



State of Maine
Wastewater Operator Certification Program
WASTEWATER TREATMENT PLANT CERTIFICATION APPLICATION

See instructions on back before completing this application

All information requested on this form must be typewritten or printed in ink

FOR DEPARTMENT USE		
Grade Approved:		By:
Approval Date:		
CBT Expiration Date:		
CBT ID#:		
Reciprocity From:		
Grade	Date	Results

Date of Application _____, 20_____

I, _____, do hereby apply for certification as a
(First Name) (Middle Initial) (Last Name) (Jr. Sr., etc.)
 Wastewater Treatment Plant Operator in the State of Maine under Title 32, Chapter 62, Public Laws of 1969.

GENERAL INFORMATION:

1. Home Mailing Address: _____
(Number) (Street) (City or Town) (State) (Zip)

2. Home Telephone: _____ Email Address: _____

3. Employer: _____

4. Employer Address: _____

5. Employer Telephone: _____

6. Driver's License or State I.D. #: _____ State Issued (ME, MA, NH, etc.): _____

7. Are you currently certified as a wastewater treatment plant operator? No Yes

If yes, please list state, certificate #, type, and grade level for all wastewater certifications: _____

9. Wastewater Exam you are applying for (*see instruction page for grade qualifications*):

a) Biological (**check one**): Grade 1 Grade 2 Grade 3 Grade 4 Grade 5

b) Physical Chemical Grade 1

- All Biological and Physical/Chemical exams are administered using a Computer-Based Test (CBT).
- \$125 Application Fee must accompany this application. *Additional exam fee payable to PSI/AMP when scheduling.*
- CBT Test Sites: Portland, Holden, Farmington, Presque Isle ME and Portsmouth NH. Visit www.GoAMP.com for more test sites.

10. Spray Irrigation Treatment Systems (SITS) \$125 (Paper exam only) Grade 1 Grade 2

a) Check preferred SITS exam location: Portland Augusta Bangor Presque Isle

11. Reciprocity \$250 – Fill out this application and attach a copy of your current Certificate.

12. Provisional Certification \$125 – Biological Grade _____ (See instruction page for details)

An application fee of \$125 for CBT and SITS Exam or \$250 for Reciprocity must accompany each application.

Mail completed application and check or money order payable to:
NEIWPCC/JETCC
584 Main Street
South Portland, ME 04106

EDUCATION

The information you provide is needed to determine your status as a certified operator. All related experience in the wastewater field must be included on this form. Please use the same format on a separate sheet if you need more space.

EDUCATION	INSTITUTION & ADDRESS	YEARS ATTENDED	DEGREE GRANTED	STUDIES
HIGH SCHOOL:				
UNIVERSITY or COLLEGE:				
UNIVERSITY or COLLEGE:				
OTHER:				

COURSE TITLES	INSTITUTION & ADDRESS	MO/DAY/YR to MO/DAY/YR	TOTAL HOURS

EXPERIENCE

Describe specific duties (responsibilities) performed in the job title indicated. Use the same format on a separate sheet if you need more space.

CURRENT				
EMPLOYER NAME	EMPLOYER ADDRESS	FACILITY GRADE	JOB TITLE	DATES OF EMPLOYMENT
OPERATION DUTIES: (Records, reports, equipment operating, sludge handling, process control functions, etc.)				
MAINTENANCE DUTIES: (Pumps, level controls, chlorination, etc.)				
LABORATORY DUTIES: (Process control and regulatory testing)				
COLLECTION OR DISTRIBUTION DUTIES: (Operation & Maintenance Procedures)				

PREVIOUS				
EMPLOYER NAME	EMPLOYER ADDRESS	FACILITY GRADE	JOB TITLE	DATES OF EMPLOYMENT
OPERATION DUTIES:				
MAINTENANCE DUTIES:				
LABORATORY DUTIES:				
COLLECTION OR DISTRIBUTION DUTIES:				

I understand that the correctness and truth of my statements in this application are material to the issuance of the certificate for which I am applying. I also understand that any willful falsification of this document, if later discovered, could lead to revocation of the certificate.

