



Guidelines for Out-of-State Applicants Wastewater Operator Certification

This information provides guidance to assist out-of-state operators as they seek New York State wastewater operator certification. Thoroughly read this information to ensure the proper items are provided with the application. Incomplete applications will be rejected and returned, although you may re-submit at any time.

New York State does not currently have a reciprocity agreement with any other state. However, through our affiliation with the Association of Boards of Certification (ABC), New York State recognizes the examination results of those states utilizing the ABC examination service. In addition to exam results, we also consider each applicant's operations experience and completed training relevant to wastewater operations and management. For information about ABC and member states, go to www.abccert.org.

The New York Water Environment Association (NYWEA) administers New York's Operator Certification program. All certification applicants must submit their application and applicable fees to NYWEA. Contact information for NYWEA is available at <https://www.nywea.org/SitePages/Operator-Certification/information/>.

The **Operator Certification Manual** details the requirements to become certified. Non-resident applicants must meet the same requirements as in-state applicants. To access the **Operator Certification Manual**, go to:

https://www.nywea.org/opcert%20Docs/CertificationManual_081511.pdf

The following items found in the **Operator Certification Manual** must be completed and returned with your application:

1. **Application for Approval of Qualifications**: Detail on this form personal information, employment history, and education and training. To access this form online, go to:
https://www.nywea.org/OpCert%20Docs/New_UpgradeApplication083011.pdf
2. **Statement of Experience**: On this form provide a summary of your applicable operations, laboratory, and maintenance experience at each facility you are seeking experience credit for. Part-time operations experience may count on a pro-rata basis. To access this form online, go to:
<https://www.nywea.org/OpCert%20Docs/statementofexperience.pdf>
3. **Facility Scoring Sheet**. Complete this form, indicating the treatment units utilized at the wastewater plant(s) that you are seeking experience credit for in Item #2 above. Also, please include a current flow diagram or schematic of each of these facilities. As we will confirm this information with the appropriate regulatory agency, please provide a contact name and phone number for the regulatory agency responsible for oversight of this facility. To access this form online, go to:
<https://www.nywea.org/OpCert%20Docs/WastewaterTreatmentPlantScoringSheet.pdf>

Other important items to note:

For Operations Experience component:

- A. For each facility you are claiming operations experience at, **you must arrange for the Director of Personnel (or Human Resources or equivalent) to provide this office with an official account of your employment. This account must include dates of employment, title or assignment during each period, and a specific detail of work duties and assignments.** For experience gained through Contract Operations firms, please have the experience attested by the treatment facility owner, or highest ranking municipal official.

For Required Training component:

- Home-study courses such as the “Operation of Wastewater Treatment Plant” through California State University - Sacramento are acceptable for Grade 1/1A certification only.
- Applicants at the Grade 2/2A level of higher must complete the Basic Operations Course or one deemed equivalent by this office. For details on this 60 - hour course (or any other course listed in this section) please call
(518) 402-8177
- Applicants at the Grade 2/2A level of higher must also satisfy the laboratory component by passing either the Basic Laboratory Course (or equivalent) or the DEC laboratory proficiency exam. Alternatively, documented employment as a laboratory director or technician is acceptable as meeting this requirement.
- Applicants for Grade 3/3A certification must have completed the Grade 3 Supervision and Technical Operations Course, or equivalent. Several home study courses are acceptable towards meeting part of this requirement. However, if a home-study course is completed, the applicant must also complete the 6-hour Technical Operations module component of the Grade 3 Supervision and Technical Operations Course.
- Applicants for Grade 4/4A certification must have completed the Grade 4 Management course. At present this course is available only as a classroom offering.
- **College-level courses completed may satisfy the training requirements.** For these to be given full consideration you must:
 - a. Arrange for the college(s) to provide an **official** transcript directly to this office.
 - b. Enclose with your application a description of the course(s) from the college catalog detailing topics covered.
- **Training successfully completed to meet certification requirements in another state may also be used to satisfy the training requirements.** For these to be given consideration, please enclose with your application:
 - a. A copy of the course completion certificate
 - b. A detailed agenda of the training including topics covered
 - c. The instructor name or training organization and telephone number.

For Examination component:

- If you have passed an ABC Wastewater Treatment exam from one of the member states (those associated in agreement with ABC) you may not have to retake that certification grade exam.
- If you have passed an ABC or equivalent Wastewater Treatment exam, attach a copy of the certificate indicating such and include this with your application.

- Refer to the table on Page 18 of the manual that summarizes the requirements for each level of certification. Note that each level is cumulative, requiring that the previous certification requirements must be met in addition to those for the higher level you are seeking.

Remember to include proof of completion for all courses that you wish to receive credit for. The New York State Department of Environmental Conservation (NYSDEC) and NYWEA will not award credit for those courses that we cannot verify. NYSDEC/NYWEA will consider all applicable training courses, including both credit and non-credit courses.

If you are in doubt of which material to include with your application, enclose all those items which you believe support your application or contact NYWEA at 315-422-7811 extension 4.

You will be notified following the review of your application and supporting documentation. Allow a minimum of four weeks for processing of this application.

For a list of this and all other certification course training, please go to:

<https://www.nywea.org/SitePages/Operator-Certification/Certification/>