



WATER and WASTEWATER OPERATOR APPLICATION CHECK LIST

1. **Fill out the application COMPLETELY. Be sure to have your signature notarized.** Full completion of this application is important in determining your qualifications to become a fully certified operator.

Read and follow instructions provided in each section of the application.

Apply to be certified for the class (1-5) and type (distribution-A; water-B; wastewater-C, D, or E) of system described on the classification chart.

2. **Send the application with the appropriate application and examination fees** to the address at the top of the application. Please return the completed application and fees to the department **postmarked at least 30 days before the date of the next examination.** Properly completed applications will take 2-3 weeks to be processed.

Make checks payable to DEQ WWOC

Application fees are \$70 for water and/or \$70 for wastewater. Examination fees are \$70 for each type of examination (water distribution, water treatment, and/or wastewater). Well Water Systems are combination (2A3B, 3A4B, 4AB, or 5AB) and count as one application fee and one examination fee. **Application and fees are good for one year and are not refundable.**

3. **Please be aware** that the study guide materials our office provides are strictly supplemental materials. You should utilize other documents and training. **If you apply for any Class 1 or Class 2 types** of water or wastewater certification, you should order the other applicable reference sources as indicated on the [other study reference resources document](#).

4. Applicants can take an exam at one of the pre-scheduled exam sites, which occur several times throughout the year **OR** by appointment in one of our DEQ offices located in Billings, Helena or Kalispell. To arrange an in-office exam, call the Operator Certification Program at (406) 444-4584. **All applicants must pass an examination** with a grade of 70 or above.

The scheduled exams for all classifications are given each year; winter, spring, summer and fall, and run concurrently with Water Schools. See the [Scheduled Exam Dates](#) for specific dates or contact the certification office at 444-4584.

To register for one of the examinations our office must receive the following:

1. **For first time applicants:** A completed application, application and examination fees, proof of citizenship, and education documentation at least 30 days before the exam date.
 2. **For applications already on file:** Notify our office at least 15 days prior to the exam date.
5. **To be fully certified, Class 1-5 operators must fulfill experience requirements** working with the system described for that class and type. Once fully certified, operators are required to earn Continuing Education every two years.