



STATE OF ILLINOIS
ILLINOIS ENVIRONMENTAL PROTECTION AGENCY
BUREAU OF WATER

**INSTRUCTIONS FOR COMPLETING APPLICATION FOR CERTIFICATION AS
A CLASS C DRINKING WATER OPERATOR**

1.	If you have not taken the water supply operator examination of competency and received a passing grade, STOP - DO NOT complete or submit this application. If you do not have a passing score on the water supply operator examination of competency, your application will be denied and the application fee will not be refunded.
2.	The fee to review and process this application is \$30. This fee is non-refundable. Attach a check or money order made payable to the Illinois Environmental Protection Agency. Applications submitted without the fee will be denied.
3.	Carefully read and complete all items. Incomplete applications will be denied and the fee you paid will not be refunded to you.
4.	Applications not signed by the applicant will be denied, and the application fee will not be refunded.
5.	<p>REQUIRED EXPERIENCE: The Public Water Supply Operations Act requires that Class C water supply operators have at least 1780 hours of experience before they are eligible for certification.</p> <p>The required amount of experience may be gained through a combination of hands-on experience and educational experience. At least half of your experience must be hands-on.</p> <p>The Agency suggests you complete the attached EXPERIENCE WORKSHEET to determine the level of experience you currently have before completing your application.</p> <p>If you do not have the required experience, STOP - DO NOT complete or submit the application. If you do not have the required experience and you submit an application, your application will be denied and the application fee will not be refunded. Submission of the Experience Worksheet to the Agency is not required but may be helpful for eligibility determination.</p>
5a.	<p>HANDS-ON EXPERIENCE CREDIT: The Agency awards hands-on experience credit for each hour of work at a public water supply with processes involved in producing and/or delivering water to consumers. "Hands-on" means the knowledge acquired from daily operating experience rather than from text book study or supervisory observation. It means the applicant has actually operated a water plant or water supply or worked on the distribution system and has performed tasks including, but not limited to: routine tests, sample collection, completion of operational reports, calculation of chemical dosages and subsequent adjustment of chemical feeders.</p> <p>To obtain a Class C Certification, you must have a total of 1780 hours of experience (see section 5b for information on educational experience credit):</p> <ul style="list-style-type: none">• <u>You must have a minimum of 890</u> hours of hands-on experience in: chemical feeding and calculation of dosage• Not more than 890 hours of hands-on experience with other water treatment processes will count toward a Class C Certification. <p>You must submit the Employment History and Letter of Verification sections of this application to receive hands-on credit.</p>

	<p>The following types of experience related to a public water system shall not qualify as operating experience:</p> <ul style="list-style-type: none"> • Clerical duties • Meter reading • Experience as a laborer, if only responsible for mowing grass, painting tanks, etc.
5b.	<p>EDUCATIONAL EXPERIENCE CREDIT: You may receive educational experience credit as follows: up to 890 hours of experience credit for college or non-college educational endeavors.</p> <p>The Agency awards experience credit for college educational endeavors as follows:</p> <ul style="list-style-type: none"> • For a bachelor’s degree in chemistry, geology, biology, physics, math, engineering, or water treatment you will receive 890 hours of education experience credit. • For each credit hour of chemistry, geology, biology, physics, math, engineering, or water treatment coursework you will receive 60 hours of education experience credit. <p>The Agency awards experience credit for non-college educational endeavors as follows:</p> <ul style="list-style-type: none"> • For each Environmental Resources Training Center (ERTC) drinking water treatment course completed, you will receive 180 hours of education experience credit. • For each hour of attendance at an Agency approved drinking water treatment course, seminar, workshop, or other approved training, the Agency awards 1 hour of education experience credit, not to exceed 180 hours per course. <p>You must complete the <u>Educational Credit</u> section of the application and submit a copy of your college transcripts, course certificate, or other proof of completion to receive educational experience credit.</p>
6.	<p>LETTER OF VERIFICATION: A letter of verification must accompany your application. The letter of verification must be prepared by a water supply official, and must contain that official’s signature and contact information. The letter of verification must completely describe your duties as a water supply operator, including the approximate amount of time per week spent acquiring “hands-on” experience. This letter must include the dates of your employment in water treatment. To receive credit for previous water treatment employment, you must have a letter of verification from each of your previous employers. NOTE: If the proper Letter of Verification is not submitted, or if required information is not included in the Letter of Verification, you will not receive credit for that experience.</p>
7.	<p>REFERENCES: Your application must include three references who can verify your hands-on experience and character. If you do not list three references, your application will be denied and the application fee will not be refunded.</p>
8.	<p>Return completed application and \$30 check or money order to:</p> <p style="text-align: center;">Illinois Environmental Protection Agency Operator Certification/BOW/CAS #19 1021 North Grand Avenue East, P.O. Box 19276, Springfield, IL 62794-9276</p>

