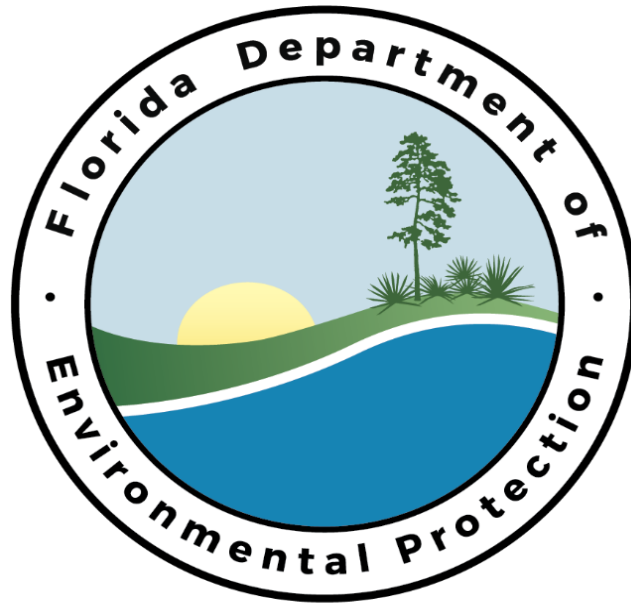


STATE OF FLORIDA

DEPARTMENT OF ENVIRONMENTAL PROTECTION OPERATOR CERTIFICATION PROGRAM

HANDBOOK for



WATER DISTRIBUTION SYSTEM OPERATORS

Operator Certification Program
2600 Blair Stone Rd. MS 3506, Tallahassee, FL 32399-2400
Telephone (850) 245-7500 Fax (850) 245-8411

Customer Satisfaction Survey

<http://floridadep.ocpcustomersatisfaction.sgizmo.com/s3/>

Revised: June 2017

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ADDENDUMS

Examination Application Form
 Address/Name Change Form
 OCP Rule 62-602 F.A.C.

Mission of the Operator Certification Program

The mission of the Florida Operator Certification Program is to promote public health and safety, protect the environment, and conserve Florida's water resources by ensuring that all persons working in drinking water, water distribution, and wastewater meet the highest standards for certification as determined by the rules and regulations of the Florida Department of Environmental Protection under the guidelines of the United States Environmental Protection Agency.

INTRODUCTION: PLEASE READ THIS FIRST!

Florida Administrative Code Chapter 62-602 defines specific requirements for application, examination, license, renewal, and regulation of Water Distribution Operators. A copy of Chapter 62-602, Florida Administrative Code is included in this handbook. This handbook contains useful information on approved training courses, related regulations and associations that assist in training or technical programs. We encourage you to carefully read all information in the handbook before completing an application.

You must meet all minimum eligibility requirements for the examination type and level for which you are applying.

Step One: What is required for the examination process?

1. Completed DEP examination application. **(Application must specify EXAMINATION not certification or licensure.)**
2. One color or black and white photo size 2 X 2. **(No photocopied pictures)**
3. Approved DEP coursework. **(Courses are located in this handbook.)**
4. Application fee of \$75.00 for levels 1, 2, 3 and 4.
5. High school diploma, GED or transcript showing date of graduation. College diplomas or transcripts are also acceptable. **Note: All diplomas or transcripts not in English must be accompanied with an English translation. Diplomas must be equivalent to a United States high school diploma. Additional verification may be requested upon review. Internet based High School Diplomas or GED's are not acceptable.**

Make copies of the completed application before mailing. Also, retain all instructions and the rules section for your records. Upon review of your application, you will receive a status notification from the Department. **Please type of write CLEARLY on your application to ensure your name and address is spelled accurately.**

Please remember that information in this handbook is subject to change at any time. Only the most current books have the most up-to-date information. Discard any Distribution handbooks with a revision date older than the current handbook. If you find information in this book that you believe to be questionable, please contact our office for clarification. Good luck on your upcoming exams.

Examination fees:

The total fee to be submitted with each examination application for the **1, 2, 3 & 4** exams is:
\$75.00 Total (\$25.00 non-refundable application fee plus \$50.00 examination fee)

Examination Application Processing:

Applications received with missing information, or unacceptable course work, photos, insufficient experience, or insufficient fees are considered **INCOMPLETE**. Applicants must meet the minimum eligibility requirements for the applicable level of certification prior to approval and scheduling. If an application section does not apply, "N/A" should be written in the respective spaces. The application must be signed and dated by the applicant.

All examination applications must be submitted with required documentation and fees to be considered complete. Applications do not come directly to our office. Applications go to Finance and Accounting before a receipt number is issued. Our department has up to 30 days to process an application. If you have not received notification at the end of 30 days please contact our office.

