



STATE OF DELAWARE  
DEPARTMENT OF NATURAL RESOURCES AND  
ENVIRONMENTAL CONTROL

BOARD OF  
CERTIFICATION

DIVISION OF WATER  
RICHARDSON & ROBBINS BUILDING  
89 KINGS HIGHWAY  
DOVER, DELAWARE 19901

PHONE: (302) 739-9946  
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**Board of Certification for Wastewater Operators  
Wastewater Treatment Plant Operator  
Examination Procedures & Registration Form**

**“Regulations for Licensing Operators of Wastewater Facilities”, Section 7 - Examination**

- 7.1 The Board, or its authorized designee, shall prepare written examinations to be used in determining knowledge, ability, and judgment of the applicant. Any person wishing to take the examination shall submit a completed application to the Department, on standard form provided by the Department, and pay the non-refundable fee no later than 14 calendar days prior to the examination, or as provided by the Board.
- 7.2 Examinations shall be held at places and times as set by the Board, with a suitable method of advance announcement made by the Board. Examinations shall be conducted at least semi-annually.
- 7.3 Examinations shall be written, unless the Board determines that an alternate format is necessary. All examinations will be graded by the Board, or by others designated by the Board, and the applicant notified of the outcome. Examinations will not be returned to the applicant. However, a method will be provided to review the results with a member of the Board or its authorized designee on request by the applicant. Examination results are valid for three (3) years from the date of the examination.
- 7.4 Separate examinations shall be prepared to cover each Level of operator, as established in subsection 6.2.
- 7.5 Any person who has failed the written examination for a particular Delaware wastewater operator level on two (2) consecutive occasions must satisfactorily complete an approved educational examination review course prior to being allowed to take that particular level of written examination again.

**1. Eligibility**

The Board of Certification for Wastewater Operators (BOC) does not have eligibility requirements for individuals registering to take the Wastewater Treatment Plant Operator Examination (exam).

**2. Fee**

A \$100 non-refundable fee is due at time of registration. Checks (payable to the Division of Water), money orders and cash are accepted. Credit card payments are not accepted.

**3. Registration Form**

The Exam Registration Form (registration) must be typewritten or clearly printed and complete. Incomplete registrations will not be processed and will be returned to the applicant; this could delay or nullify the applicant’s ability to take the exam.

Registrations received without the fee included will not be processed and will be returned to the applicant; this could delay or nullify the applicant’s ability to take the exam. Applicants who register for the exam and don’t show up or notify the BOC, must re-register for the next exam and pay the \$100 non-refundable fee (emergency situations will be reviewed by the BOC).

**PLEASE MAINTAIN PAGES 1, 2 & 3 FOR YOUR REFERENCE, SUBMIT PAGE 4 ONLY**

4. **Deadline**  
**REGISTRATIONS MUST BE RECEIVED BY THE DNREC - SWDS OFFICE NO LATER THAN 14 CALENDAR DAYS PRIOR TO THE EXAM.** However, applicants are encouraged to submit their applications at least 60 days in advance, if at all possible.

Submit completed registrations and \$100 non-refundable fee (cash, check or money order) must be mailed or hand delivered to DNREC, SWDS at 89 Kings Highway, Dover, DE.

Walk in registrations will not be accepted on the exam day.

5. **Notification**  
The applicant will receive a confirmation letter with the exam date, registration time, room location and map (provided that the applicant's registration was received 14 calendar days prior to the exam).
6. **Examination Day**  
The BOC administers the exam semi-annually, typically the second Friday in January and the second Friday in June (generally at Delaware Technical and Community College, Terry Campus).

Applicants must bring a form of photo identification and a calculator to the exam.

Personal belongings other than calculators are not permitted, applicants will be asked to remove all other personal belongings from exam location.

The BOC will provide pencils, resource booklets, exam booklets and scantron answer sheets.

The exam is multiple choice and true/false. A score of 75% or higher is required to pass.

7. **Results**  
Within four (4) to six (6) weeks of taking the exam the applicant will receive an exam status letter (pass/fail). Exam papers and scores will not be returned, simply a pass or fail status.

Test results will be on file for a period of three (3) years.

8. **Failure to Pass the Exam**  
If an applicant fails the exam for a particular operator class on two (2) consecutive occasions, they will then have to satisfactorily complete an approved education exam review course prior to being considered to take the exam again.

9. **Certification Process**  
***Very Important:*** An applicant passing the exam is not a guaranteed issuance of a wastewater operator's license.

