WATER POLLUTION CONTROL SYSTEM OPERATORS CERTIFICATION COMMISSION

EXAMINATION APPLICATION

Please complete all sections of this application legibly. Please read the instructions and the eligibility requirements carefully. PRINT (or TYPE) all of your responses in BLACK INK.

EXAMINATION SELECTION Please check only one:

	1 $85	2 $85	3 $85	4 $85	OIT $85	Temp $200	Temp Renewal $300	Cond $85
Wastewater								
Collections								
Physical Chemical								
Land Application								
Spray Irrigation								
Subsurface								
OIT Conversion	$20	Type and Grade						

PERSONAL INFORMATION

Have you previously held a certificate with the WPCSOCC that was **revoked, suspended, or relinquished**? (Circle one) **Yes No**

Please select the month & location at which you prefer to take the examination (circle one)

Kenansville Morganton Raleigh Salisbury Williamston

March June September November

Please note: The WPCSOCC reserves the right to use or not use the noted examination locations, as it deems necessary.

Social Security Number: _____/_____/_____ **Date of Birth**: _____/_____/_____

Applicant's Name: **Mr / Mrs / Ms** _____
(As you wish it to appear on your certificate) **(First)** **(Middle)** **(Last)** **(Jr., Sr., III etc.)**

Applicant's Address: _____
(Mailing address or PO Box)

_____
(City) **(State)** **(Zip Code)** **(County)**

Work Telephone: _____/_____ **Home Telephone**: _____/_____

Email address: | | | | | | | | | | | | | | | | | | | | | | | | |

* **FOR WPCSOCC STAFF USE ONLY** *

Postmark Date:_____

Payee's Name: _____Check #: _____Amount $_____

Renewals current (if applicable)? Yes_____No_____Presently holds certification of same type? _____ Date: _____

School Completion Date: _____# of previous attempts on exam: _____Dates of attempts: _____

Approved_____Denied_____Comments:_____

Reviewer(s) initials: _____Date reviewed: _____ NO RECORD_____

EMPLOYER INFORMATION

Employer's name: _____

Employer's telephone: _____/_____ **Employer's permit number**: _____

Employer's mailing address: _____
(City) (State) (Zip code) (County)

****Applicants presently working at a water pollution control system must complete the following information:**

System Name: _____ **System permit number**: _____

Type of system (circle one) **AWA AWB CS1 CS2 CS3 CS4 LA P/C1 P/C2 SI SS WW1 WW2 WW3 WW4**

Physical address of Facility: _____

City: _____ **State:** _____ **Zip:** _____

Immediate Supervisor's name and title: _____

Immediate Supervisor's work telephone #: _____/_____

EDUCATION

High School: Did you graduate? **Yes** **No** If **Yes**, give school name, address, phone number and date of graduation:

_____

If **NO**, Do you have a (GED) diploma? **Yes** **No** If **Yes**, give school name, address, phone number and date of issuance:

_____

College(s) attended: _____ City/State/Zip_____

Dates of attendance: From _____ To _____ Years completed **1 2 3 4**

Did you receive a degree? **Yes** **No** If **yes**, date received: _____ Type of degree: (e.g. AAS, BA, MS)

Major: _____ Minor: _____

(**Note: Copies of official transcripts must be included for all post-high school education if eligibility to take the examination is based on that education.**)

COMMISSION APPROVED TRAINING SCHOOL INFORMATION

*** NOTE: A Certificate of Completion from the school <u>must</u> be included with this application ***

School Title	Location where taught (community college etc.)	Dates of School From	To

<u>Attach a copy of the Certificate of Completion from the school!</u>

OPERATIONAL EXPERIENCE

Please list all of your **work experience** that demonstrates **hands-on experience in the operation** of the type and grade system for which you are seeking certification. Include the position's title and be **very specific** in describing the actual duties you performed while in the position. **List your most recent experience first**. Attach additional sheets, if necessary.

Dates of Employment		Name, address and phone # of employer	Type & grade facility	# Hours worked per week	Give your **position title** and a **detailed description of your duties** when you were in that position.
From Month/Year	To Month/Year				

I hereby certify that the information given in this application is correct to the best of my knowledge. I understand that providing false information on this application may lead to the revocation of any and all certificates issued to me by the Water Pollution Control System Operators Certification Commission (WPCSOCC). I have read the eligibility requirements for the type and grade certification that I am seeking and believe that I am eligible to sit for the examination for that certification.

