



STATE OF ILLINOIS
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
BUREAU OF WATER

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATION AS
A CLASS D DRINKING WATER OPERATOR**

1.	If you have not taken the water supply operator examination of competency and received a passing grade, <u>STOP - DO NOT</u> complete or submit this application. If you do not have a passing score on the water supply operator examination of competency, your application will be denied and the application fee will <u>not</u> be refunded.
2.	The fee to review and process this application is \$30. <u>This fee is non-refundable.</u> Attach a check or money order made payable to the Illinois Environmental Protection Agency. Applications submitted without the fee will be denied.
3.	Carefully read and complete all items. Incomplete applications will be denied and the fee you paid will <u>not</u> be refunded to you.
4.	Applications not signed by the applicant will be denied, and the application fee will not be refunded.
5.	<p>REQUIRED EXPERIENCE: The Public Water Supply Operations Act requires that Class D water supply operators have at least 890 hours of experience before they are eligible for certification.</p> <p>The required amount of experience may be gained through a combination of hands-on experience and educational experience. At least half of your experience must be hands-on.</p> <p>The Agency suggests you complete the attached <u>EXPERIENCE WORKSHEET</u> to determine the level of experience you currently have before completing your application.</p> <p>If you do not have the required experience, <u>STOP - DO NOT</u> complete or submit the application. If you do not have the required experience and you submit an application, your application will be denied and the application fee will <u>not</u> be refunded. Submission of the Experience Worksheet to the Agency is not required but may be helpful for eligibility determination.</p>
5a.	<p>HANDS-ON EXPERIENCE CREDIT: The Agency awards hands-on experience credit for each hour of work at a public water supply with processes involved in producing and/or delivering water to consumers. "Hands-on" means the knowledge acquired from daily operating experience rather than from text book study or supervisory observation. It means the applicant has actually operated a water plant or water supply or worked on the distribution system and has performed tasks including, but not limited to: routine tests, sample collection, completion of operational reports, calculation of chemical dosages and subsequent adjustment of chemical feeders.</p> <p>To obtain a Class D Certification, you must have a total of 890 hours of experience (see section 5b for information on educational experience credit):</p> <ul style="list-style-type: none">• <u>You must have a minimum of 445</u> hours of hands-on experience in: pump operation, storage, or distribution.• Not more than 445 hours of hands-on experience with other water treatment processes will count toward a Class D Certification. <p>You must submit the <u>Employment History and Letter of Verification</u> sections of this application to receive hands-on credit.</p>

	<p>The following types of experience related to a public water system shall not qualify as operating experience:</p> <ul style="list-style-type: none"> • Clerical duties • Meter reading • Experience as a laborer, if only responsible for mowing grass, painting tanks, etc.
5b.	<p>EDUCATIONAL EXPERIENCE CREDIT: You may receive educational experience credit as follows: up to 445 hours of experience credit for college or non-college educational endeavors.</p> <p>The Agency awards experience credit for college educational endeavors as follows:</p> <ul style="list-style-type: none"> • For a bachelor’s degree in chemistry, geology, biology, physics, math, engineering, or water treatment you will receive 445 hours of education experience credit. • For each credit hour of chemistry, geology, biology, physics, math, engineering, or water treatment coursework you will receive 60 hours of education experience credit. <p>The Agency awards experience credit for non-college educational endeavors as follows:</p> <ul style="list-style-type: none"> • For each Environmental Resources Training Center (ERTC) drinking water treatment course completed, you will receive 180 hours of education experience credit. • For each hour of attendance at an Agency approved drinking water treatment course, seminar, workshop, or other approved training, the Agency awards 1 hour of education experience credit, not to exceed 180 hours per course. <p>You must complete the Educational Credit section of the application and submit a copy of your college transcripts, course certificate, or other proof of completion to receive educational experience credit.</p>
6.	<p>LETTER OF VERIFICATION: A letter of verification must accompany your application. The letter of verification must be prepared by a water supply official, and must contain that official’s signature and contact information. The letter of verification must completely describe your duties as a water supply operator, including the approximate amount of time per week spent acquiring “hands-on” experience. This letter must include the dates of your employment in water treatment. To receive credit for previous water treatment employment, you must have a letter of verification from each of your previous employers. NOTE: If the proper Letter of Verification is not submitted, or if required information is not included in the Letter of Verification, you will not receive credit for that experience.</p>
7.	<p>REFERENCES: Your application must include three references who can verify your hands-on experience and character. If you do not list three references, your application will be denied and the application fee will not be refunded.</p>
8.	<p>Return completed application and \$30 check or money order to:</p> <p style="text-align: center;">Illinois Environmental Protection Agency Operator Certification/BOW/CAS #19 1021 North Grand Avenue East, P.O. Box 19276, Springfield, IL 62794-9276</p>

