



# ABC Operator Certification Application

## General Instructions

1. Please read and follow all instructions carefully and **complete all sections** fully and accurately.
2. Application review fee is \$120.00. **All fees are non-refundable.** Make check or money order payable to: Association of Boards of Certification.
3. If you are required to take an exam, additional proctoring fees will be assessed by the proctor.
4. To qualify for ABC Certification without examination (reciprocity), you must meet all of the following criteria:
  - Taken a certification exam equivalent to ABC's Standardized Exam (refer to the enclosed chart).
  - Received a score of 70% or above on your certification exam.
  - An active license which is in good standing in the area of certification for which you are applying.
  - Met the specific class certification standards for which you are applying (see page 2).
5. If you are not certified, you must meet the certification standards listed on page 2 in order to take an ABC exam. You must begin with the Class I Exam.
6. You must complete a separate application for each type of certificate you wish to receive.
7. All ABC certificates are valid for two years. Certificate renewal (after two years) requires a fee of \$110.00 and documentation of completion of 2.4 CEUs (24 contact hours) of continuing education in your area of certification.
8. Please allow four weeks for processing before inquiring about application status.
9. Mail completed application to: ABC • 2805 SW Snyder Blvd., Suite 535 • Ankeny, Iowa • 50023 • Phone (515) 232-3623

### I am applying for certification by: (please check only one)

### Class level: (please check only one)

Reciprocity     Exam     OIT Fulfillment<sup>1</sup>

OIT<sup>2</sup>     I     II     III     IV

### Category: (please check only one)

Water Treatment Operator     Wastewater Treatment Operator     Very Small Water Systems Operator     Collection Operator  
 Distribution Operator     Biological Industrial Waste Operator     Physical/Chemical Industrial Operator

## General Information

Name \_\_\_\_\_ Work Phone \_\_\_\_\_  
 Address \_\_\_\_\_ Fax \_\_\_\_\_  
 \_\_\_\_\_ Home Phone \_\_\_\_\_  
 City, State/Province \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Zip/Postal Code \_\_\_\_\_ Birthdate (dd/mm/yyyy)   -   -       
 Country \_\_\_\_\_ Social Security Number (last 4 digits only)<sup>3</sup>

## Current Certification

If you are currently certified, complete this section and enclose a copy of your certificate.

Valid certificate number \_\_\_\_\_  
 Issuing agency \_\_\_\_\_  
 Title of certificate and/or class \_\_\_\_\_  
 Percentage score you received on exam \_\_\_\_\_  
 Month/year you took the exam \_\_\_\_\_

## Operator Experience

Total years of Operator Experience \_\_\_\_\_  
 Total years of Direct Responsible Charge<sup>4</sup> \_\_\_\_\_  
 Are you currently working or seeking certification in order to work at a treatment facility in Indian Country?  Yes  No

<sup>1</sup>In-Training certificates can be upgraded to full certificates upon satisfactory fulfillment of all certification requirements during the effective period of the certificate.  
<sup>2</sup>An applicant may sit for an examination before he/she satisfies the education and/or experience requirements if he/she is fully certified at the next lower certification class (except applicants for Class I are not required to have existing certification). This individual shall be issued an In-Training certificate provided he/she has passed the appropriate exam. In-Training certificates do not qualify an applicant as fully certified.  
<sup>3</sup>For U.S. citizens/residents only. If outside the U.S. provide the last 4 digits of your government issued national identification number in the space provided.  
<sup>4</sup>Direct Responsible Charge (DRC) is active day to day technical direction and supervision or active day to day accountability and/or authority for process control decisions of a facility or major segment of a facility that directly impacts public health and/or the environment.

## Education

High School Diploma or GED  Yes  No

Name of High School \_\_\_\_\_

Graduation Year \_\_\_\_\_

College Graduate

Yes  Some College  No College

If *some college*, number of years completed\*

If yes:  B.A.  B.S.  
 Associate Degree  Masters Degree

Major\* \_\_\_\_\_

Name of College \_\_\_\_\_

\*Attach college transcript listing major.

