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## **WATER OPERATOR CERTIFICATION APPLICATION**

Welcome to the Montana Department of Environmental Quality Water and Wastewater Operator Certification Program! The following information has been gathered in order to assist you in completing an application. Should you have any questions, please contact our office at (406) 444-4584.

Section 17.38.249, Administrative Rules of Montana (ARM), provides that: “The owner of a community or nontransient non community public water supply or wastewater treatment system shall retain a certified operator, as defined in Title 37, chapter 42, MCA, to perform monitoring and reporting in accordance with the requirements of this subchapter. The certified operator must be in responsible charge of the public water supply or wastewater treatment system.”

### **OPERATOR CERTIFICATION APPLICATION CHECKLIST:**

- \_\_\_ 1. **Fill out the application COMPLETELY, sign and date it.** Full and detailed completion of this application is important in determining your qualifications to become a fully certified operator versus an operator-in training. Read and follow instructions provided in each section of the application. Apply to be certified for the class (1-4) and type (A-distribution; B-water treatment) of system described on the classification chart enclosed.
- \_\_\_ 2. **Send in the application with the appropriate application and examination fees** to the address at the top of the application. NOTE: The completed application and fees must be returned to the department at least 30 days before the date of the examination. Although complete applications are usually processed within a 48 hour period, please allow up to 2 weeks for processing. 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). Note that the very small ground water system (4AB) is combined in one examination and one exam fee. Examination fees are due for each type of exam you take. *The application is good for one year and fees are not refundable.*
- \_\_\_ 3. **Please be aware** that the study guide materials our office provides upon receipt of applications and fees are strictly supplemental materials and other documents and training should be utilized.
- \_\_\_ 4. **All applicants for every class must pass an examination** with a grade of 70 or above. Examinations are scheduled several times throughout the year for all classifications. Applicants can take an exam at one of the scheduled exam sites **OR** by appointment in one of our DEQ offices in Billings, Helena or Kalispell. To arrange, call the Operator Certification Program at (406) 444-4584.

The scheduled exams for all classifications are given each year following Water Schools. See examination notices for specific dates or contact the certification office at (406) 444-4584. Again, the deadline for our office to receive applications for any examination is thirty (30) days before the exam date.











**EDUCATIONAL REQUIREMENT:** *In order to apply to become a certified operator in Montana, an applicant must provide documentation of education. The minimum requirement is a high school diploma, GED certificate or certificate of competency through the Job Service. Please include copies with your application.*

*Two days of education in post-secondary engineering training or the equivalent may be substituted for each day of experience up to 1/2 of the experience requirement described on the front of this application. **This education will not be considered unless the dates of completion and degrees earned are listed and a copy of transcripts is provided with this application.***

**HIGH SCHOOL DIPLOMA** \_\_\_\_\_  
Name and Location \_\_\_\_\_ Year Graduated \_\_\_\_\_

**or G.E.D CERTIFICATE** \_\_\_\_\_  
State Where Issued \_\_\_\_\_ Date of Issue \_\_\_\_\_

**or (4\$6)(17BBBBBBBBB** \_\_\_\_\_  
(DEQ employee's initials) \_\_\_\_\_ (Date of Approval) \_\_\_\_\_

**COLLEGE OR VO-TECH** \_\_\_\_\_  
Name and Location \_\_\_\_\_ Major and Minor Curricula \_\_\_\_\_

\_\_\_\_\_ Degree earned \_\_\_\_\_ Date \_\_\_\_\_ Quarters or Semesters Completed \_\_\_\_\_

**OTHER COLLEGE OR VO-TECH** \_\_\_\_\_  
Name and Location \_\_\_\_\_ Major and Minor Curricula \_\_\_\_\_

\_\_\_\_\_ Degree earned \_\_\_\_\_ Date \_\_\_\_\_ Quarters or Semesters Completed \_\_\_\_\_

**EMPLOYER NOTIFICATION** *(Your employer will automatically be notified if they paid your application and examination fees. If your employer **DID NOT** pay, please check one):*

\_\_\_\_\_ Please notify my present employer of the results of my examination(s).

\_\_\_\_\_ DO NOT notify my present employer of the results of my examination(s).

**CERTIFICATE OF APPLICANT:** *(**Important** - Please read carefully before signing. Unsigned and undated applications will be invalidated or returned. )*

**I agree to uphold the Montana Operator Code of Ethics which reads:** "Using my best judgment and operating skills, I will always work, to protect the public health, to ensure good service, to protect public property and the environment, by applying my skills in operating water and wastewater system equipment, by properly and accurately completing required records, following and complying with state and federal rules and regulations, continuing my education in my field, and working with management to establish distinct and safe operating policies for the public utilities for which I am entrusted."

**I swear under penalty of perjury that all information provided in this application submitted for certification is true.** I understand that misstatement of material facts may result in forfeiture of all rights to certification in accordance with Section 37-42-101 through 37-42-322, MCA.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_  
(Applicant's signature)