CLASS D WORKSHEET

1. HANDS ON EXPERIENCE								
Enter the number of actual hours of work with Pump Operation, Storage, and Distribution (time spent reading meters does not count):	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
	Hours worked during January:							
	Hours worked during February:							
	Hours worked during March:							
	Hours worked during April:							
	Hours worked during May:							
	Hours worked during June:							
	Hours worked during July:							
	Hours worked during August:							
	Hours worked during September:							
	Hours worked during October:							
	Hours worked during November:							
	Hours worked during December:							
	Total							
	Grand Total							
If the total number of hours worked equals or exceeds 445, enter the number onto Line 1. If the total number of hours worked is less than 445, STOP . You do not have the required experience to obtain a Class D certificate.							1.	
Enter the number of actual hours of work with any of the following: Class A processes: Coagulation/Sedimentation, Lime Softening, Ultraviolet Disinfection, Pathogen Removal/Inactivation, and Membrane Filtration Class B processes: Aeration, Filtration, and Ion Exchange Class C processes: Chemical Feed/Calculation of Dosage	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6		
	Hours worked during January:							
	Hours worked during February:							
	Hours worked during March:							
	Hours worked during April:							
	Hours worked during May:							
	Hours worked during June:							
	Hours worked during July:							
	Hours worked during August:							
	Hours worked during September:							
	Hours worked during October:							
	Hours worked during November:							
	Hours worked during December:							
	Total							
	Grand Total							
Enter the total number of hours from this section onto Line 2							2.	



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 BUREAU OF WATER
APPLICATION FOR CERTIFICATION AS A COMMUNITY WATER SUPPLY OPERATOR

INSTRUCTIONS TO APPLICANT
APPLICATION FEE IS NONREFUNDABLE – INCOMPLETE APPLICATIONS WILL BE DENIED
APPLICATIONS WITHOUT THE \$30 FEE WILL BE DENIED
APPLICATIONS SUBMITTED BEFORE APPLICANT HAS PASSED EXAMINATION OF COMPETENCY WILL BE DENIED
HANDS ON EXPERIENCE WILL NOT BE CREDITED WITHOUT A LETTER OF VERIFICATION

GENERAL (PRINT LEGIBLY OR TYPE)				
MR.	MS.	FIRST NAME	MIDDLE INITIAL	LAST NAME
HOME ADDRESS (STREET OR P.O. BOX)		CITY	STATE	ZIP
COUNTY	DATE OF BIRTH	E-MAIL ADDRESS		
DAYTIME TELEPHONE NUMBER (WITH AREA CODE)	HOME TELEPHONE NUMBER (WITH AREA CODE)	OPERATOR ID (IF KNOWN)		

CERTIFICATION INFORMATION				
SELECT LEVEL OF CERTIFICATION SOUGHT (CIRCLE ONLY ONE):				
	A	B	C	D
CURRENTLY HELD CERTIFICATIONS	ISSUED BY:	DATE CERTIFIED	EXPIRATION DATE	

GENERAL QUESTIONS (CHECK APPROPRIATE YES/NO BOX)	YES	NO
Have you ever been denied a water supply operator certification?		
Have you received a final judgment in a civil action or a conviction in a criminal action that determined you falsified or willfully failed to maintain or submit records and reports required by any authorized regulatory authority?		
determined you demonstrated gross negligence or misconduct in the operation and maintenance of a drinking water supply?		
determined you obtained or attempted to obtain a water supply operator certification in any state by fraud or deceit?		
Have you ever had your water supply operator certificate sanctioned (revoked, suspended, or placed on probation) in any state?		
If you answered yes to the above questions, please explain on a separate piece of paper and attach it to this application.		

DECLARATIONS OF ELIGIBILITY (CHECK APPROPRIATE YES/NO BOX)	YES	NO
I am able to read and write English.		
Have you been convicted of terrorism, making a terrorist threat, or causing a catastrophe?		
Have you been convicted of violating the Illinois Environmental Protection Act?		

