

Thank you for applying for an Oregon Drinking Water Reciprocity Operator Certification. To obtain certification by reciprocity in Oregon, applicants must possess current, valid certification in another state or province which has a recognized certification program substantially equivalent to the requirements in Oregon.

If your experience and education are determined to meet Oregon's requirements, a certification may be issued in accordance with Oregon's rules governing operator certification. Missing information or attachments may delay the approval of your application or cause the application to be returned. Keep a copy of the application for your records.

The instructions below will help you fill out the operator certification application.

- After completing your application, make a copy to keep for your records before submitting it.
- You may submit a copy of your application and supporting documentation by mail, email, or fax.
- Once the application is received it will be reviewed for completeness. We will notify you by phone, email, or mail if we require additional information to process your application.
- If you are approved for a reciprocity certification you will be mailed a certificate.

**Need help determining which level of certification you can apply for, or how to calculate your experience?**

- **Operating Experience** must have been gained through direct, "hands-on" operation of water system facilities and includes but is not limited to, decisions related to water quality or quantity that may affect public health.
- **Distribution Experience:** in one of the following fields, not to exceed ½ of the total experience required: wastewater collection, water treatment, cross connection control, industrial or commercial process water treatment.
- **Treatment Experience:** in one of the following fields, not to exceed ½ of the total experience required: wastewater treatment, wastewater treatment laboratory, water distribution, industrial or commercial process water treatment.
- The chart below is from OAR 333-061-0235 and will help you determine how much education and experience you need for each level of certification.

Cert Type & Level <i>D= Distribution T=Treatment</i>	Experience & Post High School Education		ODM Experience
	Experience <sup>1</sup>	Education <sup>2</sup>	
D/T Level 1	12 months	None	None
D/T Level 1	None	12-month certificate or associate degree in an Authority-approved water & environmental technology program.	None
D/T Level 2	36 months	None	None
D/T Level 2	24 months	12 months	None
D/T Level 3	96 months	None	30 months
D/T Level 3	60 months	12 months	30 months
D/T Level 3	48 months	24 months	24 months
D/T Level 3	36 months	36 months	18 months
D/T Level 4	120 months	None	36 months
D/T Level 4	84 months	12 months	30 months
D/T Level 4	72 months	24 months	30 months
D/T Level 4	60 months	36 months	30 months
D/T Level 4	48 months	48 months	24 months

- One year of experience is equivalent to 12 months of full-time employment with 100% of the applicant's time dedicated to activities directly related to the certification they are applying for.
- Operating experience earned at a water treatment plant or distribution system is considered qualifying experience for certification up to 1 classification level higher than that of the water system facility where the experience was earned.

## Reciprocity Application Packet Instructions

### 1. Personal Information

- Provide your first name, middle initial and last name.
- Social Security # is required for certification. If this is your very first certification with DWS we cannot process your application without your social security number. If you already have an active certification with DWS, you can leave the field blank and check the box 'Already on File'.
- Reciprocity from State: What State do you currently have an active drinking water operator certification from?

### 2. Contact Information

- Address: Provide the mailing address where you want certification and correspondence from this office to be mailed. Identify whether this is your work address or home address.
- If you are applying for reciprocity from outside of the United States, please provide the Country and Postal Code.
- Phone: Provide at least one phone number.
- **Email:** We may use your email to contact you about your application.

### 3. Current Certification History

- Name of current certifying agency/authority and State/Province.
- Contact for the certifying agency/authority
- Current certificate type, level, expiration date, certification number, date of last exam, and exam score. Don't forget to attach a copy of your certification

### 4. Education & Employer Information

- Date awarded high school diploma or GED. Don't forget to attach a copy to the application.
- If you have a college degree, please provide graduation year, and major. Provide a copy of your diploma.
- You will need to complete an employment history form and affidavit of employment form for each water related job you have had.
- Let us know if you are currently employed in Oregon. If Oregon employment is pending, select other and write pending.
- Provide the name of the Oregon public water system name and ID # of the Oregon water system you are currently or will be working at.

### 5. Certification & Fees

- Certification: Select all the certification(s) you are applying for.
- **Fees:** The two-year certification cycle is split up based on your last name.
- Last names that begin with A-K expire in even numbered years.
- Last names that begin with L-Z expire in odd numbered years.
- Fees are based on where we are in the certification cycle at the time that you apply.
- Fees are prorated by 50% if applications are submitted ½ way through the cycle.
- Please use the chart below to determine your application fee.

First Initial of Last Name	Year	1 Cert Fee	2 Cert Fees	Expires
A-K	Even	\$50	\$100	12/31 this year
	Odd	\$100	\$200	12/31 next year
L-Z	Even	\$100	\$200	12/31 next year
	Odd	\$50	\$100	12/31 this year

- Pick one payment option
  - **Check:** Make your check out to OHA Cashier  
Sign and mail all documents to: OHA Cashier; PO Box 14260; Portland, OR 97293
  - **Credit Card:** Pay online [www.healthoregon.org/payopcrt](http://www.healthoregon.org/payopcrt)
    - Sign and send all documents (including payment receipt) by mail, email, or fax.
    - Email: [dws.opcert@odhsoha.oregon.gov](mailto:dws.opcert@odhsoha.oregon.gov), Mail: DWS-OpCert; PO Box 14260; Portland, OR 97293  
Fax: 971-673-0694

### 6. Certify & Sign

- The applicant must sign and date the Reciprocity Operator Certification application. Unsigned applications cannot be processed and will be returned.

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**Employment History form** *(attached as page 2)*

- Complete an “Employment History” form for each water related job you have held.
- The form allows you to include two jobs per page, make additional copies of page 2 as necessary.
- Not sure of the water system ID, address, phone number? Check Data online [www.yourwater.oregon.gov](http://www.yourwater.oregon.gov) and search by water system name.
- Submit an original or a copy with your application.

**Affidavit of Employment form** *(attached as page 3)*

- Complete an Affidavit of Employment for each water related job you have held. It must be signed by the owner, immediate supervisor, or the DRC of the system the experience was obtained at.
- Make additional copies of page 3 as necessary.
- **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. Only a certified operation can make operational decisions and earn credit for ODM.
- The affidavit must be **signed by your immediate supervisor or the DRC** for the water system.
- Submit an original or a copy with your application.

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Additional information and forms at [www.healthoregon.org/opcert](http://www.healthoregon.org/opcert)

**Need help? Contact the program 971-673-0321 or email [dws.opcert@odhsoha.oregon.gov](mailto:dws.opcert@odhsoha.oregon.gov)**