CLASS C WORKSHEET

1. HANDS ON EXPERIENCE									
Enter the number of actual hours of work with Chemical Feed/Calculation of Dosage	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			
Hours worked during January									
Hours worked during February									
Hours worked during March									
Hours worked during April									
Hours worked during May									
Hours worked during June									
Hours worked during July									
Hours worked during August									
Hours worked during September									
Hours worked during October									
Hours worked during November									
Hours worked during December									
Total									
							Grand Total		
If the total number of hours worked equals or exceeds 890, enter the number onto Line 1. If the total number of hours worked is less than 890, STOP . You do not have the required experience to obtain a Class C certificate.								1.	
2.									
Enter the number of actual hours of work with any of the following: Class A processes: Coagulation/Sedimentation, Lime Softening, Ultraviolet Disinfection, Pathogen Removal/Inactivation, and Membrane Filtration Class B processes: Aeration, Filtration, and Ion Exchange Class D processes: Pump Operation, Storage, and Distribution (time spent reading meters does not count)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6			
Hours worked during January									
Hours worked during February									
Hours worked during March									
Hours worked during April									
Hours worked during May									
Hours worked during June									
Hours worked during July									
Hours worked during August									
Hours worked during September									
Hours worked during October									
Hours worked during November									
Hours worked during December									
Total									
							Grand Total		
Enter the total number of hours from this section on Line 2.								2.	

EDUCATIONAL EXPERIENCE				
3.	If you have a bachelor’s degree in biology, chemistry, physics, geology, engineering, math, or drinking water treatment, enter 890 hours on Line 3, enter zero on Line 4 and Line 5. Skip to Question 6.	3.		
4.	Have you taken any college courses? If yes, indicate how many college credit hours earned in each of the following areas:			
Course Type				Credit Hours
biology				
chemistry				
physics				
geology				
engineering				
math				
drinking water treatment				
Total:				
	Multiply the total credit hours by 60 and enter total on Line 4.	4.		
5.	Have you participated in other Agency approved drinking water training, (including ERTC coursework) that did not provide college credit? If yes, indicate the course title, and the number of hours spent (maximum allowed per course is 180 hours)			
Course Type				Hours
Total:				
	If the total is less than 890, enter the total on Line 5. If the total is greater than or equal to 890 hours, enter 890 on Line 5.	5.		
6.	Add Lines 2, 3, 4, and 5. If the total is less than 890 enter the total on Line 6. If the total is greater than or equal to 890 hours, enter 890 on Line 6.	6.		
7.	Add Line 1 and Line 6. Enter the total on Line 7.	7.		
<p>If Line 7 is less than 1780, STOP. You do not have the required experience to obtain a Class C Certificate.</p> <p>If Line 7 is equal to or greater than 1780, you have the required experience for a Class C Certificate. Complete and submit the Application for Certification as a Community Water Supply Operator.</p>				



STATE OF ILLINOIS
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 BUREAU OF WATER
APPLICATION FOR CERTIFICATION AS A COMMUNITY WATER SUPPLY OPERATOR

INSTRUCTIONS TO APPLICANT

APPLICATION FEE IS NONREFUNDABLE – INCOMPLETE APPLICATIONS WILL BE DENIED

APPLICATIONS WITHOUT THE \$30 FEE WILL BE DENIED

APPLICATIONS SUBMITTED BEFORE APPLICANT HAS PASSED EXAMINATION OF COMPETENCY WILL BE DENIED

HANDS ON EXPERIENCE WILL NOT BE CREDITED WITHOUT A LETTER OF VERIFICATION

GENERAL (PRINT LEGIBLY OR TYPE)

MR.	MS.	FIRST NAME	MIDDLE INITIAL	LAST NAME		
HOME ADDRESS (STREET OR P.O. BOX)			CITY	STATE	ZIP	
COUNTY			DATE OF BIRTH	E-MAIL ADDRESS		
DAYTIME TELEPHONE NUMBER (WITH AREA CODE)			HOME TELEPHONE NUMBER (WITH AREA CODE)	OPERATOR ID (IF KNOWN)		

CERTIFICATION INFORMATION

SELECT LEVEL OF CERTIFICATION SOUGHT (CIRCLE ONLY ONE):					A	B	C	D
CURRENTLY HELD CERTIFICATIONS	ISSUED BY:	DATE CERTIFIED	EXPIRATION DATE					

GENERAL QUESTIONS (CHECK APPROPRIATE YES/NO BOX)

	YES	NO
Have you ever been denied a water supply operator certification?		
Have you received a final judgment in a civil action or a conviction in a criminal action that determined you falsified or willfully failed to maintain or submit records and reports required by any authorized regulatory authority?		
determined you demonstrated gross negligence or misconduct in the operation and maintenance of a drinking water supply?		
determined you obtained or attempted to obtain a water supply operator certification in any state by fraud or deceit?		
Have you ever had your water supply operator certificate sanctioned (revoked, suspended, or placed on probation) in any state?		
If you answered yes to the above questions, please explain on a separate piece of paper and attach it to this application.		

DECLARATIONS OF ELIGIBILITY (CHECK APPROPRIATE YES/NO BOX)

	YES	NO
I am able to read and write English.		
Have you been convicted of terrorism, making a terrorist threat, or causing a catastrophe?		
Have you been convicted of violating the Illinois Environmental Protection Act?		

