

## Grade 4 & 4A 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 2.0 years of approved hands-on operations experience at a WWTP with a SPDES discharge permit and facility point score of 76 or higher. If you are seeking a Grade 4A, the 2.0 years of approved hands-on operating experience must be at an Activated Sludge WWTP with a SPDES discharge permit and facility point score of 76 or higher. Depending on your education level, you may need additional experience.
    - i. High School graduate - you need an additional 6.0 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 8.0 years.*
    - ii. Associate of Science (with 30 hours of Math and Science) or Associate of Arts (with 30 hours of Math and Science) or Associate of Applied Science (AAS) graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 5.0 years.*
    - iii. Approved AAS graduate - you need an additional 1.5 yrs. at any WWTP with a SPDES discharge permit. *Total Operations Experience needed is 3.5 years.*
    - iv. Bachelor of Science (with 30 hours of Math and Science) or Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time. *Total Operations Experience needed is 2.0 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 – 8320 hours
      2. Associates/AAS – 5200 hours
      3. Approved AAS – 3640 hours
      4. Bachelors – 2080 hours
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 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 7.5 hour Technical Operations Module
  - d) Grade 4 Management Course
  - e) Grade A Designated Certificate – 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**