REFERENCES List the name, address, and telephone number of THREE individuals who can verify your character and experience.		
NAME	ADDRESS	TELEPHONE NUMBER WITH AREA CODE

EDUCATION				
HIGH SCHOOL DIPLOMA	YES	NO	YEAR RECEIVED:	
HIGH SCHOOL NAME, CITY, AND STATE				
GENERAL EDUCATION DEVELOPMENT (GED)	YES	NO	YEAR RECEIVED:	
COLLEGE OR UNIVERSITY	MAJOR	MINOR	DEGREE TYPE	DATE RECEIVED

EDUCATIONAL CREDIT—COLLEGE COURSES					
EDUCATIONAL CREDIT WILL NOT BE GIVEN IF TRANSCRIPTS OR PROOF OF ATTENDANCE IS NOT SUBMITTED					
COLLEGE COURSE	CREDIT HOURS EARNED	COLLEGE COURSE	CREDIT HOURS EARNED	COLLEGE COURSE	CREDIT HOURS EARNED
CHEMISTRY		BIOLOGY		GEOLOGY	
PHYSICS		ENGINEERING		WATER TREATMENT	
MATH					

EDUCATIONAL CREDIT—NON-COLLEGE COURSES				
EDUCATIONAL CREDIT WILL NOT BE GIVEN IF PROOF OF ATTENDANCE IS NOT SUBMITTED				
TRAINING COURSE TITLE	TRAINING PROVIDER	HOURS OF TRAINING	DATE(S) OF ATTENDANCE	LOCATION

APPLICANT SIGNATURE	
READ CAREFULLY BEFORE SIGNING	
<p>I hereby certify that the statements made in this application are true and accurate to the best of my ability. I understand that any statement made by me that is not accurate may be grounds for ineligibility for this certificate or loss of this certificate. Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))</p> <p>I am attaching _____ employment history sheets to this application.</p>	
SIGNATURE OF APPLICANT:	DATE:

EMPLOYMENT HISTORY

Be sure to list all water treatment experience. Begin with your present employment and work backwards listing your experience. Complete a separate employment history section for each job. If you need additional pages, make copies and attach them to the application.

WATER SYSTEM NAME		WATER SYSTEM NUMBER	WORK TELEPHONE WITH AREA CODE	
EMPLOYER'S ADDRESS			CITY, STATE, ZIP CODE	
HOURS WORKED PER WEEK	JOB POSITION/TITLE		START DATE	END DATE
SUPERVISOR'S NAME, TITLE				
SUPERVISOR'S CERTIFICATION LEVEL			DATE SUPERVISOR OBTAINED CERTIFICATION	

HANDS ON EXPERIENCE.

CLASS A PROCESSES: COAGULATION/SEDIMENTATION, LIME SOFTENING, ULTRAVIOLET DISINFECTION, PATHOGEN REMOVAL/INACTIVATION, MEMBRANE FILTRATION	TOTAL HOURS WITH CLASS A PROCESSES:
CLASS B PROCESSES: AERATION, FILTRATION, ION EXCHANGE	TOTAL HOURS WITH CLASS B PROCESSES:
CLASS C PROCESSES: CHEMICAL FEED/CALCULATION OF DOSAGE	TOTAL HOURS WITH CLASS C PROCESSES:
CLASS D PROCESSES: PUMP OPERATION, STORAGE, DISTRIBUTION	TOTAL HOURS WITH CLASS D PROCESSES:
OTHER JOB DUTIES NOT LISTED ABOVE:	TOTAL HOURS

LETTER OF VERIFICATION

- A letter of verification must accompany your application. This letter of verification must be prepared by a water supply official, and must contain that official's signature and contact information.
- The letter of verification must completely describe your duties as a water supply operator, including the approximate amount of time per week spent acquiring "hands-on" experience.
- This letter must include the date you began your employment in water treatment, and end date if applicable.
- To receive credit for previous water treatment employment, you must have a letter of verification from each of your previous employers.
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SUPERVISOR'S CERTIFICATION LEVEL			DATE SUPERVISOR OBTAINED CERTIFICATION	

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CLASS B PROCESSES: AERATION, FILTRATION, ION EXCHANGE	TOTAL HOURS WITH CLASS B PROCESSES:
CLASS C PROCESSES: CHEMICAL FEED/CALCULATION OF DOSAGE	TOTAL HOURS WITH CLASS C PROCESSES:
CLASS D PROCESSES: PUMP OPERATION, STORAGE, DISTRIBUTION	TOTAL HOURS WITH CLASS D PROCESSES:
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