(Signature of Applicant)

Instructions – Please read carefully before completing this form.

GENERAL INSTRUCTIONS:

1. Please be sure all requested information is neatly completed. Incomplete forms will be returned.
2. Maine Registered Professional Engineers are not required to be certified in order to operate a wastewater treatment facility.
3. Any person holding a valid certification in another state or country which grants reciprocity to Maine operators may be issued Maine certification in a comparable grade without examination. The education and experience requirements must still be met. The certificate issued by the other state or country must have been obtained by written examination.
4. Refer to **Chapter 531: Regulations for Wastewater Operator Certification** for general information and specific requirements for each grade level. Use the following chart to assist you in determining the Biological grade level exam you may qualify for:

What is your Highest Level of Education?	Experience needed at a WW Treatment Plant	To Qualify for a Biological Grade	√
HS Diploma or GED	None	1	
	2 years	2	
	3 years	3	
	4 years, of which 3 years must be in a Grade 2 or higher plant	4	
	6 years, of which 4 years must be in a Grade 3 or higher plant	5	
1 year post High School in related science or technical field	None	1	
	1 year	2	
	2 years	3	
	3 years in a Grade 2 or higher plant	4	
	5 years, of which 4 years must be in a Grade 3 or higher plant	5	
2+ years post High School in related science or technical field	None	1	
	1 years	2	
	2 years	3	
	3 years in a Grade 2 or higher plant	4	
	4 years in a Grade 3 or higher plant	5	

5. **Provisional Certification** – Graduates from a Maine community college wastewater treatment program or equivalent are eligible for a Grade 3 Biological exam. The certification shall be provisional pending successful completion of one year of work experience in a Grade 2 or higher treatment facility under the direct supervision of a certified operator.
6. **Education** – Show high school education and all other education which is related to wastewater treatment. If applicable, include transcripts of courses completed in related areas. All dates should be shown as month and year (ex: 2/19)
7. **Experience** – List most recent employment first. Be sure to describe exactly what your duties were in each position. If only part of the duties for a given employer related to wastewater treatment, affix percentages to show the amount of time spent in each area. All dates should be shown as month and year (ex: 2/19)
8. **All exam applications are subject to Maine Department of Environmental Protection review and approval.**

ADDITIONAL INSTRUCTIONS FOR COMPUTER-BASED TESTS (CBT):

1. Computer-Based Testing is available for Biological and Physical Chemical exams only.
2. A fee of \$125 must accompany your CBT application. Make check payable to: NEIWPCC/JETCC.
3. After your application is approved, you will receive an email confirmation from “AMP Customer Service” with a unique ID#. Be sure to check your spam folder for this email.
4. Once you have received your confirmation, visit www.goamp.com or call 800-345-6559 to schedule and pay for your exam. There will also be an additional CBT exam fee for the PSI/AMP testing services.
5. You can schedule the CBT at any PSI/AMP Assessment Center in the United States. There are four centers in Maine – Portland, Holden, Farmington, and Presque Isle, as well as one in Portsmouth, NH. Addresses and driving directions are found on PSI/AMP’s website.
6. CBT may be scheduled Monday through Friday at most test sites. For available dates and times, visit www.goamp.com. You have up to 3 hours to complete the test.
7. The approval is valid for two years. You may retake the same grade level exam as many times as needed during your approval period and pay only the PSI/AMP fee for each attempt. It is **not** necessary to reapply to NEIWPCC/JETCC or pay another application fee **unless** you are applying for a different grade level **or** the approval period has expired.

ADDITIONAL INSTRUCTIONS FOR SPRAY IRRIGATION TREATMENT SYSTEM EXAMINATIONS (SITS):

1. SITS exams will be offered on an as-needed basis at four testing locations: Portland, Augusta, Bangor, or Presque Isle.
2. A fee of \$125 must accompany your application. Make check or money order payable to NEIWPCC/JETCC.
3. After your application is approved, you will receive a confirmation letter with instructions on how to schedule an exam.