

Mail to:

C&T Program

350 Capitol Street Room 313

Charleston, WV 25301

[www.wvdhhr.org/oehs/eed/swap/training&certification](http://www.wvdhhr.org/oehs/eed/swap/training&certification)

**C&T Use Only**

Date Reviewed: \_\_\_/\_\_\_/\_\_\_

Staff Lead: \_\_\_\_\_

Approved as requested

Not a complete submission & returned

**Request for Wastewater Operator Certification**

**Print legibly and fill out completely. Incomplete applications will not be processed.**

**Use NA if not applicable or not available.**

Application Date (mm/dd/yy): \_\_\_/\_\_\_/\_\_\_ Date of Birth (mm/dd/yy): \_\_\_/\_\_\_/\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Middle Initial: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Is this a new address?  Yes  No

*Note: This is the address C&T will use to mail all your certification correspondence.*

*If your home address changes, you are responsible for notifying C&T.*

Email: \_\_\_\_\_ WVOP# if applicable: \_\_\_\_\_

1. Are you 18 years of age or older?  Yes  No

• If not, are you 16 years of age?  Yes  No

2. Have you completed the education requirements of Section 7:

• Do you have a  High school diploma or  GED?

If not, have you completed 10<sup>th</sup> grade with at least a 2.0 GPA?  Yes  No

If not, are you a Class HR applicant?  Yes  No

3. Please check the classification being requested below and complete the related section.

**Class HR** - Restricted to operating own system (homeowner)

• Did you take the required Class H course?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• Did you pass the Class H exam?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• No fee

**Class H**

• Did you take the required Class H course?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• Did you pass the Class H exam?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• \$100 fee, include individual check or money order payable to WV BPH

**Class S**

• Did you take the required Class S course?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• Did you pass the Class S exam?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• \$100 fee, include individual check or money order payable to WV BPH

**Class C**

• Did you take the required Class C course?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• Did you pass the Class C exam?  Yes on: \_\_\_/\_\_\_/\_\_\_  No

• \$100 fee, include individual check or money order payable to WV BPH

**Form ES-53 Continued**

**Operator in Training (OIT)**

- Wastewater System Name: \_\_\_\_\_ Permit#: \_\_\_\_\_
- Chief Operator Name: \_\_\_\_\_ Chief Operator Phone: \_\_\_\_\_
- Chief Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_
- No fee

**Class I**

- Did you take the required Class I course?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Did you pass the Class I exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Do you have 2,000 hours certified experience at a WWS?  Yes  No
- \$125 fee, include individual check or money order payable to WV BPH

**Class II**

- Did you take the required Class II course?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Did you pass the Class II exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Do you have 4,000 hours certified experience at a Class I or higher WWS?  Yes  No
  - If not, do you have additional education to substitute for up to ½ of the above experience?  Yes  No
- \$150 fee, include individual check or money order payable to WV BPH

**Class III**

- Did you pass the Class III exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Do you have 8,000 hours certified experience at a WWS?  Yes  No
  - If not, do you have additional education to substitute for up to ½ of the above experience?  Yes  No
  - Are 2,000 of those hours at a Class II or higher WWS?  Yes  No
- Do you have 90 CEUs?  Yes  No
  - If not, do you have additional experience to substitute for up to ½ of the above education?  Yes  No
- \$175 fee, include individual check or money order payable to WV BPH

**Class IV**

- Did you pass the Class IV exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Do you have 10,000 hours certified experience at a WWS?  Yes  No
  - If not, do you have additional education to substitute for up to ½ of the above experience?
    - Are 4,000 of those hours at a Class III or higher WWS?  Yes  No
- Do you have 180 CEUs?  Yes  No
  - If not, do you have additional experience to substitute for up to ½ of the above education?
- \$200 fee, include individual check or money order payable to WV BPH

**Advanced Designation**

- Did you take the required Advanced course?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- No fee

**Form ES-53 Continued**

4. **Attach supportive documents of all requirements noted above**, such as but not limited to:
- Driver's license or birth certificate to document age;
  - School transcript(s) or diploma(s) to document education;
  - Course completion certificates;
  - Written request to substitute additional education for experience requirements of vice versa;
  - Written letter from your chief operator if you're an OIT to document experience; or
  - Fee in the form of an individual check or money order payable to WV BPH.

5. Background:

- Have you ever had any WV operator certifications suspended or revoked?  Yes  No
- Have you had a certificate suspended or revoked in any other state?  Yes  No

6. Are you currently employed by a public wastewater system in WV?  Yes  No

If yes, what is the System Name: \_\_\_\_\_ Permit#: \_\_\_\_\_

I certify to the best of my knowledge, all information provided on this form is true and accurate. I certify I have read, understood and complied with all the laws of WV under the provisions of 64CSR05 *Wastewater Systems and Operators*.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All C&T applications are processed in order of receipt. If you do not hear from the C&T program within 2-3 weeks, please follow up via email [dawn.a.newell@wv.gov](mailto:dawn.a.newell@wv.gov) or call (304) 558-2981 to confirm status.*