Applicant's Signature_____

Date_____

RECOMMENDATION BY APPLICANT'S SUPERVISOR

I have reviewed this application and hereby verify that all of the information and statements provided by the applicant are true and correct to the best of my knowledge. **I recommend that the Water Pollution Control System Operators Certification Commission (WPCSOCC) consider this applicant for certification**. I understand that I am responsible for verifying the experience information provided on this application and that any false information provided by the applicant may lead to the revocation of any and all certificates issued to me by the Water Pollution Control System Operators Certification Commission (WPCSOCC).

Supervisor's name (**please print**)_____

Supervisor's title (**please print**)_____

Supervisor's address_____

Supervisor's telephone_____/_____Extension_____

Certifications held by Supervisor with the WPCSOCC

Type_____Grade_____Certificate Number_____

Type_____Grade_____Certificate Number_____

Type_____Grade_____Certificate Number_____

Signature of Supervisor_____Date_____

Before mailing this application, please insure that:

- **you have provided all required or requested information, documentation, and necessary signatures;**
- **a Certificate of Completion for the required school is included with this application;**
- **a copy of an official transcript is included for all post-high school education if your eligibility for the examination is based on that education;**
- **the application is legible (applications that cannot be read will not be reviewed);**
- **all operational experience is indicated in detail with duties and dates of employment clearly indicated;**
- **you have signed and dated your application in the appropriate location;**
- **your supervisor has signed and dated the application in the appropriate location, if applicable; and**
- **you have enclosed the appropriate application fee.**

***In order for this application to be processed, it must be accompanied by *appropriate fees* and be postmarked *at least 30 days prior to the date of the examination*.**

Consult our website for deadline dates: http://portal.ncdenr.org/web/wq/tacu-exams

***Make all checks payable to the WPCSOCC (Water Pollution Control System Operators Certification Commission)**

***PLEASE NOTE THAT A $25 PROCESSING FEE WILL BE CHARGED FOR ALL RETURNED CHECKS. ***

*Mail the completed application to: **WPCSOCC**
1618 Mail Service Center
Raleigh NC 27699-1618

INFORMATION & ELIGIBILITY REQUIREMENTS
FOR COMPLETION OF WATER POLLUTION CONTROL SYSTEM OPERATORS CERTIFICATION
EXAMINATION APPLICATION

PRELIMINARY INSTRUCTIONS

- This application must be typed or printed legibly, preferably in black ink. The completed application must be mailed to:

  WPCSOCC
  1618 Mail Service Center
  Raleigh NC 27699-1618

- All applications must be complete. Incomplete applications will not be processed. All statements and information provided in the application must be correct and true to the best of your knowledge and may be subject to investigation by the WPCSOCC or other appropriate authorities.
- If an examination is required in order to obtain certification, the application for examination must be postmarked by the US Postal Service at least 30 days prior to the date of the examination.
- Certification Fee Schedule:

Biological Water Pollution Control System Operator	**$85**
Collection System Operator	**$85**
Conditional Certification	**$75**
Land Application of Residuals Operator	**$85**
Operator-In-Training	**$85**
Operator-In-Training Conversion	**$20**
Physical/Chemical	**$85**
Spray Irrigation System Operator	**$85**
Subsurface System Operator	**$85**
Temporary Certification	**$200**
Temporary Certification Renewal	**$300**

  PLEASE NOTE THAT THERE IS A $25.00 PROCESSING FEE FOR ALL RETURNED CHECKS

- Please make all checks payable to the WPCSOCC (Water Pollution Control System Operators Certification Commission).
- Applications **must** be signed by both **the applicant** and **the applicant's supervisor**. All attachments that address Section V of this application must be signed by both the applicant and the applicant's supervisor. Applications that do not contain all required signatures will **not** be processed.
- Where eligibility to take an examination is based on a college degree, a copy of an official transcript for all coursework leading to the conferring of that degree must be included with the application.

DEFINITIONS

Actual experience: The total amount of time worked at a water pollution control system of the appropriate type and grade as needed per the eligibility requirements for the requested examination, all of which must be **actual hands-on experience** in the operation of the type and grade system for which certification is sought.

Commission sponsored or co-sponsored school: Any non-degreed technical course sponsored by the WPCSOCC.