## Important Checklist

Please use this checklist before mailing your application. Your application will be delayed if the following is not included:\*

- \_\_\_\_\_ 1. Copy of High School Diploma, GED, or equivalent
- \_\_\_\_\_ 2. Copy of all transcripts/documentation of post-secondary education
- \_\_\_\_\_ 3. Contact information and letter from supervisor describing job title, job duties, and dates of employment
- \_\_\_\_\_ 4. Classification worksheets
- \_\_\_\_\_ 5. Copy of current certification (if applicable)
- \_\_\_\_\_ 6. Nonrefundable application fee

\*If supporting documents are not written in English, a certified translation into English must be provided.

## Nondiscrimination

It is the policy of ABC that it shall not discriminate among applicants as to age, sex, race, religion, national origin, disability, sexual orientation, or marital status.

## Acknowledgement

I, the undersigned, certify that I am the above applicant; that all statements made and information contained in this application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility for certification or revocation of any certificate granted. I understand that the enclosed fee is non-refundable and that an additional processing fee may be charged if the application is completed incorrectly or is unreadable. Further, should I have received the certification under false circumstances, I will immediately surrender the certificate to ABC. I also consent to a thorough investigation of my application for the purpose of verification of my qualifications for certification. I also understand that by signing below I give ABC the authority to use and report this information and my test results. I waive all claims and agree to indemnify and hold harmless ABC for any action taken pursuant to the rules and standards of ABC with regard to my application, the ABC examination(s) and/or my certification except claims based on gross negligence or lack of good faith.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## Certification Standards

- Submit a letter from your supervisor or Human Resources department which provides your job title, a description of your job duties, and dates of employment in the position. If applicable, the number of years of direct responsible charge experience (DRC)<sup>2</sup> should be specified. If your position is part-time or DRC is part-time, an estimate of the number of hours spent doing various job duties should also be provided. Finally, the letter should contain contact information for your supervisor (e.g.: telephone, e-mail, mailing address).
- Class III and IV applicants must complete the enclosed plant classification worksheet.

### Class I

- High school diploma, GED, or equivalent
- 1 year of acceptable experience directly related to the area of certification being sought

### Class II

- High school diploma, GED, or equivalent
- 3 years of acceptable experience directly related to the area of certification being sought

### Class III

- High school diploma, GED, or equivalent
- 90 CEUs<sup>1</sup> of post high school education in the environmental control field, engineering, or related science
- 4 years of acceptable experience in a Class II or higher utility, including 2 years in DRC<sup>2</sup>

### Class IV

- High school diploma, GED, or equivalent
- 180 CEUs<sup>1</sup> of post high school education in the environmental control field, engineering, or related science
- 4 years of acceptable experience in a Class III or higher utility, including 2 years in DRC<sup>2</sup>

### VSWS

- 0.6 CEU<sup>1</sup> of VSWS education
- 6 months of acceptable experience directly related to the area of certification being sought

<sup>1</sup>1 CEU = 10 contact hours, 1 semester credit = 1.5 CEU, 1 quarter credit = 1.0 CEU

<sup>2</sup>Direct Responsible Charge (DRC) is active day to day technical direction and supervision or active day to day accountability and/or authority for process control decisions of a facility or major segment of a facility that directly impacts public health and/or the environment.

## Exam Arrangements

- ABC exams are computerized. If your application is approved, arrangements will be made with Applied Measurement Professionals (AMP) to administer the certification exam to you. Your exam must be completed within six months of application approval. AMP charges a proctoring fee of \$64.00 in the U.S. and \$150.00 outside the U.S. These fees are subject to change without notice. Paper and pencil exams may be available in some locations. Please inquire about the availability of this option if needed.
- If you require special accommodation due to a disability that may impair your ability to take the examination, ABC will endeavor to meet those special needs. You are responsible for submitting the Request for Accommodation Form with this application and providing documentation of the need for a special accommodation. A letter from a physician or a medical specialist knowledgeable of your disability must accompany the completed application. Please contact ABC to request a copy of the Request for Accommodation Form.

