

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

- **DO NOT REGISTER FOR MORE THAN 2 EXAMINATION SESSIONS THIS YEAR.** DEP's goal is to grant all interested operators the opportunity to register for an exam and obtain certification.
  - **Contact the Exam Provider to sign up for Operator Certification Exams.** 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 exam fee until you apply for certification or sign up for your 5<sup>th</sup> exam session.
  - **The Laboratory Supervisor examination will be available after July 1.** 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 after April 1, 2014.**
  - **CONTACT OPERATOR CERTIFICATION STAFF at 717.787.5236 if you have exam and certification questions.**
  - **CONTACT OPERATOR TRAINING STAFF at 717.705.6347 if you need exam study materials.**
  - **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.**
  - **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.**
  - **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.
  - **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.
  - **Take the Part 1 General Exam with the appropriate subclasses 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: Dc (Small Systems), WE (Distribution), WWE4 (Collections)–** Operators can be certified with one of the above stand-alone certifications.
  - **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**
  - **WE – Water Distribution stand-alone – can be combined with subclasses 7 thru 14 only**
  - **WWE4 – Wastewater Collections stand-alone**
  - **Dc 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.
- If you are signing up for a Dc exam, this is a standalone Certification and should not be taken with other subclasses or the Part 1 General Exam. A Dc certificate is not transferable to a facility that does not meet the above criteria. A Dc certification is not upgradable. 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 Dc facility.
- 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 and subclass(es) of the facility where you are employed.

- **Operators need to know what types of treatment technologies their plant uses so they can take the proper exams to be in compliance.** To take the proper exam(s) and receive the appropriate certificate, operators should check with their plant supervisor, NPDES or PWS Permit or DEP sanitarian to obtain the class size of the plant (flows/gallons per day) and/or treatment technologies (subclasses).
- **Upgrade Class Size and/or subclass(es)-** Operators do not need to take exams to upgrade the class certificate (size of plant 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>.
- **Operator In Training** - Operators may take exams without experience. 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.