

Instructions for Completing the Provisional Wastewater Treatment Plant Operator Certification Exam Application Form 51494

- How to Obtain the Provisional Exam Application Form and Submit the Completed Application With Fee to IDEM

The exam application is available online at the IDEM website at:

<https://www.IN.gov/idem/cleanwater/2394.htm>

Applications cannot be submitted electronically. Please print the application form, complete all requested information, have your supervisor sign it, and sign it yourself. The governing body or owner of the applicable wastewater treatment plant must submit a written request specifying a reason necessitating the provisional certification and naming the person for whom it is being requested. 327 IAC 5-23-18 (c) lists allowable reasons for which a provisional could be granted: to fill a vacancy created by resignation, retirement, extended illness or, death of the certified operator in responsible charge, suspension or revocation of the certification of the operator in responsible charge, or other cause as determined by the commissioner. The completed application and written request must be submitted within 30 days after the occurrence of the change of the person serving as the certified operator in responsible charge of the wastewater treatment plant in accordance with 327 IAC 5-23-6. Mail the completed application, written request 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 the IDEM Office of Water Quality at any time.

- Acceptable Experience
The definition of “acceptable experience” may be found in 327 IAC 5-23-2(1). “Acceptable experience” means employment in the actual hands-on operation, maintenance, management, or supervision of a wastewater treatment plant. Acceptable experience shall be obtained under the supervision of a certified operator or by otherwise demonstrating to the commissioner that the applicant’s experience meets the requirements described in the rule. Please refer to 327 IAC 5-23-3, 4, 8, 9, and 10 to determine the classification of your facility, amount and type of experience and education you need; and substitutions allowed.
- Completing the Provisional Exam Application

Section I, General Information - Please print all the information requested in this section. Your home address is preferred. Indicate whether you have previously applied for wastewater certification. If yes, indicate the highest certification held and the certificate number.

Section II, Education and Training - Indicate whether you are a high school graduate or hold a GED. If neither, circle the highest grade completed. If you do not hold a high school diploma or GED, you will be required to substitute experience for the lacking high school education.

Section III, Operational Experience History - List all wastewater treatment plant experience starting with your current position. Include all 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, Responsible Charge Experience –List specific responsible charge duties. The definition of “responsible charge experience” may be found at 327 IAC 5-23-2(15). Responsible charge operator, as defined at 327 IAC 5-23-2(16), means the wastewater treatment certified operator who is officially designated by the principal executive of the NPDES permit holder or owner of the wastewater treatment plant and 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, Signature of Applicant - Please read the statement, sign and date the application.

Section VI, Signature of Applicant’s Supervisor - This section must be completed by your supervisor.

Questions and Concerns:

If after reviewing the material on the IDEM Wastewater Certification Information Website you still have questions regarding the Wastewater Certification Program, please contact Rebecca McMonigle at rmcmonig@idem.IN.gov, (317) 232-8791.