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## Substitutions

The Association permits substitution of the education and experience requirements. Substitutions may not exceed 50% of any requirement except as noted. Related experience may not be substituted for education. Decisions on the acceptance of substitutions will be made on a case-by-case basis.

## Experience for Education

Experience used to meet the experience requirement may not be reused as substitution for the education requirement.

- For all classes, instruction of environmental control courses may be substituted for the education requirement on the basis of: 10 contact hours = 1 CEU. Credit will be given only once for each course instructed.
- For VSWS, no substitution of education shall be permitted.
- For Class I - IV, experience can be substituted for education without limit as follows:  
1 year experience = 1 year high school education
- For Class III operators, a maximum of 1 year of DRC experience in a Class II or higher position may be substituted for 45.0 CEUs of post-high school education.
- For Class IV operators, a maximum of 2 years of DRC experience in a Class III or higher position may be substituted for 90.0 CEUs of post-high school education.

## Education for Experience

Education used as substitution for experience must be formal post-high school education in the environmental control field, engineering or related science. Education used as substitution for experience may not be reused to meet the education requirement.

- For VSWS and Class I, no substitution of education for experience is allowed.
- For Class II, a maximum of 67.5 CEUs of post-high school education may be substituted for 1.5 years of operating experience.
- For Class III and IV operators, a maximum of 90.0 CEUs of post-high school education may be substituted for 2 years of experience; however, the applicant must still have 1 year of DRC<sup>1</sup> experience.

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## Classifying Your Plant/System

A separate worksheet must be completed for each system/treatment plant needed to fulfill the experience requirement of the class for which you are applying. If the worksheet is missing, please call the ABC office. To calculate the point rating of your plant(s), please complete the appropriate plant classification worksheet(s). The values are listed next to each category. Enter these values in the blanks provided and add to determine the total point rating of your plant(s). A separate sheet must be used for each system.

Distribution and Collection Systems classification is based on population as follows:

Class I.....1,500 or less  
Class II.....1,501 to 15,000  
Class III.....15,001 to 50,000  
Class IV.....50,001 and greater

Very Small Water Systems<sup>1</sup> (VSWS), Water Treatment, Wastewater Treatment, and Industrial Waste classification is based on the following point system:

VSWS<sup>1</sup>.....30 points or less and a maximum population of 500 persons  
Class I.....30 points or less  
Class II.....31 - 55 points  
Class III.....56 - 75 points  
Class IV.....76 points and greater

<sup>1</sup>VSWS means a community public water system that serves 500 persons or less or a noncommunity public water system and has no treatment other than disinfection or has only treatment which does not require any chemical treatment, process adjustment, backwashing or media regeneration by an operator (e.g. calcium carbonate filters, granular activated carbon filters, cartridge filters, ion exchangers).

## Distribution System Classification Worksheet

A separate worksheet must be completed for each system needed to fulfill the experience requirement for your application. Two worksheets are provided below; if you need additional worksheets, please copy this page before beginning.

<b>Distribution System Classification Worksheet</b>
Population served by your distribution system:
<b>List the name and address of contact person for verification purposes.</b>
Name:
Title:
Company name:
Address:
Address:
Phone and FAX:
<b>List your dates of employment as an operator.</b>
Employment dates, start to end:
Dates of DRC experience:

<b>Distribution System Classification Worksheet</b>
Population served by your distribution system:
<b>List the name and address of contact person for verification purposes.</b>
Name:
Title:
Company name:
Address:
Address:
Phone and FAX:
<b>List your dates of employment as an operator.</b>
Employment dates, start to end:
Dates of DRC experience: