



State of Maine
Wastewater Operator Certification Program
WASTEWATER TREATMENT PLANT CERTIFICATION APPLICATION

See instructions on back before completing this application

All information requested on this form must be typewritten or printed in ink

FOR DEPARTMENT USE		
Grade Approved:	Prov. Grade:	By:
Approval Date:		
CBT Expiration Date:		
CBT ID#:		
Provisional Exp. Date:		
Reciprocity From:		
Grade	Date	Results

Date of Application _____ 20_____

I, _____, do hereby apply for
(First Name) (Middle Initial) (Last Name) (Jr. Sr., etc.)
 certification as a Wastewater Treatment Plant Operator in the State of Maine in accordance with 32 M.R.S §§ 4172-4182.

GENERAL INFORMATION:

1. Home Mailing Address: _____
(Number) (Street) (City or Town) (State) (Zip)
2. Home Phone: _____ Cell Phone: _____ Email Address: _____
3. Employer: _____
4. Employer Address: _____
5. Employer Telephone: _____
6. Driver's License or State I.D. #: _____ State Issued (ME, MA, NH, etc.) _____
7. Are you currently certified as a wastewater treatment plant operator? No Yes

If yes, please list state, type, certificate number, and grade level for all wastewater certifications:

9. Wastewater Exam you are applying for (*see instruction page for grade qualifications*):
 - a) Biological (**check one**): Grade 1 Grade 2 Grade 3 Grade 4 Grade 5
 - b) Physical Chemical Grade 1
10. Provisional Biological (**check one**) Grade 1 Grade 2 Grade 3 Grade 4 Grade 5
 (See instruction page for details)
11. Spray Irrigation Treatment Systems (SITS) \$125 (Paper exam only) Grade 1 Grade 2
 - a) Preferred SITS exam location: Portland Augusta Bangor Presque Isle
12. Reciprocity \$250 – Fill out the application in full and attach a copy of your current active certificate.

A nonrefundable application fee of \$125 for Biological, P/C, and SITS Exams or \$250 for Reciprocity must accompany this application.

Mail or email completed application with payment to:
 NEIWPC-CJETCC
 584 Main Street
 South Portland, ME 04106
 Email: certification@neiwpc-cjetcc.org

STATEMENT OF QUALIFICATIONS

The information you provide is needed to determine your status as a certified operator. All related experience in the wastewater field must be included on this form. Any additional information may be submitted on a separate sheet in the same or similar format.

FORMAL EDUCATION	INSTITUTION, TOWN, STATE	YEARS ATTENDED		DEGREE GRANTED	STUDIES
		FROM:	TO:		
HIGH SCHOOL: _____					
UNIVERSITY OR COLLEGE: _____					
TECHNICAL OR TRADE SCHOOL: _____					

RELATED EDUCATION
List any post high school coursework related to wastewater treatment. Use the same or similar format on a separate sheet if you need more space.

COURSE TITLE	INSTITUTION	MO/YR to MO/YR	HOURS
_____	_____	_____	_____
_____	_____	_____	_____

List only those jobs which have been in the wastewater or related field. Related work experience includes drinking water, industrial wastewater, wastewater design, military service with MOS, and other related disciplines. Describe duties (responsibilities) performed. Use the same or similar format on a separate sheet if you need more space.

CURRENT EMPLOYER	TOWN, STATE	FACILITY GRADE	JOB TITLE	DATES OF EMPLOYMENT
_____	_____	_____	_____	_____
OPERATION DUTIES: (i.e., records, reports, equipment operating, sludge handling, process control functions, etc.) _____				
MAINTENANCE DUTIES: (i.e., pumps, level controls, chlorination, etc.) _____				
LABORATORY DUTIES: (i.e., process control, regulatory testing, etc.) _____				
COLLECTION OR DISTRIBUTION DUTIES: (i.e., operations and maintenance) _____				

PREVIOUS EMPLOYER	TOWN, STATE	FACILITY GRADE	JOB TITLE	DATES OF EMPLOYMENT
_____	_____	_____	_____	_____
OPERATION DUTIES: (i.e., records, reports, equipment operating, sludge handling, process control functions, etc.) _____				
MAINTENANCE DUTIES: (i.e., pumps, level controls, chlorination, etc.) _____				
LABORATORY DUTIES: (i.e., process control, regulatory testing, etc.) _____				
COLLECTION OR DISTRIBUTION DUTIES: (i.e., operations and maintenance) _____				

I understand that the correctness and truth of my statements in this application are material to the issuance of the certificate for which I am applying. I also understand that any willful falsification of this document, if later discovered, could lead to revocation of the certification.

