

**Instructions for Completing the Indiana  
Application for Wastewater Treatment Plant Apprentice to Request Certification:  
Form 53785**

**This form is to be used by individuals who are current Apprentice operators and who are applying to become certified.**

- Where to find the Application Form

The application is available online at: [IDEM: IDEM Agency Forms \(in.gov\)](http://www.idem.state.in.us/forms)

Applications are not available to be submitted electronically. Please print the application form, complete all requested information, and sign it. Mail the completed application and the \$30 application fee along with all supporting documents to:

Indiana Department of Environmental Management  
Accounts Receivable  
100 N. Senate Ave– IGCN Room 1340  
Indianapolis, Indiana 46204-2251

Application forms may also be obtained directly from this office at any time.

- When Applying for More Than One Certification if You Are an Apprentice in More Than One Classification: Please complete a separate application for each certification you wish to obtain. There is a \$30 fee for each application.
- Completing the Certification Application
  1. Please include your Apprentice Card number and the expiration date.
  2. Please indicate which certification you wish to obtain.

Section I: General Information – Must be completed by all applicants. Please print all of the information requested in this section. Your home address is preferred. Indicate whether you have previously applied for wastewater certification and if presently are a certified operator in Indiana. If yes, indicate the highest certification held and the certificate number.

Reminder: You were granted an apprentice card because you were able to pass the exam but did not have adequate education and/or experience. The information you provide in Sections II and III needs to document that you now have the required education and/or experience necessary to be granted certification.

Section II: Education and Training – Must be completed by all applicants. Indicate whether you are a high school graduate or hold a GED. If neither, indicate the highest grade completed. If you do not hold a high school diploma or GED, you will be required to substitute work experience for the lacking high school education. College transcripts are required for Class IV and Class D applications or if education is being used to substitute for experience. Copies of Continuing Education Credit Reports must be submitted for proof of continuing education. **NOTE that a wastewater apprentice applying for certification must have completed all required continuing education during the effective period of their apprentice card.**

Section III: Operational Experience - Must be completed by all applicants. List all wastewater treatment plant experience starting with your current position.

- Acceptable Experience

The definition of “acceptable experience” as found in 327 IAC 5-23-2(1) “means employment in the actual hands-on operation, maintenance, management, or supervision of a wastewater treatment plant that:

- (A) is obtained under the supervision of a certified operator; and
- (B) demonstrates to the commissioner that the applicant’s experience meets the requirements described in this rule.”

Please refer to 327 IAC 5-23 to determine the classification of your facility, amount and type of experience and education you need; and substitutions allowed.

Include all of the information requested. Please be specific. If your position title and job duties are not specific, credit will not be given. *\*If a portion of your duties do not meet the definition of acceptable experience, please estimate the percentage of your time (hours per week) spent in acceptable experience duties and note this on your application.*

Section IV –List specific responsible charge duties. The definition of responsible charge experience from 327 IAC 5-23-2(15) states: “‘Responsible charge experience’ means the amount of time an operator works at the wastewater treatment plant in responsible charge of the plant, a work shift, or a major unit of treatment.” 327 IAC 5-23-2(16) defines: “Responsible charge operator” (also called “operator in responsible charge”) as either: “The wastewater treatment certified operator officially designated by the principal executive of the NPDES permit holder or owner of the wastewater treatment plant” or “An operator who makes process control or system integrity decisions about the overall daily operation, maintenance, management, or supervision of a wastewater treatment plant necessary to meet the performance requirements and limits of the assigned permit and any applicable local ordinance or other regulatory requirements.” The responsible charge operator must assure that written and electronic monitoring reports are prepared under his or her direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The responsible charge operator certifies that, based on his or her inquiry of the persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of the knowledge and belief of the responsible charge operator, true, accurate, and complete.

As noted on the application, an individual supervising and responsible for a major section of a plant or an operating shift may be credited with responsible charge experience.

Section V - Must be completed. Please read the statement, sign and date the application.

Section VI - This section must be completed by your supervisor.

Questions and Concerns:

If after reviewing the material on the WWC/CE Website you still have questions regarding the Wastewater Certification Program, please contact Rebecca McMonigle at [rmcmonig@idem.in.gov](mailto:rmcmonig@idem.in.gov) , (317) 232-8791, or toll free 1-800-451-6027 ext. 28791.