



Colorado
Department
of Public Health
and
Environment

APPLICATION COMPLETION INSTRUCTIONS FOR Operators Certification Exam SPRING SCHEDULE

An Incomplete Application May Result In Disqualification.

ALL COLORADO OPERATOR EXAMS ARE SEQUENTIAL. YOU MUST BE CERTIFIED IN THE LOWER LEVEL BEFORE APPLYING FOR THE NEXT HIGHER LEVEL.

A) DEADLINE FOR ALL SPRING CYCLE OPERATORS CERTIFICATION EXAMS: MARCH 1. COMPLETED APPLICATION WITH ALL NECESSARY INFORMATION AND FEES MUST BE RECEIVED BY THE MARCH 1 APPLICATION DEADLINE DATE. **POSTMARK DOES NOT APPLY.**

B) APPLICATION FEE OF \$15.00 AND EXAMINATION FEE OF \$45.00 ARE DUE AT THE TIME OF APPLICATION AND MUST BE INCLUDED WITH THE COMPLETED APPLICATION. IF YOU ARE FOUND TO BE INELIGIBLE TO TAKE THE EXAM, THE \$45.00 EXAMINATION FEE WILL BE RETURNED TO YOU, UPON WRITTEN REQUEST. THERE ARE NO REFUNDS FOR THE APPLICATION FEE; THIS FEE IS FOR PROCESSING AND REVIEWING YOUR APPLICATION. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO OCPO, OR INCLUDE YOUR CREDIT CARD INFORMATION AND SIGNATURE ON THE APPLICATION. PLEASE NOTE: ONLY ONE FORM OF PAYMENT PER APPLICATION PER PERSON.

NOTE: THERE ARE NO WALK-INS AT ANY LOCATION SINCE EXAMS MUST BE ORDERED IN ADVANCE. ALL PERSONS MUST CHECK IN AT REGISTRATION. WITH THE EXCEPTION OF * EXAM SITES WILL OPEN AT 8:00 AM NO EXAMS WILL BE GIVEN OUT AFTER 12:00 NOON AND WILL BE COLLECTED BY 3:00 PM. IF THE TEST IS NOT TAKEN DURING THE APPROVED CYCLE, ALL FEES ARE FORFEITED. THE APPLICANT MUST SUBMIT A NEW APPLICATION AND ALL ASSOCIATED FEES FOR THE NEXT TEST CYCLE. ONCE THE APPLICATION HAS BEEN APPROVED, FEES ARE NON-REFUNDABLE AND MAY NOT BE TRANSFERRED OR "ROLLED OVER" TO ANOTHER TEST CYCLE.

C) LEVELS FOR WATER, WASTEWATER AND INDUSTRIAL WASTEWATER ARE: A, B, C, D, AND T. T IS FOR TRANSIENT NON-COMMUNITY (WATER-ONLY LEVEL). LEVELS FOR WATER DISTRIBUTION AND WASTEWATER COLLECTION ARE: 1, 2, 3, AND 4. INSERT LEVEL ON THE APPLICATION FORM. SMALL SYSTEMS EXAMS ARE ALSO AVAILABLE. S IS FOR SMALL SYSTEMS, CHECK WATER OR WASTEWATER. AN APPLICANT MAY ONLY TAKE ONE EXAM LEVEL PER CLASSIFICATION DURING EACH CYCLE.

D) Insert ONE exam date and location in the space provided on the application form. See schedule FOR SELECTIONS:

Exam Dates	Location	Levels
Friday, May 04, 2012	Pueblo, Community College, 8:00am – 3:00pm, CRWA Training	A,B,C,D,S & T
Friday, May 11, 2012	Colorado Springs, Crowne Plaza, 8:00am to 3:00pm, C & D Short School	1,2,3,4 & S
Friday, May 18, 2012	Longmont, The Plaza Htl. & Conf. Cntr. 8:00am – 3:00pm	1,2,3,4 & S
Friday, June 1, 2012	Pueblo, Community College, 8:00am – 3:00pm, CRWA Training	A,B,C,D,S & T
Saturday, June 16, 2012	Montrose, Montrose High School Cafeteria, 8:00 – 3:00pm *New Date*	1,2,3,4 & S
Friday, July 20, 2012	Leadville, CMC Campus, 2:00pm – 6:00pm Leadville Short School*	*All Levels
Saturday, July 21, 2012	Leadville, CMC Campus, 8:00am – 3:00pm Leadville Short School	All Levels

*****EXPERIENCE REQUIREMENTS MUST BE MET BY APPLICATION SUBMISSION DEADLINE, NOT THE DATE OF THE EXAM*****

E) Hands-on” experience requirements as a facility operator for all types of water and wastewater facilities are as follows: Class A/4 (highest level) – 4 years; Class B/3 – 3 years; Class C/2 – 2 years; Class D/1 (entry level), Small System, and Small Wastewater System - 1 month; Transient Non-Community Water System – None. At least 50% of the experience must be as an operator with the facility type selected on your exam application. Cross-experience; i.e., operator experience with one or more of the other facility types, may be used for up to 50% of the experience requirement at any level. College education in a related field may be substituted with proof, i.e., copy of degree/transcripts, submitted with application, for up to 50% of the experience requirement for any level.

If submitting TUs as a substitute for experience with your application form, YOU MUST SUBMIT THE TU SUMMARY FORM, also available on the website. Regulation 100, which explains the classification system and experience requirements, and the Colorado Operators Certification Examination Policies and Procedures may be found at the following website <http://www.cdphe.state.co.us/op/ocb> or obtained by calling OCPO.

F) Alternate dates may be selected on a space-available basis within the listed cycle.

G) If you do not receive a notice of approval/disapproval to take the exam requested within four weeks of the exam application deadline date (see above), contact: Operators Certification Program Office; 2170 S Parker Rd., Ste. 290; Denver, CO 80231; Ph: 303-394-8994; Fax: 303-394-3450

Due to changes in Colorado Statute, all state agencies that provide government services, including issuing “professional licenses” or “certificates” are now required to verify that the recipient is lawfully present within the U.S. An affidavit of legal presence must be submitted prior to certification.

RETAIN THESE INSTRUCTIONS FOR YOUR RECORDS.