Step Two: What is required for the Certification (Licensing) process?

Once you have passed the examination you must complete a separate application. In this application you will document actual distribution experience. The sections of the application for current and past employment can **ONLY** be verified by a Florida DEP licensed Water Treatment Plant Operator or DEP licensed Water Distribution Operator in the appropriate field. Wastewater Operators can not verify experience for Water Distribution.

As per 62-602.420(2)(d), F.A.C., "If the employment experience is not verified by a licensed operator, an applicant for a treatment plant operator license must provide a reference from a peer who is a licensed operator of the same type (water or domestic wastewater) to verify the type of experience of the applicant. If the employment experience is not verified by a licensed operator, an applicant for a water distribution system operator license must provide a reference from a peer who is either a licensed water treatment plant operator or a licensed water distribution system operator to verify the type of experience of the applicant".

Experience verification must include the following information:

1. Dates of employment from start to end date. Do not use the "to present" as an end date.
2. Hours worked per week.
3. Name of plant worked.
4. Overtime hours if (available).
5. Name and title of person signing (printed).
6. Signature of a DEP licensed Water Distribution operator or DEP Drinking Water operator.
7. Date.
8. Phone number.

Licensure application:

Licensure applications may be submitted at anytime after the rule criteria are met. To be licensed, you must have the correct hours of actual work experience needed, and pass the appropriate type and class examination. All applicants will be notified in writing of their application status (complete or incomplete) within 30 days of receipt by the Department. Once the licensure application is approved, operators will receive their license and wall certificate within four weeks of the approval letter.

Licensure application fee:

The total fee to be submitted with each licensure application for the 1, 2, 3, or 4 level license is **\$50.00** (*\$25.00 non-refundable application fee, and \$25.00 license fee*). **The application fee is non-refundable. If an applicant is determined to be ineligible for licensure, the license fee will be refunded. Please note:** A check or money order is acceptable for payment of fees. **No purchase orders, cash or credit cards can be accepted.** All state journal transfers must have the application and/or renewal notice physically attached or we cannot guarantee that our revenue section will post the journal transfer to the correct license record.

Experience Verification Current or Past:

When completing the employment verification page on the licensure application, please complete all sections. **Only** licensed DEP Water Distribution Operators or Water Plant Operators can sign under supervisor signature. Anyone else that is verifying the experience must attach a separate letterhead letter or peer reference letter signed by a DEP licensed Distribution/Water Operator. If the peer letter is submitted still complete the section to the best of your ability. Under supervisor signature state "See reference letter". The applicant and supervisor both need to check for errors before mailing the application. Please write or type clearly. Keep a copy for your records.
for. One you are approved you will be ready to begin the process of the DEP examination.

What is required to submit an application for licensure?

1. Completed DEP certification or licensure application.
2. Completed employment verification section or peer reference letter.
3. Licensing fee of \$50.00 for Levels 1, 2, 3 and 4.
4. Application signed and dated by the applicant.

Once we have received your application and approved it, your license and wall certificate are issued. Congratulations you are now a certified state of Florida Water Distribution Operator!

OUT OF STATE APPLICANTS:

Florida does not offer reciprocity with any other state or foreign country. You are required to successfully complete a Department approved training course, pass the state licensing examination and document the appropriate amount of hands-on operational experience for the license type and level that you are applying for. Prior to submitting an examination application, please provide our office with the following information so that your out-of-state distribution system operator license can be evaluated for the comparable licensing level in Florida. If your higher level of licensing can be determined to be equivalent to our Florida license, you will be eligible to test at a higher level of examination than the entry level of 3. For approval you will need to submit the following:

- A copy of your current and active out-of-state license
- A complete flow diagram and detailed description of all plant treatment processes and operations and plant flow type
- Verification of experience signed by a **supervisor and/or licensed operator**. Verification letter(s) must be on company letterhead and include dates of employment, hours worked per week, overtime hours if applicable, and a detailed description of duties performed. Leaving off any one item will hinder your approval. **Submit an employment resume.**
- A copy of the laws and rules of your state showing the level of certification and years of experience required for the level of license you wish to apply for examination in Florida.

Once the evaluation is completed, you can expect to receive a written response from the Operator Certification Program Administrator reflecting pre-approval of the credited amount of experience hours and license level you are eligible to apply

MAILING ADDRESSES AND CONTACT INFORMATION:

There are **TWO** addresses to use concerning the Operator Certification Program. One is for applications with fees. The other is for general information. Failure to mail fees with applications to the P.O. Box address may result in delays in the processing of applications. **Please do not send checks or money orders without forms or applications. If forms or applications are mailed without proper payment, contact our office at (850) 245-7500 immediately.** Please note that we have a limited number of program staff answering phone calls. If we are unable to answer your call, it will be sent to our voice mail system. Make sure you leave your name, telephone number (including the area code), and a message. **Remember to speak slowly and clearly – we can not return the call if we can not understand the message.**

FOR PAYMENT OF FEES:

(Examination application, certification application, renewal and late fees, etc.)