Currently valid certificate: A certificate for which all required renewal fees are paid, all required continuing education training is completed, and has not been revoked, relinquished, invalidated, or suspended.

Recognized two (2) year college or technical school: Any accredited two year institution awarding associate degrees.

Recognized four (4) year college or university: Any accredited four (4) year college or university awarding bachelor degrees.

Successful completion: Attendance of at least 80% of the total number of hours of instruction of an approved school.

Two years of college: 900 contact hours or 90 quarter or 60 semester credits of post-high school academic preparation.

ELIGIBILITY REQUIREMENTS FOR EXAMS AND CERTIFICATION

GENERAL REQUIREMENTS FOR ALL APPLICANTS

- Applicants for certification as an operator of a water pollution control system must meet the following criteria and possess the knowledge and abilities listed as they relate to the specific type of system for which certification is being sought and shall, at a minimum, include:
    - a high school diploma or a general educational development (GED) equivalent; and
    - be at least 18 years of age; and
    - have a general knowledge of typical wastewater characteristics and treatment processes; and
    - the ability to:
        - read and understand the statutes and rules which govern water pollution control system operators and the operation of the type of system for which certification is being sought; and
        - perform mathematical calculations required to operate the system for which certification is being sought; and
        - complete and maintain logs and regulatory reporting forms required to document the proper operation of the system; and
        - provide a description of the equipment employed in the operation of the type of system for which certification is being sought along with the ability to describe the general maintenance requirements for such equipment.
- Applicants who fail to achieve a passing score on a specific type and grade of examination after three consecutive attempts must:
    - attend, and successfully complete, a Commission sponsored or co-sponsored training program of the same type and grade as the certification being sought; and
    - provide verification, in the form of a certificate of completion or other such documentation, of the satisfactory completion of the required training with any subsequent application made to the Commission to sit for the examination.
- Applicants for certification shall not have had any certification revoked by the Commission within the 730 calendar day period prior to the date of the application for certification.
- Applicants for certification shall not be allowed to sit for any examination offered by the Commission during the period of a suspension of any certification held by the applicant with the Commission.

BIOLOGICAL WATER POLLUTION CONTROL SYSTEM OPERATOR

Grade I

- After meeting the general eligibility requirements, the applicant must:
    - have successfully completed a Commission sponsored or co-sponsored training program for Grade I Biological Water Pollution Control System Operators.

Grade II

- After meeting the general eligibility requirements, the applicant must have successfully completed a Commission sponsored or co-sponsored training program for Grade II Biological Water Pollution Control System Operators; and
    - hold a currently valid North Carolina Grade I Biological Water Pollution Control System certification; and
        - have 6 months of actual experience at a Grade II or higher biological water pollution control system.

Grade III

- The applicant must have successfully completed a Commission sponsored or co-sponsored training program for Grade III Biological Water Pollution Control System Operators; and
    - hold a currently valid North Carolina Grade II Biological Water Pollution Control System certification; and
        - have 2 years of actual experience at a Grade II or higher biological water pollution control system; or
        - be a graduate of a 2 or 4 year college or university and have taken, and passed, a minimum of six courses in the basic sciences and have 18 months of actual experience at a Grade II, or higher, biological water pollution control system.

Grade IV

- The applicant must have successfully completed a Commission sponsored or co-sponsored training program for Grade IV Biological Water Pollution Control System Operators; and
    - hold a currently valid North Carolina Grade III Biological Water Pollution Control System certification; and
        - have 3 years of actual experience at a Grade III or higher biological water pollution control system; or
        - be a graduate of a 2 or 4 year college or university and have taken, and passed, a minimum of six courses in the basic sciences and have 2 years of actual experience at a Grade III, or higher, biological water pollution control system.

LAND APPLICATION OF RESIDUALS OPERATOR

- After meeting the general eligibility requirements, the applicant must have successfully completed a Commission sponsored or co-sponsored training program for land application of residuals operators and:
    - have 1 year of actual experience in the land application of residuals; or
    - be a graduate of a 2 or 4 year college or university and have taken, and passed, a minimum of 6 courses in the basic sciences; or
    - hold a currently valid Grade III or higher North Carolina Biological Water Pollution Control System Operator certification.

