

## Grade 3 & 3A Wastewater Treatment Plant (WWTP) Operator Certification

Your certification exam application must be received with a \$150 payment to NYWEA and contain all of the following:

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and your supervisor) *WWTP Operator Statement of Experience*
  - a. You must have at least 1.5 years of approved hands on operations experience at a WWTP with a SPDES discharge permit and facility point score of 56 or higher. If you are seeking a Grade 3A, the 1.5 yrs. of approved hands on operating experience must be at an Activated Sludge WWTP with a SPDES discharge permit and facility point score of 56 or higher. Depending on your education level, you may need additional experience.
    - i. High School graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 4.5 years.*
    - ii. Associate of Science or Associate of Arts (with 30 hours of Math and Science) or Associate of Applied Science (AAS) graduate - you need an additional 1.5 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 3.0 years.*
    - iii. Approved AAS, Bachelor of Science, or any Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time. *Total Operations Experience needed is 1.5 years.*
  - b. Hands on Experience defined
    - i. Full Time Operator - Minimum 50% hands on experience in all processes listed on the Statement of Experience Form
    - ii. Non-Operator Title –Hours (listed below based on education) in all processes listed on the Statement of Experience Form. These hours do not include maintenance, supervision, Lab work (unless analysis is used by operator to make process adjustments), paperwork, building and grounds upkeep, etc. These hours can be listed in a spreadsheet, designated in the timesheet for operator experience, or provided in a different format approved by the operator certification representative.
      1. High School Graduate – 4680 hours
      2. Associates – 3120 hours
      3. Approved AAS and Bachelors – 1560 hours
3. A copy of your high school diploma, GED, or college diploma.
4. A copy of your required certification training course completions:
  - a. Basic Operations course
  - b. Basic Laboratory course or letter showing you passed the DEC Laboratory exam
  - c. Grade 3 Supervision and Technical Operations Course or Basic Supervision home study option plus the one day Technical Operations Module
  - d. Grade A Designated Licenses – Activated Sludge course
5. Mail the complete certification packet, **along with \$150 payment to NYWEA**, to:

NYWEA  
525 Plum Street, Suite 102  
Syracuse, NY 13204

If you have any questions, call 315-422-7811 ext 4.

Additional information on certification can be found in the Certification Manual posted on the NYWEA website at [www.nywea.org](http://www.nywea.org). A schedule of Pre-Certification courses is also available on the NYWEA website.