ohio

Ohio Environmental
Protection Agency

OPERATOR CERTIFICATION
2016 Paper and Pencil Examination Dates and Deadlines

**Announcement of Examinations for
Certification of Class A, I, II, and III Personnel**

Exam Dates		Application Deadlines	Exam Fees
Wastewater	May 3	February 3	Class A - $80
Water	May 4	February 4	WD, WC, WS and WW Class I - $105
Wastewater	November 9	August 11	WD, WC, WS and WW Class II - $120
Water	November 10	August 12	WS & WW Class III - $130

LOCATION: Lausche Building, Ohio Expo Center and State Fair, Columbus, Ohio. Take I-71 to exit 111, 17th Avenue. Go west two blocks. Turn right into fairgrounds. The Lausche Building is the second building on the left.

👉 **Applications for the Operator Certification exams in 2016 shall be submitted electronically via the Ohio EPA eBusiness Center.** 👈

Applicants must have an Operator account in the Ohio EPA eBusiness Center at *https://ebiz.epa.ohio.gov/* in order to submit an application. Instructions for setting up an **eBusiness** account and requesting the operator service can be found on the operator certification website (*http://epa.ohio.gov/ddagw/opcert.aspx*) under the **eBusiness** tab. Operators must request the Operator Service using their Ohio EPA Core Person ID number. **The Core Person ID number is the middle 7 digits of an operator's certificate number. If you do not have a certification, but have taken an examination, you may still have a Core Person ID number.** Please contact our office at (614) 644-2752 or 1-866-411-OPCT(6728) to inquire.

In order to submit the application, a PIN number is required. In order to receive a PIN, an operator must submit an electronic request for a PIN, print the Subscriber Agreement from the **eBusiness** center and sign the form in the presence of a notary. The completed form should be sent to the Ohio EPA at the address listed in your email confirmation. Issuance of a PIN generally takes 7-10 days from the date the form is received by Ohio EPA. Ohio EPA encourages operators to begin the application process early. Applications can be completed while an operator is waiting on a PIN. Applications must be completed and saved in the **eBusiness** center by the application deadline listed below. In the event an operator is waiting for a PIN number to be issued, Ohio EPA will allow applicants up to 30 days after the application deadline to submit the application via the **eBusiness** center. Please note, that the application must have been started and have had the appropriate examination date selected prior to the application deadline. Any application started after the application deadline will only have the option of selecting the next available examination.

Once an application has been submitted electronically through the eBusiness center, Operators need to print a hard copy of the application which must be signed by the operator and a supervisor. The completed hard copy **with original signatures** should be mailed to: Ohio EPA, Operator Certification Unit, P.O. Box 1049, Columbus, Ohio 43216-1049.

Failure to submit a properly completed application may result in rejection.

Any person applying for examination for certification as an operator shall pay the fee at the same time their application is submitted. Fees may be paid through the eBusiness center via credit card or electronic check. If you do not want to pay electronically, you may print an invoice and pay by check or money order. All checks or money orders should be made payable to TREASURER, STATE OF OHIO and returned to the payment address on the invoice. **All fees are non-refundable.**

Operators will be sent a confirmation email once an application is submitted. Once the application has been reviewed by Ohio EPA, the operator will receive an email notifying them if the application has been approved or rejected. The approval email will include an examination entrance letter which the operator can print and bring to the examination.

Education and experience requirements for each exam are listed on this announcement. Courses and college experience may only be used to reduce the amount of operating experience required after an applicant has documented 12 months of hands on "operating experience". To receive credit, you must upload a copy of your college transcript or diploma which identifies your major. For training courses, you must select the course you have taken from the drop box and upload a copy of your course completion certificate, paying careful attention to your completion date. A list of courses which can be used to substitute for a portion of the required operating experience for Class A, II, and III certifications may be found on the following Web site: *http://epa.ohio.gov/Portals/28/documents/opcert/courses_substituted_for_experience.pdf*

Please see other side for exam day guidelines.

Class A Education and Experience Requirements

Education	Hours/Months of Experience Required	
	Operating Experience	Working Experience[1]
High School Graduate or GED (REQUIRED)	1,040 hours[2]	3 years[2]
Associates Degree*	780 hours[2]	2 years[2]
Bachelor's Degree*	520 hours	1 year

* Post High School education shall be obtained in a physical or natural science or chemical, civil or environmental engineering.
[1] Work experience means time spent at a job where a portion of duties involve dealing with a public water system or treatment works.
[2] Successful completion of one or more of the OTCO (operator training committee of Ohio) "Basic Water" or "Basic Wastewater" course, the California State University at Sacramento "Small Water System Operation and Maintenance" or "Small Wastewater System Operation and Maintenance, Volume I" course, or the equivalent shall reduce the experience requirement to one year of work experience or five hundred twenty hours of operating experience.

Class I, II, and III Education and Experience Requirements

Education (in years) Each year past high school must be a full year of education.	Months of Experience Required		
	Class I	Class II	Class III**
High School Graduate or GED (REQUIRED)	12	36	60
13*	12	24	48
14 or Associates Degree*	12	12	36
15 or more with no degree*	12	12	24
Associates Degree in Water or Wastewater or a BS or BA from any accredited four-year college*	12	12	12

* Post High School education shall be obtained in a physical or natural science or chemical, civil or environmental engineering.
** Must hold a valid Class II Certificate for 12 months of operating experience and meet experience requirement by the exam date.

Operating Experience Criteria (see OAC Rule 3745-7-01 for the definition of operating experience)

Counts	Doesn't Count
Daily Plant Operations/Maintenance	Clerical duties
Laboratory work at the lab of an owner of a public water system or treatment works	Commercial lab work
	Sludge handling and hauling if *not* part of a treatment works
Military experience (potable water/wastewater)	Investigations/inspections or construction inspection/ engineering design that *do not* require coordination of work with the active treatment processes, collection or distribution systems.
On-site investigations/inspections or construction inspection/engineering design that require coordination of work with the active treatment processes, sewerage or distribution systems (hours must be documented).	
	Academic Research
	Meter Reading only
Troubleshooting plant operations at a public water system or treatment works.	Off-site monitoring of SCADA
	Laborers, even at plant, if only duties are mowing grass, painting, etc.
Industrial wastewater treatment	Septage hauling
Onsite SCADA system monitoring sludge handling and sludge hauling if part of a public water system or treatment works will count for no more than 25 percent of the required experience	
Experience for drinking water related examinations may only be obtained at public water systems. Applicants may be accepted to take a Class A exam without the required experience in accordance with criteria established in Ohio Administrative Code 3745-7.	

Exam Day Guidelines

Do **NOT** Bring:	Do Bring:
Headwear (hats, scarves, etc.) Smart Devices or Electronics (phones, watches, glasses, pagers, radios, etc.) **Programmable or Scientific Calculators** Headphones, Sunglasses Backpacks, briefcases, purses, etc. Books, paper, reference materials, napkins, etc. Plastic grocery bags	Exam entrance letter Picture identification No. 2 pencils (mechanical acceptable) Snacks in clear bags only Money for parking and beverage machine **Basic calculators**