses

Only list and attach qualifying CEU courses (e.g., 45 or more CEUs) if required to meet eligibility for:

- Paths A–E for *Treatment*
- Paths B–E for *Collection*

Per the [Pathway Qualifications Tables for Collection and Treatment](#).

If you are submitting more than five courses, do not use the online CEU list. Instead:

1. Download and complete the [Supplemental CEU Table](#) only for submitting 5 or more course titles.
  - List all qualifying CEU courses in exact chronological order, oldest first
  - Tally the total number of CEUs at the end of the list
2. Upload the completed table as a Supplemental CEU Table Document
3. Scan all CEU documentation into a single multi-page PDF, maintaining the same chronological order, and upload it as a Post-High School Education Document with your submission.

Subject/Title

▼ 1 Operation of WW Treatment Plants Vol I

Subject/Title

Operation of WW Treatment Plants Vol I

City

online / Sac State

State

CA

Sponsor or Instructor

CSUS College of Water Programs

# CEUs

9.0

Completion Date

07/01/2024

1 Results

Per the instructions in the yellow box, to submit more than five CEU titles, enter them on the downloadable **Supplemental CEU Table**, a fillable PDF table form. Always enter CEU courses in EXACT chronological order, oldest first, in both the online table, and the Supplemental PDF table. Make sure you tally the total correctly if using the PDF.

[illegible]

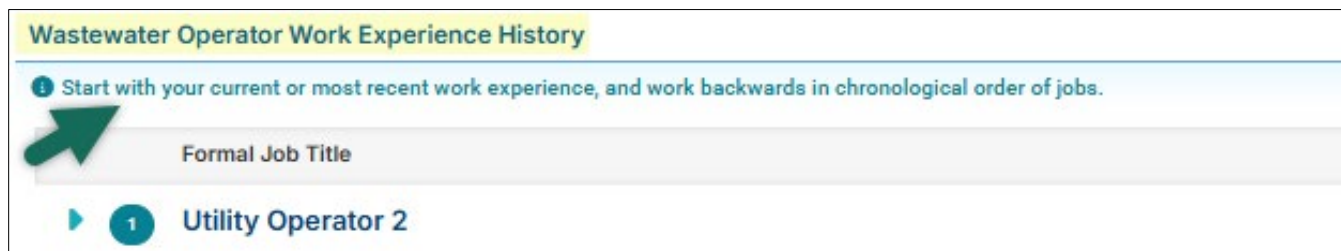
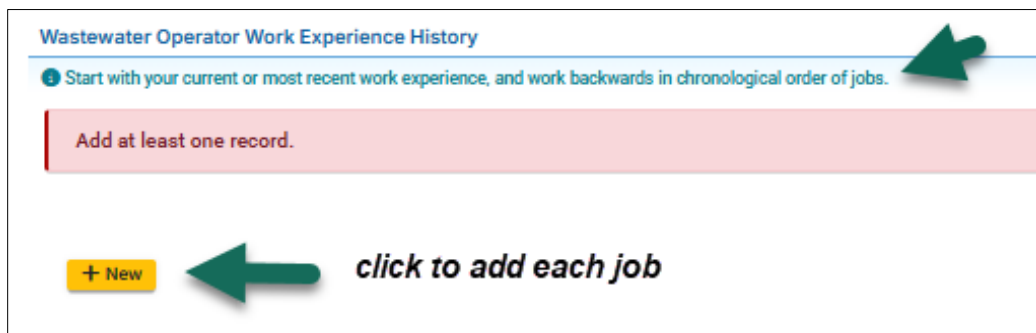


After filling out any of the Post HS education tables, arrange your course completion documents in the exact same chronological order. Scan your course completion documents in that order, or your college transcripts as a legible PDF file. UPLOAD the document in the Attachment tab and Save. Label as Post High School Education Documents type. Save the Supplemental CEU table as Supplemental Continuing Education Units (CEU) Table document type.



**Per the Instructions in both yellow boxes, ONLY list and attach post High School (PHS) education if needed to qualify for your path. Do not list / attach an insufficient amount of PHS education. It must meet the minimum of 45 credits to count for anything.**

## Add in your qualifying work experience

(Exception: If you are an OIT without any qualifying experience, then leave this section empty).



