



Minnesota
Department
of Health

Section of Drinking Water Protection
P.O. Box 64494
St. Paul, Minnesota 55164-0494
Office: 651-201-4700 Fax: 651-201-4701
Certification: 651-201-4652 or 651-201-4690

Water Supply System Operator Exam Application

**Please complete the application in ink.
Please read before completing:**

1. Answer all questions in full. Incomplete applications will not be processed and will be returned to submitter. Please read the Tennesen Warning on page 3 about your rights regarding the information you provide in this application.
2. Submit the completed application and \$32 exam fee made payable to Minnesota Department of Health (MDH) no later than 15 days prior to the exam. The fee must accompany the completed application and is nonrefundable.
3. Checks returned for nonpayment will be charged a bank processing fee (M.S. 604.113, Subd.2).

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.

For Office Use Only	
Exam Approved	Exam Rejected
Deposit Date	
Deposit Number	
Exam Date	
Exam Results P	F
Certification Deposit Date	
Certification Deposit Number	
Certificate Issued	
Certificate Expires	

PLEASE CHECK THE 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		

APPLICANT INFORMATION

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name/Initial</i>
<i>Mailing Address:</i>	<i>City</i>	<i>State/Zip Code</i>
<i>Work/Cell Phone</i>	<i>Home Phone</i>	<i>Social Security Number:</i>
<i>Email:</i>	<i>Current Employer:</i>	

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 _____

Are any special testing accommodations needed? YES NO
If yes, please specify. Documentation will be required. _____

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.)

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.

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

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

9400.0700 CERTIFICATION OF SYSTEM AND FACILITY OPERATORS.

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 of experience in the operation, including at least two years as a part of the management, of a Class A or B system; or
 - 2. (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 of 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 of 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 of 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 of 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 on 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; or
- B. have satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.