



Connecticut Department of Public Health  
Drinking Water Section

**CERTIFICATION EXAMINATION – SMALL WATER SYSTEM OPERATOR**

Examinations have been scheduled for the certification as a Small Water System Operator. It will be held at Goodwin College in East Hartford, CT. They are scheduled as follows:  
**Small Water System Operator**

**- Wednesday, December 4, 2019, 9:30 a.m.**

**Note, under certain circumstances (e.g. inclement weather, exceeded room capacity, etc.) it may be necessary for the CT DPH to specify a different or additional date/location of the examination.**

Sections 25-32-7a through 14 of the Regulations of Connecticut State Agencies specify the minimum exam qualifications (education and experience). Regulations can be accessed on our website (go to "<https://eregulations.ct.gov/eRegsPortal/>" then search on "25-32-7a"). The enclosed "Regulation Summary" document provides an outline of these minimum education and experience requirements.

Qualified operators who are interested in taking an examination must submit a complete application (see enclosed application instructions) by **October 22, 2019**. APPLICATIONS POSTMARKED OR HAND DELIVERED AFTER THAT DATE WILL BE RETURNED. Please be sure that the application is complete, includes all applicable diplomas, and is signed by you and your Chief Operator and / or supervisor (as applicable). The original application must be submitted. A "fax" copy is not acceptable.

An application fee of two hundred and twenty four dollars (**\$224**), made payable to the "TREASURER, STATE OF CONNECTICUT" is required to be submitted with the application. **The application fee cannot be refunded even if the applicant is found ineligible.** Only checks (personal, certified check or money order) made out to the "TREASURER, STATE OF CONNECTICUT" in United States dollars will be accepted.

All applicants will be notified in writing as to whether or not they will be allowed to sit for the examination. **If the applicant is approved/confirmed for the exam an exam packet fee of forty four dollars (\$44), must then be paid to the Association of Boards of Certification directly.** The procedure for paying this exam packet fee will be specified in the exam confirmation letter.

Please contact the Drinking Water Section, Operator Certification Program at (860) 509-7333 if you have any questions.



## Connecticut Department of Public Health Drinking Water Section

### **CERTIFICATION EXAMINATION – SMALL WATER SYSTEM OPERATOR**

#### **Application Instructions: Small Water System Operator Examination**

Qualified operators (see Education and Experience Requirements, page 3) who are interested in taking an examination must submit a complete application by the **October 22, 2019** deadline. The CT Department of Public Health (CT DPH) will review each application to determine if the applicant has met the minimum requirements and each applicant will receive either a written confirmation letter, for their placement in the exam, or a letter of rejection, listing the reasons for rejection. The confirmation letter is needed for admittance into the examination site. Note the following:

- Applications postmarked or hand delivered after the deadline and incomplete applications will not be accepted and will be returned. Re-submittals must also be submitted by the deadline.
- The original application must be submitted. Copies, faxes or prior certification applications will not be accepted and will be returned.
- Applications must be complete and must include the necessary application fee (\$224), diplomas, transcripts and signatures.
- **Qualified applicants must submit completed pages 1 and pages 2 or 3 of the application form.**
- If an examination application fails to provide all of the required information, an additional application fee is not required for re-submission, as long as the re-submission is postmarked or hand delivered on or before the application deadline.

Page 1 **APPLICANT'S CONTACT INFORMATION:** Provide complete contact information as requested. The mailing address is the location where you wish to have all correspondence from the CT DPH mailed to. Should you change your contact information it is your responsibility to notify the CT DPH in writing. Note that the CT DPH frequently provides information updates (training course offerings, changes in policies, etc.) via e-mail.

**APPLICANT'S STATEMENT OF CERTIFICATION:** It is the applicant's responsibility to ensure that all information provided in the application is correct.

**APPLICANT'S CURRENT CT DPH CERTIFICATION STATUS:** Provide the requested information.

**RE-APPLICATION:** Check the below Re-application box if you are applying for an exam that you have previously been approved to take and indicate the prior exam date.

**DEMONSTRATE COMPLETION OF HIGH SCHOOL EDUCATION BY APPLICANT:** Check off on the document, which is included with the application, that demonstrates that the applicant has completed a high school education.

Page 2 **Verification of Public Water System (PWS) Operator Work Experience:** This page of the application is to be completed by the applicant's Chief Operator and/or supervisor to document the applicant's water operator work experience of a particular PWS. This page is to be submitted by the applicant along with the rest of the application and is assessed by the CT DPH to determine whether the applicant has sufficient experience to be eligible for the examination and to responsibly operate a Small Water System. **Check off only the activities the applicant routinely performed for the PWS and listed period. NOTE: CHECKING ALL ACTIVITIES ISN'T NECESSARY TO DEMONSTRATE A SUFFICIENT AMOUNT OF EXPERIENCE.**

Page 3 **Demonstrate Educational Training as a Substitution for Experience:** This page of the application is only to be completed by the applicant if the applicant has completed approved educational training and where the applicant requests the CT DPH evaluate this training towards meeting the minimum 6 months of water operator experience requirement.

