

INFO FOR OPERATORS TAKING EXAMS
DEP Operator Certification Program Contact: 717.787.5236

- **PROVIDE THIS DOCUMENT TO ALL EXAMINEES WHEN THEY CONTACT YOU TO SIGN UP FOR AN EXAM.**
 - ****ATTENTION OPERATORS** SIGN UP FOR ALL EXAMS YOU WISH TO TAKE. We are discontinuing providing additional exams at the exam site.**
 - DEP's goal is to grant all interested operators the opportunity to register for an exam and obtain certification. There are no restrictions on how many exams an operator can sit for however, **we recommend taking no more than 8 exams per exam session. DO NOT SIGN UP FOR BACK TO BACK EXAMS.** Please allow one month **in** between each exam session to receive exam scores so you do not take an exam twice.
 - **FOR EXAM STUDY MATERIAL, go to the operator website at www.depweb.state.pa.us/operatorcenter, click on the Training button on right, click on Department Training Modules or contact the Operator Training staff at 717.787.0122**
 - **Contact the Exam Provider to sign up for Operator Certification Exams, NOT DEP.** The Exam Provider charges an exam session fee (varies per exam provider) and DEP charges \$35 per exam session; however, operators are not charged the DEP \$35 exam fee until they apply for certification or sign up for their 5th exam session. If an operator is signed up for a 5th exam, they will be required to bring a check to the exam and will be notified by letter and by email or phone call if this is required.
 - **Take the Part 1 General Exam with the appropriate subclasses (treatment at your system) to become certified.** Operators taking subclasses without taking the general exam cannot become certified without passing both exams.
- OR**
- **Stand-alone exams and certifications are: WDC and WDN (Small Systems), WE (Distribution), WWE4 (Collections) – Operators can be certified with one of the above stand-alone certifications. DO NOT TAKE THE WDC OR WDN EXAM UNLESS YOUR SYSTEM HAS BEEN CLASSIFIED OR RECLASSIFIED BY DEP AS A WDC OR WDN.**
 - **WE (distribution) can be combined with Water A,B,C,or D Class Size – ex. WAE 1,2,3,4**
 - **Wastewater WWE4 (Collections) can be combined with A,B,C,or D Class Size - ex. WWDE 1, 4**
 - **WE – Water Distribution stand-alone – or can be combined with subclasses 7 thru 14 only**
 - **WWE4 – Wastewater Collections stand-alone**
 - **WDC Certification Stand-alone certification – must meet all of the following conditions: SHOULD NOT BE TAKEN WITH OTHER EXAMS.**
 - System serves less than 500 people or has no more than 150 connections (whichever is less),
 - Source of water for the system is exclusively groundwater,
 - Requires only disinfection treatment, and
 - Not in violation of DEP regulations.
 - Includes subclasses 11,12,13 and distribution.
 - **WDN Certification Stand-alone certification – must meet all the conditions of the WDC with no treatment – Prior to signing up for the WDC or WDN, contact Cheri Sansoni at 717-772-5158 to verify that you work at a WDC or WDN system. There are very few systems designated as WDN. SHOULD NOT BE TAKEN WITH OTHER EXAMS.**
 - **A WDC or WDN certificate is not transferable** to a facility that does not meet the above criteria. We recommend that operators take the Part 1 General Exam and subclasses and apply for certification so they are not limited to working at a WDC or WDN facility. You cannot upgrade these type licenses. **SHOULD NOT BE TAKEN WITH OTHER EXAMS.**
 - **Operators need to know the treatment technologies their system uses so they can take the proper exams.** To take the proper exam(s) and receive the appropriate certificate(s), operators should check with their system owner, supervisor/superintendent, NPDES or PWS Permit or DEP sanitarian/compliance specialist to verify their systems class size (water system based on hydraulic design capacity; wastewater system based on permitted average daily discharge flow) and/or treatment technologies (subclasses).

- Ensure all information is complete on the registration form. **If you have a client ID, write it on the exam registration form.** The client ID is on previous exam results letters or on your operator certificate if you are already certified. **Ensure you complete the exam registration form legibly, have your current address, cell and/or work phone number in case Operator Certification needs to contact you regarding the exam session.**
- **DEP only needs your SS# if you have never taken exams before. Once you have a client ID, please use that Client ID number on the registration forms for testing.**
- **Operators can take up to 8 tests in one 4 hour exam session.** The exam time on the exam registration form is ONLY a suggested time guideline. There are no restrictions on how many exam sessions you can sit for.
- **DO NOT SIGN UP FOR BACK TO BACK EXAM SESSIONS.** Give yourself one month in between exams to allow time to receive exam results so you are not taking the same exams twice.
- **If you need to cancel or change exams, contact the exam provider you registered with or DEP's Operator Certification Program at the above number.** No additions/changes will be accepted one week prior to the exam unless Operator Certification approves them. DEP exam fees will be waived for cancellations within 24 hours of exam or in case of emergency. **You will be charged by the exam provider and DEP if you do not show up to the exam session.**
- **Do NOT contact DEP Operator Certification for your exam scores unless it has been one month** since you took the exam. If you move, you must notify us immediately at the above number or you may not receive your certification paperwork. Operators must keep their address and contact information current with DEP or you will not receive operator paperwork.
- **Operator-In-Training (OIT)** - Operators may take exams without experience however, the Board will approve as an Operator in Training if you pass the exams and apply. Once you meet the experience requirement, the supervisor needs to write us a letter verifying the experience etc. The certificate will be issued without having to wait for another Board approval.
- **Laboratory Supervisor** - To qualify for this certification, you must take and pass the exam, already be a certified operator and have two years of experience in the testing and analysis of environmental samples for water and wastewater systems. **For Laboratory Supervisor qualifications, please contact the Bureau of Labs at 717.346.7200.**
- **Upgrade Class Size and/or subclass(es)** - Operators do not need to take exams to upgrade the class certificate (size of system A, B, C, D). Operators **do need** to take subclass exams to upgrade subclass treatment technologies and apply to upgrade your current certificate. To obtain an **application for certification upgrade or downgrade to operate water or wastewater systems** in class only, contact Operator Certification at 717.787.5236 or go to the Operator Website at <http://www.elibrary.dep.state.pa.us/dsweb/View/Collection-10763>.
- You can transfer class A, B, C, or D certificates to other facilities as long as your certificate class matches or is higher than the class of the facility where you are employed. To be an available operator, you must have a certificate matching the class size (or higher class size) and all subclass(es) of the facility where you are employed.
- **CHECK YOUR FACILITY PERMIT FOR CLASS SIZE AND TREATMENT PROCESSES USED.**

CONTACT OPERATOR CERTIFICATION STAFF at 717.787.5236 if you have exam and certification questions.

For more information, visit the Operator Certification website at www.depweb.state.pa.us/operatorcenter.