After receiving notification that an applicant has passed the exam they have three (3) years from the date of the exam to:

- Submit a completed Application for Certification, educational transcripts (a requirement for new licensees only) and a \$50 non-refundable fee.
- Must be operating in Delaware or have a written job offer to operate in Delaware.
- If an applicant does not meet the experience or educational requirements (as outlined on page 3) they may, with the approval of the BOC, receive an Operator-In-Training (OIT) license, pending fulfillment of these requirements.

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## **Wastewater Treatment Plant Operator Qualifications**

Per Section 6.0 of the Regulations for Licensing Operators of Wastewater Facilities

<b><u>Level</u></b>	<b><u>Education</u></b>		<b><u>Experience</u></b>
I	High School Diploma or equivalent	<i>Plus</i>	One (1) year of acceptable operating experience in a Wastewater Treatment Facility
II	High School Diploma or equivalent	<i>Plus</i>	Three (3) years of acceptable operating experience in Wastewater Treatment Facilities of Class I or higher
III	An Associate's Degree in science or engineering from an accredited college or university, or equivalent credit hours in any other curriculum as approved by the Board.	<i>Plus</i>	Four (4) years of acceptable operating experience in Wastewater Treatment Facilities of Class II or higher; two (2) years of which must have been in a position of Direct Responsible Charge (DRC)
IV	A Bachelor's Degree in science or engineering from an accredited college or university, or equivalent credit hours in any other curriculum as approved by the Board.	<i>Plus</i>	Four (4) years of acceptable operating experience in Wastewater Facilities of Class III or higher, two (2) years of which must have been in a position of Direct Responsible Charge (DRC)

### **6.4.4 Where applicable, education may be substituted for a portion of operating experience as specified below:**

[6.4.4.1] Where education or training is substituted for operating experience, it shall not exceed an amount which would reduce the requirement of actual operating experience to less than one (1) year for Level I, or less than two years actual operating experience for Levels II, III, and IV.

[6.4.4.2] Education applied to the operating experience requirement cannot also be applied to the education requirement.

[6.4.4.3] College Level education as approved by the Board, may be substituted year-for-year for operating experience (any Wastewater Treatment Facility Classification). College level education cannot be substituted for DRC experience at any level.

[6.4.4.4] Specialized Delaware Licensed Wastewater Operator training courses, correspondence courses, Seminars, workshops, etc., may be substituted for operating experience on a case by case basis, and the equivalency will be determined by the Board.

### **6.4.5 Where applicable, operating experience may be substituted for educational requirements as specified below:**

[6.4.5.1] Operating experience applied to educational requirement may not also be applied to the operating experience requirement.

[6.4.5.2] One (1) year of Direct Responsible Charge operating experience may be substituted for a year-for-year basis for one (1) year of college level education.

### **6.4.6 Substitutions for formal education may be made as follows:**

[6.4.6.1] Specialized operator training courses, correspondence courses, seminars, workshops, etc., may be substituted for formal education on a case by case basis; and the equivalency will be determined by the Board.

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**WASTEWATER TREATMENT PLANT OPERATOR  
 EXAMINATION REGISTRATION FORM**

- Instructions:**
1. Must be received by DNREC - SWDS no later than 14 calendar days prior to the examination.
  2. Must be typewritten or clearly printed.
  3. Must be complete. Incomplete forms will not be processed and will be returned to the applicant; this could delay or nullify the applicant's ability to take the examination.
  4. A \$100 non-refundable fee is due at time of examination registration.
  5. Registrations and fees are to be mailed or hand delivered to:  
 DNREC – SWDS - Board of Certification, 89 Kings Highway, Dover, DE 19901
  6. **On the day of the exam bring valid picture identification and a calculator.**

APPLICANT INFORMATION				
Prefix	First Name	Middle Name	Last Name	Suffix
Home Address				
City		State	Zip	
Home Telephone Number			Social Security Number	
Mobile Telephone Number			E-Mail Address	
EXAM				
Indicate the Level of Examination For Registration <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV			If Licensed, Current DE Wastewater Operator License Number	
Exam Review Course Attended? <input type="checkbox"/> Yes <input type="checkbox"/> No			If yes, location of class: (ie Georgetown or New Castle)	
PAYMENT INFORMATION (Required at time of Registration)				
Exam Registration Fee - \$100.00			Cash, Money Order or Check Only	
Please make checks payable to <b>Division of Water</b> (registration fee is non-refundable and non-transferable)				
VERIFICATION				
I hereby certify that the information given on this Exam Registration Form contains no misrepresentation or falsifications, is true and complete to the best of my knowledge and belief. I am aware that any willful misrepresentation or falsification will result in the revocation of any certificate issued. I have read the wastewater operator qualifications on page 3 for the level of certification that I am seeking and believe that I am eligible to sit for the examination for that certification.				
Signature of Applicant			Date	

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