Start with your CURRENT job, or most recent previous job with acceptable direct or related wastewater work experience.

Click the +New button  to add Job #1, #2, etc. **working backwards** chronologically. Ensure your To and From dates, (= start and stop dates) duties, and duty percentages match the data in the Affidavit(s). Include jobs with direct and related wastewater experience so the combined percentages total 100% for each job listed. The text box "Applicant's description of routine duties and other duties not outlined above" is available to provide additional job details to clarify your duties and support your application. SAVE frequently by clicking the pink SAVE icon. To delete any entries, click the red trash can  to remove, then SAVE. If applying for Class III or IV certificate, include the facility or system(s) you worked at that qualify for that system class size qualifier so DEQ can verify your experience requirement, per the [Pathway Qualifications Tables for Collection and Treatment](#). Direct experience is operations in the category of the certificate you are seeking. Related experience includes operations from the other available duty checkboxes, and per OAR [340-049-0030\(5\)](#).

The next section is Facility. Click the "Select your site" option, then the down arrow to populate your project site box, which you have already linked for your Facility permission\*:

**Facility**

☐ Please check here if you are not currently working at a facility

Employer Name

**1**

**Required**

☒ Select your site ☐ Create new site

Select Your (Project) Site

**2**

**Required.**

You do not need to use the Create New Site button, unless there is no Oregon DEQ permit associated with it.

**Facility-Submittal Group Permissions (0)**

**i** You are only allowed to add submittal groups from **your selected submittal groups** above.

**Add Permissions** ▾

\*This is the block in your online account profile, your My Account folder, Account Type tab, where you link your Facility-Submittal Group Permissions. Make sure you have already linked your wastewater facility work site in your profile using this feature, as described in the [Account Registration and Set-up Guide](#). Sample shown below:

**Facility-Submittal Group Permissions (0)**

**Add Permissions** ▴

**Picked Sites (1)**

Corvallis, City Of

**Available Sites**

**1**  **Insert address or facility name in search**

**2** ☒ **Corvallis, City Of** 213412

**3** ☒ **WasteWater Operator Certificate**

**4** **WasteWater Operator Certificate**

**5** **Add Permission**

If your system still does not populate in the Available Sites search box, go to the [Find Designated System Supervisory Wastewater Operators by Facility spreadsheet report](#), and look up the alphabetically listed facility name's syntax, located near the bottom of our [homepage](#), and type that into the search box. It should show up with a blue waterdrop on the left side of the site name.

This report also displays the Facility Name, Permit Number, System Type, System Classification level of Collection and/or Treatment, Designated Supervising Operator name, their License Type, License Status, and License Expiration Date.

# Attachments

## Complete and correct attachments are required.

The Attachment Types panel is on the right panel of the application form. See panel sample to the right:

A red asterisk denotes a required category of attachment, depending on other selections made in the application form.

**Attachment Types**

\* represents required attachments.

- \* **Affidavit of Most Recent Work Experience**  
Form Template  
gif jpg jpeg pdf  
RecentWorkExperienceAffidavit,Fillable.pdf
- \* **Proof of High School/GED Completion**  
Proof of high school/GED completion  
gif jpg jpeg pdf doc docx
- DEQ-approved Training Documentation  
DEQ-approved Training Documentation  
xml txt gif jpg jpeg pdf zip doc  
docx xls xlsx
- Post High School Education Documents  
Education Documents here  
gif jpg jpeg pdf doc docx
- Supplemental Continuing Education Units (CEU) Table  
Supplemental Continuing Education Units  
Table for the "Education and training:  
Continuing Education" section.  
Only download and complete the [Supplemental Continuing Education Units \(CEU\) template here](#) if using 5 or more courses.  
pdf

\* Current list is a snapshot from the date submitted.

