



NEW MEXICO WATER QUALITY CONTROL COMMISSION
Application for Examination for Utility Operator Certification
I N S T R U C T I O N S



Please read these instructions carefully before you fill out the application form

You must fill out this application form completely. If any information is missing or is illegible, we will return the form to you without processing it. To be considered for the same exam session, you will have to re-submit the application (with the missing information provided) before the deadline for that session. We suggest you send in your application *two or three weeks before the deadline*, so you will have time to re-submit it if we must return it to you. If we return your application, please be sure to follow the instructions we give you before you re-submit it; you cannot supply missing information by phone or fax. The deadline for each examination session is **30 days before the exam date**.

This application is for one exam session only; you may take up to two examinations at a single session, but not in the same category. If you cannot take the exam on the date you requested, call our office to arrange for rescheduling at least one week before the exam date. If you do not contact us, you will have to wait until the results of that exam session are mailed out (two to three weeks after the exam session) before you can apply to take the test again, and you will have to complete a new application form. If you must miss an exam session due to an emergency, call the Utility Operator Certification Program office as soon as possible to reschedule to a later date. **The examination fee is payable with this application.** Please refer to the Fee Schedule below for appropriate fees. Purchase orders will not be accepted; make your check or money order payable to “*NMED Utility Operator Certification Program*”. **You must send the examination fee with this application.**

You cannot apply to re-take any exam until you receive the results from the previous exam for the same level. Applications submitted while another application is pending will be rejected and returned. When you have completed the application form, review each section carefully and check that all requested information and documentation (certificates, diplomas, etc.) has been provided, and that everything is correct. Sign and date the application. **We must have an original signature on the application.** We cannot accept photocopied signatures or faxed applications, and we cannot process your application unless all of the requested information is provided.

Your application must be postmarked **at least 30 days** before the requested exam date. Mail it to:

UTILITY OPERATOR CERTIFICATION PROGRAM
NMED - SURFACE WATER QUALITY BUREAU
P.O. Box 5469, 1190 S. St. Francis Dr. N2050
Santa Fe, New Mexico USA 87502

On Test Day: We notify applicants that they are approved to test by sending them a postcard approximately two weeks before the scheduled exam session. Read your card carefully, because it may indicate that you will have to bring documentation of training with you to the exam session. **Bring the card and a photo identification (such as a driver’s license) with you on the day of the examination.** You will not be allowed to take the exam if you do not bring your photo identification and required documentation to the examination session. If you need to contact us about your application, please call 505.827.2802.

Experience and training requirements for certification: Before you fill out the application, be sure you qualify for certification. The following information is from Section 22 of the Utility Operator Certification Regulations, 20.7.4 NMAC:

<i>Certificate Class</i>	<i>Experience Required</i>	<i>Training Credits Required</i>
<i>Water Sampling Technician 1</i>	<i>0 Years</i>	<i>05</i>
<i>Water Sampling Technician 2</i>	<i>0 Years</i>	<i>10</i>
<i>Small System (under 500 population)</i>	<i>1 Year</i>	<i>10</i>
<i>Advanced Small System (under 500 population)</i>	<i>1 Year</i>	<i>10</i>
<i>Class 1</i>	<i>1 Year</i>	<i>10</i>
<i>Class 2</i>	<i>2 Years</i>	<i>30</i>
<i>Class 3</i>	<i>4 Years</i>	<i>50</i>
<i>Class 4</i>	<i>1 Year as a Class 3 certificate holder</i>	<i>80</i>

High School diploma or GED required for all classes!
 See [20.7.4.22 NMAC](#) for substitutions allowed

Block E — Experience: The Regulations define **experience** as “actual work experience, full or part-time, in the fields of potable water supply or wastewater treatment.” Work experience in a related field may be accepted at the discretion of the Department or the Utility Operators Certification Advisory Board (UOCAB). You should not assume that your related experience will be automatically approved. Evaluation of related experience by the Department or the UOCAB may take extra time, so submit your application early if you claim “related experience.” The Regulations define **operator** as “any person who operates a public water supply system or public wastewater facility. To serve as a “certified operator,” you must hold a current valid certification in the same category (water/wastewater) at a level equal to or higher than the class of the system. Many applications are denied or returned because **work experience** has not been fully described. Be sure to describe each position you have held that is related to water system and wastewater facility operation and maintenance (O&M), even if you did it as a volunteer. Describe *exactly* what you do (or did in previous positions) *in your own words* so we can evaluate the experience you have earned — don’t just say “operator” or “owner” or “everything,” and don’t just attach your job description. Be sure to fill in the dates when you started and ended working in water and wastewater system O&M, and the time you were in the position. If you need more room to explain your duties, attach additional sheets of paper to the application.

