

## Grade 1 & 1A Wastewater Treatment Plant (WWTP) Operator Certification

**Your certification exam application must be received with a \$150 payment to NYWEA. On September 1, 2023, this fee will increase to \$195. Your exam application must 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 6 months of approved hands-on operations experience (see explanation below) to qualify for Grade 1 or 1A certification.
    - i. Grade 1 - at any WWTP with a SPDES discharge permit
    - ii. Grade 1A - at any Activated Sludge WWTP with a SPDES discharge permit
  - 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 - 520 hours 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.
3. A copy of your high school diploma or transcript, GED, or college diploma or transcript.
4. A copy of your required certification training course completions:
  - a. Basic Operations or Home Study course. The home study is only accepted for a Grade 1 or 1A certificate. The home study options include:
    - i. Sacramento Operation of Wastewater Treatment Plants Volume 1 and 2 or
    - ii. Sacramento Small Wastewater Operation and Maintenance, Volume 1 and 2 or
    - iii. Florida Wastewater Treatment Plant Operations
  - b. Grade A Designated Certificates - Activated Sludge course
5. A check or money order (payable to NYWEA) in the amount of \$150 through August 31, 2023. The exam application fee increases to \$195 effective September 1, 2023.
6. Mail your exam application packet to:

**NYWEA  
525 Plum Street, Suite 102  
Syracuse, NY 13204**

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