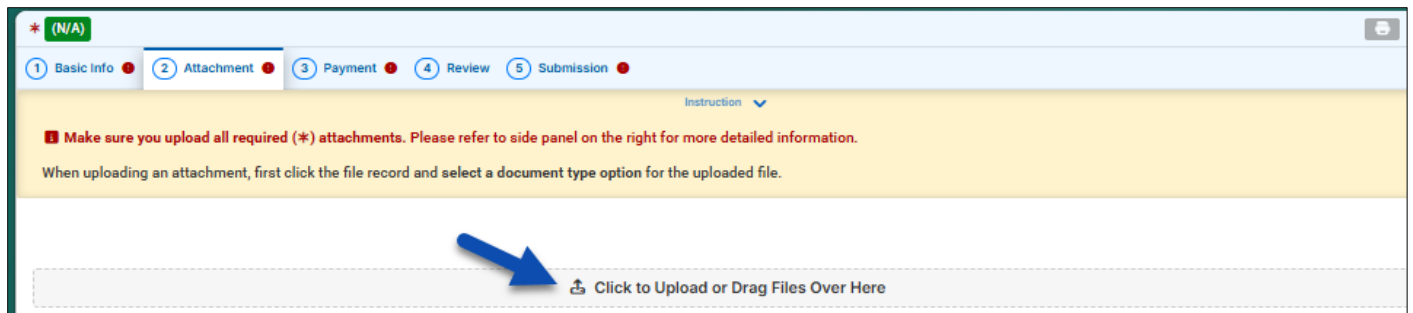
A final High School completion proof document (diploma, transcript, or official school letter) or GED is required and must include the actual completion or graduation date, even if you also have college credits.

DEQ reviews each attachment in detail. They must be labelled using the corresponding Document Type. Incorrect, incomplete, illegible, or mis-categorized attachments will cause the application to be sent back. Do not use different Document Types in an attachment. For example, do not mix a high school document with CEUs in the same PDF.

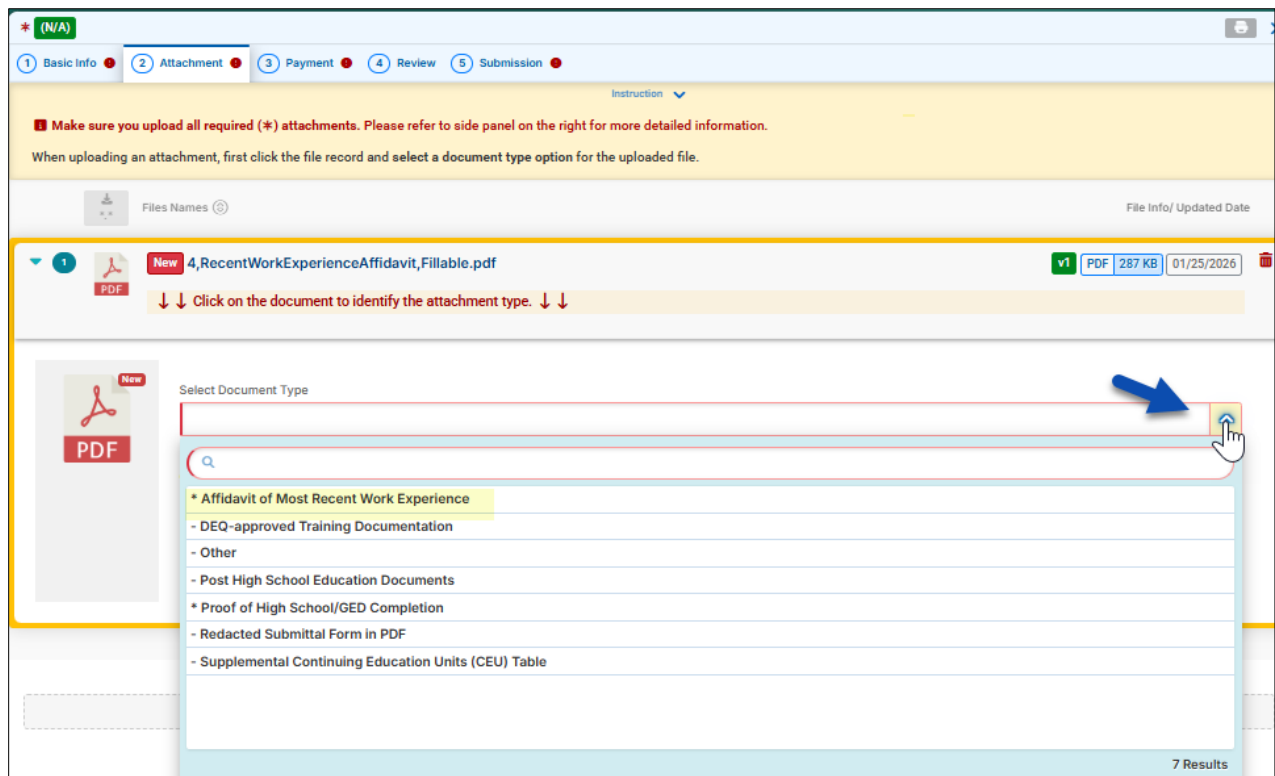
If you have several CEU certificates, please SCAN them in chronological order into the same multi-page PDF, in the same order as listed in the CEU table or Supplemental CEU Table PDF (oldest first). Upload that PDF.

