



October 2, 2023

CERTIFICATION EXAMINATION FOR WASTEWATER TREATMENT PLANT OPERATORS

**TO ALL SUPERINTENDENTS
PLEASE POST OR MAKE COPIES AND DISTRIBUTE TO ALL STAFF**

Today the Department will begin accepting applications for computer-based wastewater operator certification exams. Upon approval of their application individuals will take the exam on their own schedule in conjunction with the computer testing center.

In order to issue certificates under section 22a - 416 of the Regulations of Connecticut State Agencies (operator certification regulations), examinations must be given for Class I, II, III and IV wastewater treatment plant operators. All exam questions are multiple choice.

1. Applications - Copies of the applications can be found at www.ct.gov/deep/municipalwastewater. There will be no acceptance of applications through phone calls or fax.
2. Applications will be accepted anytime beginning in October 2023 through September 30, 2024. If you apply between those dates, you are applying to sit for the exam in the 2024 calendar year until the computer testing center's last operating day of 2024. You cannot file an application until you have met all the requirements. For example, if you are taking courses that you need to meet the minimum education requirements, you cannot file an application until the course is completed and you have evidence of successfully passing the course.
3. Application Fee – Whether you are eligible or ineligible to take the exam, there will be a **\$240 NONREFUNDABLE application fee. IF YOU SUBMIT A PAYMENT WITH INSUFFICIENT FUNDS, YOUR APPLICATION WILL BECOME NULL AND VOID AND YOU WILL BE INELIGIBLE TO TAKE THIS EXAM.** Make sure that you meet the minimum requirements. Enclose your check payable to “Department of Energy and Environmental Protection” with the application. Print “Wastewater Operator Certification Examination” on the front of the check.
4. You will be informed of your acceptance or rejection for the examination via email. If accepted, you will then be notified by the testing agency to schedule your exam. **THERE WILL BE AN ADDITIONAL \$114 EXAM FEE TO BE PAID TO THE TESTING AGENCY. DO NOT SEND THIS FEE TO DEEP WITH THE EXAM APPLICATION.** The exam fee will be divided between the testing agency and ABC.

5. If you fail your exam you can retake the same level of exam without having to reapply to the Department after a 90-day waiting period from your initial exam date. You will simply reschedule your next exam with the testing agency. Scheduling for the retake exam can be done within the 90-day waiting period. Testing can continue until the computer testing center's last operating day of the 2024. If you have not passed your retake exam prior to the computer testing agency's last operating day of 2024 you will need to reapply to the Department to begin sitting for the exam again in 2025.

6. How to Apply to Take an Exam –

- a. Complete and mail the Application Form, Application Fee and all supporting documents to the address in number 8 below. Please do not forget your application fee, and copies of transcripts and certificates.
- b. **Every applicant must complete all five pages of the application.**

7. Miscellaneous Information –

- a. The following lists of reference books may be used as study guides: **California State University, Sacramento (CSUS) Foundation, Office of Water Programs – Operation of Wastewater Treatment Plants Vol I & II, Advanced Waste Treatment, & Manage For Success; NETCSC - Protecting Your Community's Assets: A Guide for Small Wastewater Systems; WEF – Operation of Municipal Wastewater Treatment Plants - Manual of Practice No. 11, and Activated Sludge - Manual of Practice OM-9.**

- b. WPCF Plant & Lab Tours - In addition to studying the manuals, if possible tour & study various types of WPCFs in the State. A review of your laboratory and the types of tests conducted would also help in your exam preparation.

8. Mail Applications to:

Central Permit Processing Unit
Department of Energy and Environmental Protection
79 Elm St.
Hartford, CT 06106-5127

9. Any questions, contact Craig Motasky at craig.motasky@ct.gov or phone number (860) 424-3815.