

Form EW-211 (2018)  
Fax to: (304) 558-4322 or 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)

<b>C&amp;T Use Only</b>
Date Reviewed: ____/____/____
Staff Lead: _____
<input type="checkbox"/> Approved as requested
<input type="checkbox"/> Not a complete submission & returned

**Request for Water 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 1D applicant?  Yes  No
3. Please check the classification being requested below and complete the related section.
  - 1D**
    - Did you take the required 1D course?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
    - Did you pass the 1D exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
  - Class R**
    - Did you take the required Class R course?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
    - Did you pass the Class R exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
  - Operator in Training (OIT)**
    - PWS Name: \_\_\_\_\_ PWSID#: \_\_\_\_\_
    - Chief Operator Name: \_\_\_\_\_ Chief Operator Phone: \_\_\_\_\_
    - Chief Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - Water Distribution System (WDS)**
    - Did you take the required WDS course?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
    - Did you pass the WDS exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
    - Do you have 1,000 hours certified experience at a WDS or higher PWS?  Yes  No

**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 PWS?  Yes  No

**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 PWS?  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 PWS?  Yes  No
  - If not, have you taken OWP Sacramento Courses in *Water Treatment Plant Operation* Volumes I and II?  Yes  No

**Class III**

- Did you pass the Class III exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Do you have 8,000 hours certified experience at a PWS?  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 PWS?  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

**Class IV**

- Did you pass the Class IV exam?  Yes on: \_\_\_\_/\_\_\_\_/\_\_\_\_  No
- Do you have 10,000 hours certified experience at a PWS?  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 III or higher PWS?  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?

4. **Attach copies of supportive documents of all requirements noted above**, such as but not limited to:

- drivers 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; or
- written letter from your chief operator if you're an OIT to document experience.

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

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

If yes, what is the PWS Name: \_\_\_\_\_ PWSID#: \_\_\_\_\_

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 64CSR04 *Public Water Systems 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.*