Save your intended attachment files with a descriptive file title. This helps you easily identify them saved on your computer for uploading (to prevent errors in attachment documents), and so DEQ can identify what the file contains.

Move to the Attachment tab along the top. Click in the 'Click to Upload or Drag Files Over Here' bar:



After you upload your first attachment, click the drop-down arrow to select the document type category:



Continue uploading all required attachments. Label them the appropriate document type. Click the SAVE icon each time. To remove any item, click the red trash can icon.


## Affidavit requirements

**At least one completed work experience affidavit form is required, unless applying as Operator-In-Training, or Provisional certificate, for your current or most recent job.**

Download the current PDF blank fillable form from the right-hand Attachment Types panel. Do not use older obsolete versions of the form template saved elsewhere. Provide the blank form to your manager to fully complete. The **purpose** of the Affidavit of Most Recent Work Experience is to have your qualifying experience verified by your supervisor, manager, or an authorized representative of the system or facility, or prior private

company employer, familiar with your duties, and dates of employment. The affidavit signer must hand sign and hand date, OR use **Adobe Acrobat e-sign/date stamp**. Duties block must include a statement of your principal job duties and responsibilities. It can include other clarifications such as dates of various positions at the same site, system size, etc. Signed date should be **within 30 days** of submission for your current employer.

AFFIDAVIT OF MOST RECENT WORK EXPERIENCE (all blocks are REQUIRED), if blank, application will be returned)			
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 <input type="checkbox"/> / was <input type="checkbox"/> gaining work the work experience below:			
Assigned tasks in operational duties of the wastewater collection and/or treatment system is :			
<input type="checkbox"/> full-time	<input type="checkbox"/> part-time	<input type="checkbox"/> intern	<input type="checkbox"/> volunteer <input type="checkbox"/> N/A
Start Date: (mm/yyyy)		End Date: (mm/yyyy)	or <input type="checkbox"/> Current
Scheduled total work hours per week:		Scheduled work weeks per year:	
Wastewater System Name:		System Type: <input type="checkbox"/> Collection <input type="checkbox"/> Treatment <input type="checkbox"/> Both	
		DEQ Permit #: <span style="float: right;">Duty percentages below must total 100%</span>	
<b>REQUIRED SUPERVISOR'S STATEMENT OF APPLICANT'S ROUTINE TASKS AND DUTIES, AND CERTIFICATION OF AFFIDAVIT</b> APPLICATION WILL BE RETURNED IF THIS STATEMENT IS MISSING! Sign and date below by hand or e-sign.			
WW Treatment: %	WW Lab: %	WW Collection: %	WW Pretreatment or Industrial WW: %
Drinking Water (Treatment, Distribution, Lab): %	Stormwater Mgmt: %	Other Misc. Duties: %	
<b>FILL IN;</b> type or hand write:			
I certify that I am the DEQ designated Wastewater Supervisor, OR Authorized Representative of the system owner. I further certify that my statement above, and the information contained within this affidavit represents the work experience of the above named applicant.			
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>			
HAND Signature of supervisor / representative / manager required or certified by Adobe Acrobat e-sign & date) HAND Date: (mm/dd/yyyy) required			
Authorized's Name (signer):		Title:	
Mailing Address:	City:	State:	Zip Code:
Phone Number:	e-mail:		


State of Oregon  
Department of Environmental Quality

Then upload the manager-completed form for CURRENT or Most Recent Experience as an attachment. Depending on the experience required, DEQ may require previous-job affidavits to verify all experience that you want to use as qualifying experience.