**EXAMINATION FEES:** An application fee of two hundred and twenty four dollars (\$224), made payable to the "TREASURER, STATE OF CONNECTICUT" is required to be submitted with the application. **The application fee cannot be refunded even if the applicant is found ineligible.** Only checks (personal, certified check or money order) made out to the "TREASURER, STATE OF CONNECTICUT" in United States dollars will be accepted.

William Sullivan  
Sanitary Engineer 3, CT DPH  
410 Capitol Ave., MS#12DWS  
P.O. Box 340308  
Hartford, CT 06134-0308

All applicants will be notified in writing as to whether or not they will be allowed to sit for the examination. **If the applicant is approved/confirmed for the exam an exam packet fee of forty four dollars (\$44), must then be paid to the Association of Boards of Certification directly.** The procedure for paying this exam packet fee will be specified in the exam confirmation letter.



## Connecticut Department of Public Health Drinking Water Section

### **Regulation Summary: Education and Experience Requirements for Water Treatment Plant, Distribution System and Small Water System Operator Certification Examinations**

**Reference:** Section 25-32-7a to 25-32-14 of the Regulations of Connecticut State Agencies (RCSA)

To become certified as a water operator (see Certified Operator Types and Levels below), individuals must pass an examination administered by the Connecticut Department of Public Health (DPH). In order to qualify for an examination an individual must meet the minimum education and experience requirements as specified below (see the referenced RCSA cited above).

#### **1. Education Requirement:**

For all operator certification types and class levels the examination applicant must have a high school diploma or high school equivalency diploma.

*Education Substitution:* For Small Water System examination applicants 6 months of experience in operation of a small water system, treatment plant or distribution system may be substituted for the education requirement. This cannot be the same 6 months used to satisfy the experience requirement.

#### **2. Minimum Operational Experience Requirements:**

To be certified as a Water Treatment Plant, Distribution System or Small Water System Operator individuals must meet the minimum experience requirement described below.

### **Certified Operator Types and Levels**

#### **Small Water System Operator**

Required Experience: 6 months of experience in operation of a small water system, distribution system or treatment plant

*Experience Substitution:* 20 hours of training that is deemed acceptable to the DPH

#### **Distribution System Class I Operator**

Required Experience: 1 year of experience in operation of distribution system(s)

*Experience Substitution:* none

#### **Distribution System Class II Operator**

Required Experience: 2 years of experience in operation of distribution system(s)

*Experience Substitution:* up to 1 year of educational training beyond high school in a field applicable to distribution systems may be substituted for an equal amount of required experience, however, 1 year of experience is required

#### **Distribution System Class III Operator**

Required Experience: 4 years of experience in operation of distribution system(s)

*Experience Substitution:* up to 3 years of educational training beyond high school in a field applicable to distribution systems may be substituted for an equal amount of required experience, however, 1 year of experience is required

#### **Water Treatment Plant Class I Operator**

Required Experience: 1 year of experience in operation of Class I or higher Treatment Plant(s)

*Experience Substitution:* none

#### **Water Treatment Plant Class II Operator**

Required Experience: a total of 2 years of experience in operation of Class II or higher Treatment Plant(s) and/or in "direct responsible charge" of Class I Treatment Plant(s)

*Experience Substitution \*\*:* up to 1 year of educational training beyond high school in a field applicable to water treatment may be substituted for an equal amount of required experience, however, 1 year of experience is required



## Connecticut Department of Public Health Drinking Water Section

### Regulation Summary: Cont.

#### **Water Treatment Plant Class III Operator**

Required Experience: a total of 3 years of experience in operation of Class III or higher Treatment Plant(s) and/or in “direct responsible charge” of Class II Treatment Plant(s)

*Experience Substitution\*\* : up to 2 years of educational training beyond high school in a field applicable to water treatment may be substituted for an equal amount of required experience, however, 1 year of experience is required*

#### **Water Treatment Plant Class IV Operator**

Required Experience: a total of 4 years of experience in operation of Class IV Treatment Plant(s) and/or in “direct responsible charge” of Class III Treatment Plant(s)

*Experience Substitution\*\* : up to 3 years of educational training beyond high school in a field applicable to water treatment may be substituted for an equal amount of required experience, however, 1 year of experience is required*

\*\* =Wastewater experience may be accepted as “education in a field of study applicable to water treatment ” and substituted for experience as allowed by the regulations. The following conditions apply: 1) The applicant must be certified as a wastewater treatment operator, 2) 50% of the time of wastewater experience may be accepted as education; and 3) A minimum of one year of water treatment experience is still required to qualify for the examination.

To become certified as a Operator-in-Training (OIT), for each of the Certified OIT Types and Levels listed below, individuals must pass an examination administered by the CT DPH. In order to take an examination an individual must meet the minimum education requirements as specified below (see the referenced RCSA cited above).

#### 1. Educational Requirements:

In order to qualify for an examination for each of the operator OIT certification types and class levels listed below, the applicant must have a high school diploma or high school equivalency diploma. Applicants must also have a “certificate of achievement in water management” from a Connecticut Community College or must have course equivalent, as determined by the department.

#### **Certified OIT Types and Levels**

**Distribution System OIT Class I**  
**Distribution System OIT Class II**  
**Distribution System OIT Class III**

**Water Treatment Plant OIT Class I**  
**Water Treatment Plant OIT Class II**  
**Water Treatment Plant OIT Class III**  
**Water Treatment Plant OIT Class IV**