(Signature of Applicant)

Instructions – Please read carefully before completing this form.

GENERAL INSTRUCTIONS:

1. Please be sure all requested information is neatly completed. Incomplete forms will be returned.
2. Maine Registered Professional Engineers (P.E.) are not required to be certified to operate a wastewater treatment facility.
3. **Reciprocity:** Any person holding a valid certification in another state or country may be issued Maine certification in a comparable grade without examination. The education and experience requirements must still be met. The certificate issued by the other state or country must have been obtained by written examination. Once granted, operators must follow all Maine biennial renewal requirements.
4. Use the following chart to assist you in determining the Biological grade level exam you may qualify for. See below for the definitions of wastewater work experience, related work experience, and related education. Refer to **Chapter 531: Regulations for Wastewater Operator Certification** for specific requirements for each grade level.

All grades require a H.S. Diploma or GED	
Grade	Grade-specific Requirements
1	No experience required.
2	1 year wastewater experience or 4 years combination of related work experience and related education.
3	2 years wastewater experience or 4 years combination of related work experience and related education plus 1 year wastewater experience.
4	6 years wastewater experience at B-2 plant or higher. Up to 3 years of a combination of related work experience and related education may be substituted for the same number of years of wastewater work experience.
5	8 years wastewater experience at B-3 plant or higher. Up to 4 years of a combination of related work experience and related education may be substituted for the same number of years of wastewater work experience.

5. **Provisional Certification** – A provisional certification is awarded to a person who passes an examination for a specific classification and grade level but has not met the education and/or work experience requirements for that certification. The Department will award a certification at a level commensurate with their work and/or education experience at the time the examination was passed, as well as a provisional certification at the level of the passed examination. An operator with provisional certification cannot serve as the ORC at the provisional level. The operator must apply for active certification within 6 years of passing the provisional exam or the provisional certification will expire. To apply for an upgrade, refer to the NEIWPCC-JETCC website www.jetcc.org to obtain an Upgrade Request Form.
6. **Education** – Show high school education and all other education which is related to wastewater treatment. If applicable, include transcripts of courses completed in related areas. All dates should be shown as month and year (ex: 2/25).
7. **Wastewater Work Experience** – Performance or supervision of operational duties directly related to wastewater treatment. List most recent employment first. Be sure to describe exactly what your duties were in each position. A certificate from a Department-accepted wastewater technology program, or equivalent, will be considered by the Department to be equivalent to one year of wastewater work experience. All dates should be shown as month and year (ex: 2/25).

8. **Related Work Experience** - Performance or supervision of duties including, but not limited to drinking water, industrial wastewater, wastewater collections, wastewater design, or other related disciplines as approved by the Department. Any military service member (active, reserve, or veteran) having served greater than 1 year will be credited one year of related work experience.
9. **Related Education** – Post high school coursework or training in the areas of biology, chemistry, environmental science, environmental studies, engineering, water and wastewater treatment technology, and other related fields as approved by the Department.
10. All exam applications are subject the Department’s review and approval.

ADDITIONAL INSTRUCTIONS FOR COMPUTER-BASED TESTS (CBT):

1. An application fee of \$125 must accompany this application, payable by check or credit card. Make check payable to: NEIWPC-CJETCC.
2. After your application is approved, you will receive an email confirmation from PSI Customer Service with a unique ID#. **Be sure to check your spam folder.** The approval is valid for two years.
3. Once you receive your confirmation, visit www.goAMP.com or call 800-345-6559 to schedule and pay for your exam. There will be a CBT exam fee to cover the PSI testing services. You can schedule the CBT at any PSI Assessment Center in the United States. Visit www.goAMP.com for a list of current locations.
4. You may retake the same grade level exam as many times as needed during your two-year approval period and pay only the PSI fee for each attempt. It is **not** necessary to reapply to NEIWPC-CJETCC or pay another \$125 application fee unless you are applying for a different grade level, or the two-year approval period has expired.

ADDITIONAL INSTRUCTIONS FOR SPRAY IRRIGATION TREATMENT SYSTEM EXAMINATIONS (SITS):

SITS exams will be offered on an as-needed basis at four testing locations: Portland, Augusta, Bangor, or Presque Isle. A fee of \$125 must accompany your application. Make check or money order payable to NEIWPC-CJETCC. After your application is approved, you will receive an email from NEIWPC-CJETCC with instructions on how to schedule an exam.