Completely filled-in and legible Affidavits are required, with hand sign and hand date OR Adobe Acrobat verified signature with date stamp. Incomplete forms will be returned for completion, as stated on the block headers.

**NO electronic cursive signatures, drop in signature picture files, or computer typed dates. Fields cannot be cleared nor altered once the manager has signed and dated the affidavit.**

Affidavits will be reviewed for direct and related work experience. If there is a system size class requirement (Grades III and IV), that affidavit signer can stipulate the system size, classification, MGD, or other indicator.

## Post-exam application requirements

**Requirements apply to those approved for an exam with a 36-month waiver or a 4-month waiver.**

Once you have acquired the remaining requirement of experience and education, you must submit a **post-exam application** with documentation of completed supplemental experience and completion of the DEQ required training documentation (the approved course completion documents/CEUs). This is to demonstrate that you now meet the requirements, using the experience affidavit and completed DEQ-required training course for Grade I; and the experience affidavit for Grades II and higher. Grade I has 36 months from the date of the passed exam to submit a complete post-exam application. Applicants for Grades II and higher must also submit a post-exam application if they applied for the exam early and will meet the requirements no later than the end of the fourth calendar month after the month the exam was taken.

- Select Yes for the question, "Is this a Post examination application?" as described above and fill out the rest of the blocks.
- If you first were approved as an Operator in Training, do not check the OIT box now, because you should now have the minimum of one year of experience. LIST and ATTACH your completed qualifying DEQ-approved and required training course completion document, that you previously listed in your OIT application to qualify. List the document in the appropriate Education table (either in the College section OR the Continuing education section), and upload the course completion document, or transcripts.
- Submit a CURRENT affidavit. Don't resubmit the earlier affidavit that does not show your most up-to-date experience. DEQ needs to have the verified full one year of experience
- If you were approved with 4-month waiver, submit a CURRENT affidavit. Don't resubmit the earlier affidavit that does not show your most up-to-date experience. DEQ needs to have the full experience verified.

## **Reciprocity application (via a current certification from another state)**

For more details, please view the flyer on our web page: [Reciprocity Fact Sheet](#).

This option is only a waiver from re-taking the exam. Applicants must meet all other requirements as shown on the [Pathway Qualifications tables](#). Non-ABC exam operators will be offered an Oregon certificate of one grade lower. Select that lower grade so the correct fee applies. Oregon experience and education requirements still apply, even if you took an ABC exam, and may reduce your awarded Oregon grade, until you can later qualify, and re-apply using that other state (active) license. If you select Yes for "Are you applying via Reciprocity?", the application will insert two new questions below that. Answer each question accurately. Fill out the rest of the application using these instructions.




Are you applying for a re-examination (after a failed exam within one year) OR for re-scheduling a missed exam appointment (after a missed exam within one year)?

☐ Yes ☒ No

Is this a post-examination application to add supplemental experience and/or education? (Only select if you were previously approved to take the exam with a waiver for experience and/or education.)

☐ Yes ☒ No

Are you applying via Reciprocity? 

☒ Yes ☐ No

Are you now, or 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

Do you require disability accommodation in testing?

☐ Yes ☒ No

**This selection also triggers the reciprocity-specific required other state certificate details.**

- List your state certificate information near the bottom of the form and attach a legible copy of the current certificate (must also include future expiration date, on the certificate or an attached validation card).

