



Colorado
Department
of Public Health
and Environment

APPLICATION COMPLETION INSTRUCTIONS FOR Water Distribution/Wastewater Collection Facility Operators Fall Schedule

Read Carefully Before Completing Application. An Incomplete Application May Result In Disqualification.

A) TEST CYCLE DEADLINE FOR WATER DISTRIBUTION/WASTEWATER COLLECTION FACILITY OPERATORS: **August 15** for fall exams and **February 15** for spring exams. Completed application with all necessary information and fees must be RECEIVED by the application deadline date. Postmark does not apply.

B) APPLICATION FEE OF \$15.00 AND EXAMINATION FEE OF \$45.00 ARE DUE AND MUST BE INCLUDED WITH THE COMPLETED APPLICATION. IF YOU ARE FOUND TO BE INELIGIBLE TO TAKE THE EXAM, THE \$45.00 EXAMINATION FEE WILL BE RETURNED TO YOU. THERE ARE NO REFUNDS FOR THE APPLICATION FEE; THIS FEE PAYS FOR PROCESSING AND REVIEWING YOUR APPLICATION. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO OCPO OR INCLUDE CREDIT CARD INFORMATION AND SIGNATURE ON THE APPLICATION. PLEASE NOTE ONLY ONE FORM OF PAYMENT PER APPLICATION PER PERSON.

NOTE: THERE ARE NO WALK-INS AT ANY LEVEL OR ANY LOCATION, SINCE EXAMS MUST BE ORDERED IN ADVANCE. TESTING SITES WILL OPEN AT 8:00 A.M. NO TESTS WILL BE GIVEN OUT AFTER 12:00 NOON. EXAMS WILL BE COLLECTED BY 3:00 PM. IF THE TEST IS NOT TAKEN ON THE DATE AND AT LOCATION APPLIED FOR, THE APPLICATION FEE IS FORFEITED AND APPLICANT MUST SUBMIT A NEW APPLICATION AND FEE FOR THE NEXT TEST CYCLE. . ONCE THE APPLICATION HAS BEEN APPROVED, FEES ARE NON-REFUNDABLE AND MAY NOT BE TRANSFERRED OR "ROLLED OVER" TO ANOTHER TESTING SITE OR TEST CYCLE. AN APPLICANT MAY TAKE BOTH A DISTRIBUTION EXAM AND A COLLECTION EXAM DURING EACH CYCLE; HOWEVER, TWO APPLICATIONS ARE REQUIRED.

C) LEVELS FOR WATER DISTRIBUTION AND WASTEWATER COLLECTION ARE: 1, 2, 3 AND 4. INSERT LEVEL ON THE APPLICATION FORM. SMALL SYSTEMS EXAMS ARE ALSO AVAILABLE. FOR SMALL SYSTEMS, CHECK WATER OR WASTEWATER. AN APPLICANT MAY ONLY TAKE ONE EXAM LEVEL PER CLASSIFICATION DURING EACH CYCLE.

D) ONLY ONE DESIRED LOCATION MUST BE INSERTED IN THE SPACE PROVIDED ON THE APPLICATION FORM. SEE SCHEDULE FOR SELECTIONS:

Exam Dates	Location	Level
Nov. 5, 2010 Friday	Grand Junction, DoubleTree Inn, 8:00am to 3:00pm, CRWA Annual Conf.	All Levels
Nov. 19, 2010 Friday	Longmont, Radisson Htl & Conf Cntr, 8:00am to 3:00pm, Short School	All Levels
Feb. 18, 2011 Friday	Colorado Springs, Crowne Plaza, 8:00am to 3:00pm, CRWA Annual Conf.	All Levels

*****EXPERIENCE REQUIREMENTS MUST BE MET BY APPLICATION SUBMISSION DEADLINE, NOT THE DATE OF THE EXAM*****

E) "Hands-on" experience requirements as a facility operator for all types of water and wastewater facilities are as follows: Level 4 (highest level) - (4) four years; Level 3 - (3) three years; Level 2 - (2) two years; Level 1 (and Small Systems) - (1) one month - (see regulations). College education in a related field may be substituted (with proof, i.e., copy of Degree/transcripts submitted with application) for up to but no more than 50% of the experience requirements at any level, but the experience must be same type as the exam you are taking. Cross-experience may be used (i.e., 50% of experience as a facility operator in the same type of water or wastewater system) for the test you are taking; the other 50% of experience as a facility operator must be in a different type of system (i.e., water, or wastewater) to meet the requirements. **If submitting TUs as a substitute for experience with your application form, complete the TU Summary on Section 9 of the form.** Regulation 100, which explains the classification system and experience requirements, and the Colorado Operators Certification Examination Policies and Procedures may be found at the following website www.cdphe.state.co.us/op/ocb or obtained by calling OCPO.

F) If you do not receive a notice of approval/disapproval to take the exam requested within one month following the application deadline date, contact:

Operators Certification Program Office
2170 S Parker Rd., Ste 290
Denver, CO 80231
Phone: 303-394-8994
Fax: 303-394-3450

RETAIN THESE INSTRUCTIONS FOR YOUR RECORDS. THIS SHEET DOES NOT HAVE TO BE RETURNED WITH YOUR APPLICATION.