Block F — Training Credits: Another reason many applications are returned is that applicants do not fully list and document their training credits. In Block F, you *must* list enough Training Credits (TCs) to meet the requirements of the level you are seeking. You can list courses you have listed on previous applications, but *you must list them*. If some of the TCs you need for this test session will be from a training course you will be taking between the time you submit your application and the date of the exam, check the box in Block F of the application. You *must* bring a copy of the attendance certificate with you to the exam session to be admitted to the exam.

Most training organizations submit training credit rosters directly to the Utility Operator Certification Program office. However, you should not assume that our files are complete. For each training course you list on your application, we recommend that you enclose a copy of the certificate of attendance you received from the provider of the training. The certificate should include the name of the provider, the date(s) of the training, and the number of TCs approved by the Utility Operator Certification Program.

A copy of the transcript we send with your renewal application is acceptable documentation of training.

Privacy Act Notice: All information submitted on Application Forms, as well as Training Credit records, is considered confidential and is protected under the provisions of Federal and State Privacy Statutes. Only *you* can authorize the release of this information, and all requests for information release must be submitted in writing with your full signature.

F E E S C H E D U L E

Effective 12-01-2006

Type of Certification	Examination Fee	Renewal Fee	Type of Certification	Examination Fee	Renewal Fee
Small Systems			Systems Levels 1&2		
SW	\$25.00	\$20.00	Level 1	\$30.00	\$25.00
SWA	\$25.00	\$20.00	Level 2	\$30.00	\$25.00
SWW	\$25.00	\$20.00	Wastewater Lab Tech 2	\$30.00	\$25.00
SWWA	\$25.00	\$20.00	Systems Classified 3&4		
Water Sampling Tech. 1	\$25.00	\$25.00	Level 3	\$30.00	\$30.00
Water Sampling Tech. 2	\$25.00	\$25.00	Level 4	\$30.00	\$30.00
Wastewater Lab Tech 1	\$25.00	\$25.00	Wastewater Lab Tech 3	\$30.00	\$25.00

AMERICANS WITH DISABILITIES ACT Notice: If you have a disability which you feel may require special accommodations to be made at the exam location on the day you are scheduled to test, check the box in Block C. You must make prior arrangements with the Utility Operator Certification Program staff at 505.827.2802 **at least thirty days** prior to the scheduled exam. Your request for accommodations will be held strictly confidential. Documentation of your disability will be required.

You may duplicate this application form if you need additional copies.

**** Required field – If you are unsure; go to link on our web page @ www.nmenv.state.nm.us/swqb/FOT**

E. Experience

>> Follow instructions carefully to avoid a rejected application <<

Begin with your present or most recent position and work back. List and describe all experience you have involving water/wastewater operations and maintenance (O&M) activities; be sure to list the dates and how long you were in the position. Describe your actual duties & degree of responsibility related to utility system O&M, in your own words. Include the water system ID number; NPDES permit number or Groundwater Discharge Permit number of the facility where you now work. If you need more space, attach additional pages.

Present or most recent position:

Name of facility		<input type="checkbox"/> Water system <input type="checkbox"/> Distribution <input type="checkbox"/> Wastewater facility <input type="checkbox"/> Collections <input type="checkbox"/> Water Sample <input type="checkbox"/> Wastewater Lab	
Owner of facility (company or municipality)		**System ID or Discharge Permit Number	
Facility Address		Supervisor's name & phone	
Dates in position		Time in Position	
From:	To:	Yr.:	Mo.:
Your present title & Level of Certification			
Describe your specific water/wastewater O&M duties in this position in your own words:			
Name of facility		<input type="checkbox"/> Water system <input type="checkbox"/> Distribution <input type="checkbox"/> Wastewater facility <input type="checkbox"/> Collections	
Owner of facility (company or municipality)		**System ID or Discharge Permit Number	
Facility Address		Supervisor's name & phone	
Dates in position		Time in Position	
From:	To:	Yr.:	Mo.:
Your title & Level of Certification			
Describe your specific water/wastewater O&M duties in this position in your own words:			

**** Required field – If you are unsure; go to link on our web page @ www.nmenv.state.nm.us/swqb/FOT**

F. Training Credits:

Name of training course or school	Location	Date(s) attended		Subject taken	Total hours of training	Office use
		From	To			
<input type="checkbox"/> I will attend training between now and the date of the exam to earn the training credits I need to qualify for the exam(s). I will bring documentation of the training to the exam session.						

H. Certificate of Applicant:

I hereby certify that the information presented in this application is true and complete to the best of my knowledge. I understand that if an investigation discloses any discrepancies in the information provided, my application may be rejected and any certification received as a result of this application may be revoked.

Date: _____ Signature: X _____

**Application cannot be processed without original signature. Photocopied signatures and faxed applications will not be accepted. Mail this application to: NM Utility Operator Certification Program, NMED Surface Water Quality Bureau
P.O. Box 5469, Santa Fe, New Mexico USA 87502**

Enclose payment per examination, by check or money order made payable to: NM Utility Operator Certification Program.