



Section of Drinking Water Protection
 P.O. Box 64494
 St. Paul, Minnesota 55164-0494

Water Supply System Operator Exam Application

Receptionist: 651-201-4700
 Certification Office: 651-201-4652 or 651-201-4690 Fax: 651-201-4701
 TDD: 651-201-5797; Minnesota Relay Service (Greater MN): 1-800-627-3529

Read Instructions Carefully Before Completing Application

1. Application must be typewritten or printed in ink.
2. Answer all questions in full. Incomplete applications will not be processed, they will be returned to the submitter.
3. The \$32 application fee must accompany the completed application. This fee does not include the certificate issuance fee.
4. Check and money orders shall be made payable to **(Minnesota Department of Health)(MDH)**. Checks returned for nonpayment will be charged a \$20 fee (M.S. 332.50, Subd.2).
5. Submit the completed application and \$32 exam fee to MDH no later than 15 days prior to the exam.
6. Please read the enclosed Tennessee Warning about your rights regarding the information you provide in this application.

(Office Use Only)

Application Fee _____

Approved _____ Rejected _____

Deposit Date _____

Deposit Number _____

Examination Date _____

Exam Results P _____ F _____

Certification Fee _____

Deposit Date _____

Deposit Number _____

Certificate Issued _____

Certificate Expires _____

Certificate Number _____

Indicate your choice of location and date

Completed applications must be postmarked no later than 15 days prior to the exam date.

Exam Location: _____ **Exam Date:** _____

To be eligible to take a certification exam, you must have hands-on public potable water system operation experience (See certification qualification rules on back page). All exam application fees are **nonrefundable** even if you are found to be ineligible. If you have any questions about your eligibility, contact the certification office.

PLEASE CHECK (✓) THE TYPE OF EXAM YOU ARE APPLYING FOR.

	\$32	Water Supply System Operator Class A (You must attach a copy of your current position description).		\$40	Reciprocity (You must attach a copy of your current certificate).
	\$32	Water Supply System Operator Class B		\$32	Water Supply System Operator Class D
	\$32	Water Supply System Operator Class C		\$32	Water Supply System Operator Class E

Last Name (print clearly or type)	First Name (print clearly or type)	Middle Initial
Home Mailing Address	City	State and Zip
Home Phone (include area code)	Work Phone (include area code)	Social Security Number
Your Current Employer		

Complete Other Side →

TENNESSEN WARNING

Under Minnesota Statutes, section 13.41, information you provide on this application is private data until the time you are licensed. Once you are licensed, the information becomes public data and will be part of the agency's permanent file.

You are not legally required to provide any of the requested information. Failure to provide the information, however, will result in the denial of your application. Submitting false information is grounds for denying your application or suspending, revoking, or taking other disciplinary action against your credential after it is issued.

While your application is pending, the information you submitted, except your name and address, will not be shared outside of the MDH except as authorized or required by law. In such cases, it may then be shared with other, including the Office of the Attorney General, the Minnesota Department of Revenue and persons contacted for purposes of verification or investigation. If the matter of your credentials becomes contested, the information you submitted in this application may become public. When you become credentialed all information in this application becomes public, except your social security number, which remains private.

EDUCATION

Circle last grade completed

1 2 3 4 5 6 7 8 9 10 11	Graduated	or	GED (High School Equivalency)
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List information about any Degree, Diploma, or Correspondence Course(s) such as Sacramento State, you have completed that are related to water system operation experience. Attach copies of the certificate(s) of completion, degree(s), or diploma(s).

College or University	Dates Attended	Major (Coursework Description)	Certificate or Degree Received (AA, BS, Diploma, etc.)

Complete Other Side→

EXPERIENCE

List your water operation experience. Give a specific description of the nature of your duties and responsibilities.

1) (List Most Recent First)
Employer: _____ Length of Experience: _____
System or Organization Name: _____ Hours Per Week: _____
Position: _____ From: _____ / _____
Supervisor Name: _____ Month Year
Supervisor Phone #: (_____) To: _____ / _____
Describe Water Operation Job Duties: _____ Month Year

2) Employer: _____ Length of Experience: _____
System or Organization Name: _____ Hours Per Week: _____
Position: _____ From: _____ / _____
Supervisor Name: _____ Month Year
Supervisor Phone #: (_____) To: _____ / _____
Describe Water Operation Job Duties: _____ Month Year

3) Employer: _____ Length of Experience: _____
System or Organization Name: _____ Hours Per Week: _____
Position: _____ From: _____ / _____
Supervisor Name: _____ Month Year
Supervisor Phone #: (_____) To: _____ / _____
Describe Water Operation Job Duties: _____ Month Year

Do you need special testing accommodations such as a reader or sign language interpreter? YES NO
If yes, please specify. Documentation will be required. _____

I declare that all information provided is true and complete. I hereby acknowledge that I have read and understand the information above.

Signature (Do not print) _____ Date _____ / _____ / _____

Qualification Rules →

This is only a short summary of the Water Supply System Operator qualifications. The complete Minnesota Water and Wastewater Treatment Operator Certification Rule is available on <http://www.revisor.leg.state.mn.us/arule/9400>.

Subp. 2. Certification in particular class. An applicant who seeks certification must:

- A. meet the qualifications for one of the classes specified in this part and take and pass an exam; or
- B. meet the requirements for reciprocity under part 9400.1350.

Class A certificate. An applicant for a Class A certificate must:

- A. have been certified as a Class B operator for at least two years; and
- B. have:
 - (1) a high school diploma or equivalent with at least eight years experience in the operation, including at least two years as a part of the management, of a Class A or B system; or
 - (2) a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least four years experience in the operation, including at least two years as a part of the management, of a Class A or B system.

Class B certificate. An applicant for a Class B certificate must:

- A. have been certified as a Class C operator for at least one year; and
- B. have:
 - (1) a high school diploma or equivalent with at least six years experience in the operation of a Class A, B, or C system; or
 - (2) a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least two years experience in the operation of a Class A, B, or C system.

Class C certificate. An applicant for a Class C certificate must:

- A. have a high school diploma or equivalent with at least three have years experience in the operation of a Class A, B, or C system; or
- B. have a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least one year experience in the operation of a Class A, B, C, or D system.

Class D certificate. An applicant for a Class D certificate must:

- A. have a high school diploma or equivalent with at least one year of experience in the operation of a Class A, B, C, or D system; and
- B. have:
 - (1) at least one year experience in the operation of a Class A, B, C, or D system; or
 - (2) satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.

Class E certificate. An applicant for a Class E certificate must:

- A. have a high school diploma or equivalent; and
- B. have:
 - (1) at least three months experience in the operation of a Class A, B, C, or D, or E system; or
 - (2) satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.