



Colorado  
Department  
of Public Health  
and  
Environment

## APPLICATION COMPLETION INSTRUCTIONS FOR Water/Wastewater/Industrial Treatment Facility Operators Certification Exam FALL SCHEDULE

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

**A) DEADLINE FOR WATER/WASTEWATER/INDUSTRIAL TREATMENT FACILITY OPERATORS: JUNE 1, FOR ALL FALL EXAMS; DECEMBER 1, FOR ALL 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 AT THE TIME OF THE APPLICATION 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 UPON REQUEST. 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 YOUR 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 LOCATION SINCE EXAMS MUST BE ORDERED IN ADVANCE. ALL PERSONS MUST CHECK IN AT REGISTRATION NO LATER THAN 2 HOURS PRIOR TO THE END OF THE TESTING SESSION TO RECEIVE AN EXAM. IF THE TEST IS NOT TAKEN DURING THE TEST CYCLE, THE APPLICATION AND TEST FEES ARE FORFEITED. THE APPLICANT MUST SUBMIT A NEW APPLICATION AND ALL ASSOCIATED FEES 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 TEST CYCLE.**

**C) LEVELS FOR WATER, WASTEWATER AND INDUSTRIAL WASTEWATER ARE: A, B, C, D, AND T. T IS FOR TRANSIENT NON-COMMUNITY (WATER-ONLY LEVEL). 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 exam date and location **must be** inserted in the space provided on the application form. See schedule FOR SELECTIONS:**

Exam Dates	Location	Levels
Friday, July 23, 2010	Leadville, CMC Campus, 2:00 pm – 6:00pm Leadville Short School	C, D, TNC, Small Sys
Saturday, July 24, 2010	Leadville, CMC Campus, 8:00am – 4:00pm	All Treatment Levels
Saturday, Aug. 14, 2010	Durango, Community Recreation Center, 8:00am – 4:00pm CRWA Tng	All Treatment Levels
Thursday, Sep. 16, 2010	Keystone, The Lodge 8:00am – 4:00pm Joint Conference, Tng	All Treatment Levels
Saturday, Sep. 25, 2010	Pueblo, Convention Cntr. @ The Marriott, 8:00am -4:00pm CRWA Tng	All Treatment Levels
Friday, Oct 15, 2010	Longmont, Radisson Htl. & Conf. Cntr. 8:00am – 4:00pm	All Treatment Levels
Friday, Nov 5, 2010	Grand Junction, DoubleTree Inn, 8:00am – 4:00pm CRWA Tng	All Treatment 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: Class A (highest level) – 4 years; Class B – 3 years; Class C – 2 years; Class D (entry level), Small System, and Small Wastewater System - 1 month; Transient Non-Community Water System – None. At least 50% of the experience must be as an operator with the facility type selected on your exam application. Cross-experience; i.e. operator experience with one or more of the other facility types, may be used for up to 50% of the experience requirement at any level. College education in a related field may be substituted with proof, i.e., copy of degree/transcripts, submitted with application, for up to 50% of the experience requirement for any level.**

**If submitting TUs as a substitute for experience with your application form, YOU MUST SUBMIT THE TU SUMMARY FORM, also available on the website. 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 <http://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 four weeks of the exam application deadline date (see above), contact:**

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

**Due to changes in Colorado Statute, all state agencies that provide government services, including issuing “professional licenses” or “certificates” are now required to verify that the recipient is lawfully present within the U.S. An affidavit of legal presence must be submitted prior to certification.**

**RETAIN THESE INSTRUCTIONS FOR YOUR RECORDS.**