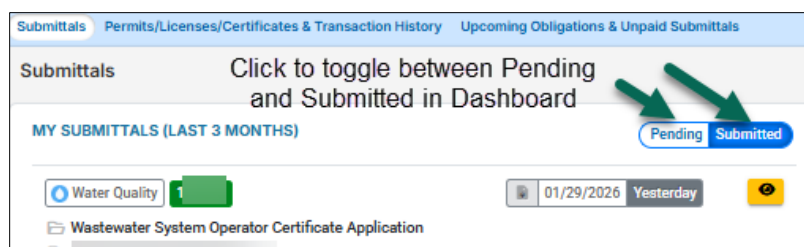
Be sure to attach an affidavit from each job and location if needed to qualify for your selected grade (may require more than one affidavit), to verify your out-of-state experience, including the sites you worked at, and system class and size for requested certification at Grades III and IV.

## Submit a complete application to avoid send backs

**Complete all blocks in the form. Incomplete blocks will trigger an error message.**

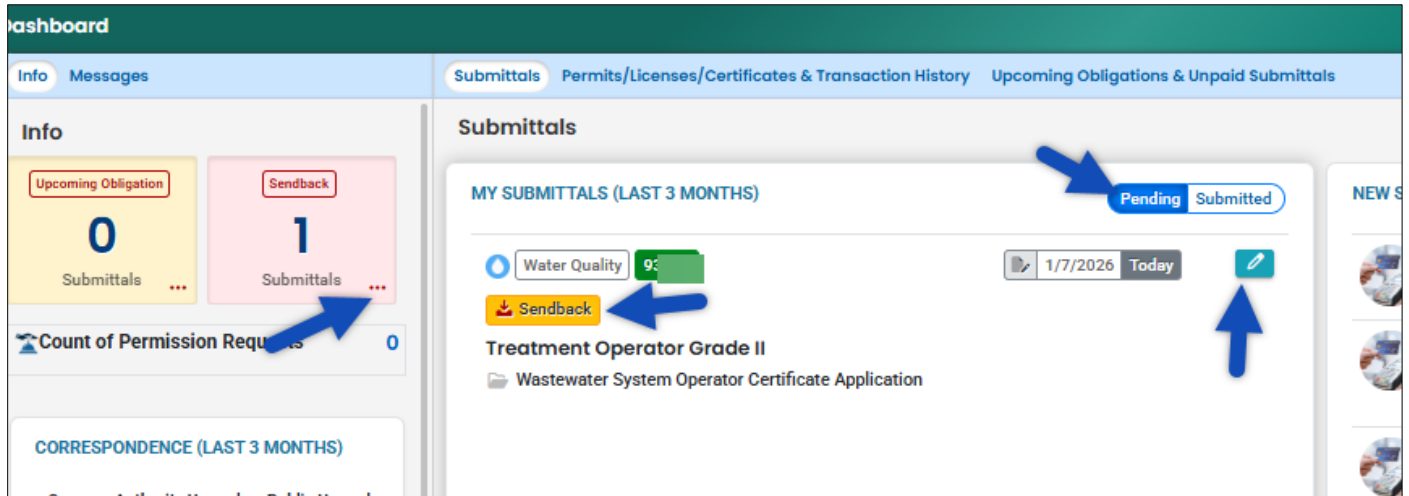
PRIOR to Submission, proof-read all for completion and consistent dates, percentages, and accuracy.

After fee payment, you must move to tab 5, the "Submission" tab, as the final step, complete those steps, and click the submit button. Once submitted, you can find it in the submitted panel of your dashboard:



Once under review, DEQ will send back applications if incomplete for any reason. Applicants will receive an email notifying them that the application was sent back, the reasons for this, and the remedies required for re-submission. The allowed response time to correct your application is normally between 15-30 days, depending on the needed revisions.

Below is the display of a Sendback in the Dashboard Pending pane. Click the pencil icon to open, edit and correct the deficiencies, noted in the upper right Send Back message.



If complete, once your application review is completed and approved, you will receive an approval email.

**Application fees are non-refundable. Please submit a complete application.**

## Contact

[Wastewater System Operator Certification Program](#)

Email: [opcert@deq.oregon.gov](mailto:opcert@deq.oregon.gov)

Phone: 503-229-5349 or 503-229-5161

## Non-discrimination statement

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