

March 15, 2016

**CERTIFICATION EXAMINATION
FOR
WASTEWATER TREATMENT PLANT OPERATORS
Test Date: Wednesday, July 13, 2016**

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

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. The tentative date for this examination is **July 13, 2016 from 9:00-12:30 PM**. Please note the following:

1. Applications - Copies of the applications can be found at www.ct.gov/deep/municipalwastewater . Completed applications must be received at the address shown below no later than **Tuesday, May 24, 2016 by 4:30 pm**. **There will be no acceptance of applications through phone calls or fax.**
2. Applications will be accepted anytime beginning in March and up to May 24, 2016. However, you cannot file a complete 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 FOR THIS EXAM PERIOD.** Make sure that you meet the minimum requirements. Class III & IV applicants: Do not forget the 27 CEU direct WW course requirements in the 90 and 135 CEUs. Enclose your check payable to “Department of Energy and Environmental Protection” with the application. On the front of the check, print “Wastewater Operator Certification Exam.”
4. You will be informed of your acceptance or rejection for the examination. If accepted, you will be notified by mail of your acceptance and your assigned examination site.

5. How to Apply to Take an Exam -

a. Complete and return the Application Form, Fee and all supporting documents. A copy of your application form will be returned to you to be used as your Exam Entrance Card. Please do not forget your application fee, and copies of transcripts and certificates. Fill out forms carefully with good penmanship and most importantly do not wait until the last minute to return it to DEEP.

b. Repeat examinees must file a new updated application along with the \$240 application fee. However, Class III and IV repeat examinees do not have to resubmit educational transcripts and certificates.

c. Every applicant (including repeat examinees) must complete all four pages of the application. If a completed application is not received on or before the exam application deadline you will be ineligible to sit for the exam this period.

6. Miscellaneous Information –

a. The following lists of reference books may be used as study guides: Sacramento Manuals (Wastewater Volumes I & II & Advanced Wastewater); WPCF Manual (A Manual of Practice No. OM-9); New York Wastewater Manuals (Volumes I & II).

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.

7. Mail Applications to:
Central Permit Processing Unit
DEEP Bureau of Financial & Support Services
79 Elm St.
Hartford, CT 06106-5127

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