REFERENCES List the name, address, and telephone number of **THREE** individuals who can verify your character and experience.

NAME	ADDRESS	TELEPHONE NUMBER WITH AREA CODE

EDUCATION				
HIGH SCHOOL DIPLOMA	YES	NO	YEAR RECEIVED:	
HIGH SCHOOL NAME, CITY, AND STATE				
GENERAL EDUCATION DEVELOPMENT (GED)	YES	NO	YEAR RECEIVED:	
COLLEGE OR UNIVERSITY	MAJOR	MINOR	DEGREE TYPE	DATE RECEIVED

EDUCATIONAL CREDIT—COLLEGE COURSES					
EDUCATIONAL CREDIT WILL NOT BE GIVEN IF TRANSCRIPTS OR PROOF OF ATTENDANCE IS NOT SUBMITTED					
COLLEGE COURSE	CREDIT HOURS EARNED	COLLEGE COURSE	CREDIT HOURS EARNED	COLLEGE COURSE	CREDIT HOURS EARNED
CHEMISTRY		BIOLOGY		GEOLOGY	
PHYSICS		ENGINEERING		WATER TREATMENT	
MATH					

EDUCATIONAL CREDIT—NON-COLLEGE COURSES				
EDUCATIONAL CREDIT WILL NOT BE GIVEN IF PROOF OF ATTENDANCE IS NOT SUBMITTED				
TRAINING COURSE TITLE	TRAINING PROVIDER	HOURS OF TRAINING	DATE(S) OF ATTENDANCE	LOCATION

APPLICANT SIGNATURE	
READ CAREFULLY BEFORE SIGNING	
<p>I hereby certify that the statements made in this application are true and accurate to the best of my ability. I understand that any statement made by me that is not accurate may be grounds for ineligibility for this certificate or loss of this certificate. Any person who knowingly makes a false, fictitious, or fraudulent material statement, orally or in writing, to the Illinois EPA commits a Class 4 felony. A second or subsequent offense after conviction is a Class 3 felony. (415 ILCS 5/44(h))</p> <p>I am attaching _____ employment history sheets to this application.</p>	
SIGNATURE OF APPLICANT:	DATE:

EMPLOYMENT HISTORY

Be sure to list all water treatment experience. Begin with your present employment and work backwards listing your experience. Complete a separate employment history section for each job. If you need additional pages, make copies and attach them to the application.

WATER SYSTEM NAME		WATER SYSTEM NUMBER	WORK TELEPHONE WITH AREA CODE	
EMPLOYER'S ADDRESS			CITY, STATE, ZIP CODE	
HOURS WORKED PER WEEK	JOB POSITION/TITLE		START DATE	END DATE
SUPERVISOR'S NAME, TITLE				
SUPERVISOR'S CERTIFICATION LEVEL			DATE SUPERVISOR OBTAINED CERTIFICATION	
HANDS ON EXPERIENCE.				
CLASS A PROCESSES: COAGULATION/SEDIMENTATION, LIME SOFTENING, ULTRAVIOLET DISINFECTION, PATHOGEN REMOVAL/INACTIVATION, MEMBRANE FILTRATION			TOTAL HOURS WITH CLASS A PROCESSES:	
CLASS B PROCESSES: AERATION, FILTRATION, ION EXCHANGE			TOTAL HOURS WITH CLASS B PROCESSES:	
CLASS C PROCESSES: CHEMICAL FEED/CALCULATION OF DOSAGE			TOTAL HOURS WITH CLASS C PROCESSES:	
CLASS D PROCESSES: PUMP OPERATION, STORAGE, DISTRIBUTION			TOTAL HOURS WITH CLASS D PROCESSES:	
OTHER JOB DUTIES NOT LISTED ABOVE:			TOTAL HOURS	

LETTER OF VERIFICATION

- A letter of verification must accompany your application. This letter of verification must be prepared by a water supply official, and must contain that official's signature and contact information.
- The letter of verification must completely describe your duties as a water supply operator, including the approximate amount of time per week spent acquiring "hands-on" experience.
- This letter must include the date you began your employment in water treatment, and end date if applicable.
- To receive credit for previous water treatment employment, you must have a letter of verification from each of your previous employers.
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HANDS ON EXPERIENCE.

CLASS A PROCESSES: COAGULATION/SEDIMENTATION, LIME SOFTENING, ULTRAVIOLET DISINFECTION, PATHOGEN REMOVAL/INACTIVATION, MEMBRANE FILTRATION	TOTAL HOURS WITH CLASS A PROCESSES:
CLASS B PROCESSES: AERATION, FILTRATION, ION EXCHANGE	TOTAL HOURS WITH CLASS B PROCESSES:
CLASS C PROCESSES: CHEMICAL FEED/CALCULATION OF DOSAGE	TOTAL HOURS WITH CLASS C PROCESSES:
CLASS D PROCESSES: PUMP OPERATION, STORAGE, DISTRIBUTION	TOTAL HOURS WITH CLASS D PROCESSES:
OTHER JOB DUTIES NOT LISTED ABOVE:	TOTAL HOURS

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