OPERATOR-IN-TRAINING

- Applicants may apply for an operator in training (OIT) certification for any certification offered by the Commission if they have met all of the prerequisite education and certification requirements but are unable to meet the actual experience requirement.
- Upon achieving a passing score on the examination, the applicant shall be issued an Operator-In-Training (OIT) certificate of the same type and grade as the examination.
- Operator In Training (OIT) certificates do not qualify the applicant to be designated as the Operator in Responsible Charge (ORC) or Back-up Operator In Responsible Charge (Back-up ORC) of a system of the same type and grade as the OIT certificate.
- Operator In Training (OIT) certificates must be renewed annually just as with any other certification held with the Commission.
- When the holder of an Operator In Training (OIT) certificate completes the prerequisite experience for the permanent certificate of that type and grade, the holder must submit an application documenting the experience with the appropriate fee for a replacement certificate in order to receive the permanent certificate of that type and grade.

PHYSICAL/CHEMICAL

Grade I

- After meeting the general eligibility requirements, the applicant must:
  - have successfully completed a Commission sponsored or co-sponsored North Carolina Grade I Physical/Chemical Water Pollution Control System Operators school.

Grade II

- After meeting the general eligibility requirements, the applicant must have successfully completed a Commission sponsored or co-sponsored North Carolina Grade II Physical/Chemical Water Pollution Control System Operators school; and
  - **Possess a valid North Carolina Grade I Physical/Chemical Water Pollution Control System Operator certificate**; and
  - have 1 year of actual experience at a Grade II physical/chemical water pollution control system.

SURFACE IRRIGATION WATER POLLUTION CONTROL SYSTEM OPERATOR

- After meeting the general eligibility requirements, the applicant must have successfully completed a Commission sponsored or co-sponsored training program for surface irrigation water pollution control system operators and:
  - have 1 year of acceptable experience in the operation of a surface irrigation system; or
  - be a graduate of a 2 or 4 year college or university and have taken, and passed, a minimum of six courses in the basic sciences: or
  - be a private homeowner who intends to operate only their own domestic surface irrigation water pollution control system; or
  - hold a valid grade III or higher North Carolina Biological Water Pollution Control System Operator certification.

WATER POLLUTION CONTROL COLLECTION SYSTEM OPERATOR

Grade 1

- After meeting the general eligibility requirements, the applicant must:
  - have completed a Commission sponsored or co-sponsored North Carolina Grade 1 Water Pollution Control Collection System Operator school.

Grade II

- The applicant must have successfully completed a Commission sponsored or co-sponsored North Carolina Grade II Water Pollution Control Collection System Operator school and:
  - hold a currently valid North Carolina Grade I Water Pollution Control Collection System Operator certificate; and
  - have at least 6 months of actual experience in the operation of a water pollution control collection system.

Grade III

- The applicant must have successfully completed a Commission sponsored or co-sponsored North Carolina Grade III Water Pollution Control Collection System Operator school and:
  - hold a currently valid North Carolina Grade II Water Pollution Control Collection System Operator certificate; and
    - have 2 years of acceptable experience in the operation of a water pollution control collection system; or
    - be a graduate of a two or four year college or university and have taken, and passed, a minimum of six courses in a field directly related to the construction, operation, and/or maintenance of a collection system e.g. civil, mechanical, or environmental engineering, and have one year of actual experience in the operation of a water pollution control collection system.

Grade IV

- The applicant must have successfully completed a Commission sponsored or co-sponsored North Carolina Grade IV Water Pollution Control System Collection System Operator school and:
  - hold a currently valid North Carolina Grade III Water Pollution Control Collection System Operator certificate; and
    - have 3 years of acceptable experience in the operation of a water pollution control collection system; or
    - be a graduate of a two or four year college or university and have taken, and passed, a minimum of six courses in a field directly related to the construction, operation, and/or maintenance of a collection system e.g. civil, mechanical, or environmental engineering, and have two years of actual experience in the operation of a water pollution control collection system.

SUBSURFACE WATER POLLUTION CONTROL SYSTEM OPERATOR

- After meeting the general eligibility requirements, the applicant must have successfully completed a Commission sponsored or co-sponsored subsurface water pollution control system operator school and:
  - have 1 year of actual experience in the operation of a subsurface water pollution control system; or
  - be a graduate of a 2 or 4 year college or university and have taken, and passed, a minimum of six courses in the basic sciences; or
  - be a private homeowner who intends to operate only their own domestic subsurface water pollution control system; or
  - hold a valid grade III or higher North Carolina Biological Water Pollution Control System Operator certification.