Department of Environmental Protection
Operator Certification Program
Attn: Finance & Accounting
Post Office Box 3070
Tallahassee, Florida 32315-3070



DO NOT SEND CASH!

FOR GENERAL INFORMATION REQUESTS and CORRESPONDENCE:

Department of Environmental Protection
Operator Certification Program
2600 Blair Stone Road M.S. 3506
Tallahassee, Florida 32399-2400



INTERNET ADDRESS

You may visit our website at <https://softlive.dep.state.fl.us/water/certification-restoration/content/water-and-domestic-wastewater-operator-certification-program> for additional copies of this handbook, forms and other important information. You may also view your CEU credits.



CHANGE OF ADDRESS

It is the responsibility of the operator to inform the OCP office in writing or by fax of any change of address. **No changes will be made over the phone.** A change of address form is included in this handbook for your convenience. Failure to notify our office of your current address will delay notification of your examination, licensure and renewal status. Our fax number is (850) 245-8410.

TECHNICAL ASSISTANCE AND PROFESSIONAL TRAINING

<p><u>FW & PCOA – Operators Assn</u> Training Office – Shirley Reaves P O Box 5668 Titusville, Florida 32783 (321) 433-0081 Fax (321) 383-9690 Internet: www.fwpcoa.org/main.html</p>	<p><u>Florida Department of Health</u> Ed Bettinger – Bureau of Water Programs 4052 Bald Cypress Way, Bin C22 Tallahassee, Florida 32399-1742 (850) 245-4444 x-2696 Email: ed_bettinger@doh.state.fl.us</p>
<p><u>FRWA – Florida Rural Water Association</u> Gary Williams, Executive Director 2970 Wellington, Circle W, Suite 101 Tallahassee, Florida 32309 (850) 668-2746 Toll free (800) 872-8207 Internet: www.frwa.net</p>	<p><u>University of Florida - TREEO</u> Training Office – Ron Trygar 3900 Southwest 63rd Blvd Gainesville, Florida 32608 (352) 392-9570 x 216 Email: rtrygar@treeo.ufl.edu</p>
<p><u>FSAWWA – FL Section American Water Works</u> Casey Cumiskey, Training Coordinator 1300 Ninth Street Suite B-124 Saint Cloud, Florida 34769 (407) 957-8447 Fax (407) 957-8415 Email: fsawwa.casey@gmail.com</p>	<p><u>Mitchell Training, INC.</u> 5414 SW 177th Street Archer, Florida 32618 (352) 495-3767 Fax (352) 495-3592 Email: www.mtrain.com</p>

RELATED REGULATORY INFORMATION:

Drinking Water Program
 Tallahassee Office (850) 245-8623

Drinking Water Rules are:

[62-550](#), F.A.C.

[62-555](#), F.A.C.

[62-560](#), F.A.C.

[62-699](#), F.A.C., Staffing requirements for Distribution and Water/Wastewater treatment plants

To look up the above rules go to: www.dep.state.fl.us

MINIMUM EXAMINATION ELIGIBILITY REQUIREMENTS
(Step One: For Water Distribution System Systems Examinations)

Level 4

1. High school diploma or equivalent. *(Required course completion is optional)*

Level 3

1. High school diploma or equivalent.
2. Document successful completion of a Department-approved training course, taken no more than 5 years prior to the examination date.

Level 2

1. High school diploma or equivalent.
2. An active Level 3 Distribution System license.
3. Document successful completion of a Department-approved training course, taken no more than 5 years prior to the examination date.

Level 1

1. High school diploma or equivalent.
2. An active Level 2 Distribution System license.
3. Document successful completion of a Department-approved training course, taken no more than 5 years prior to the examination date.

All Applicants applying with a NON-FLORIDA LICENSE must submit the following with the Examination Application in order for us to approve the class requested.

1. **Copy of Active out-of-state Distribution System license.**
2. **Approved State of Florida coursework.**
3. **Out of State course work taken can be approved with a descriptive/outline and number of hours (must be no more than 5 years prior to the application date). This course work must be approved by the Department prior to examination.**

Note: All diplomas or transcripts not in English must be accompanied with a translation. Diplomas must be equivalent to a United States high school diploma. Verification may be requested upon review.

EXAMINATION SUBJECT AREA OVERVIEW

The Water Distribution System Operators examinations are composed of four levels; Operators – Level 1, Level 2, Level 3 and Level 4. These examinations are given, for each type and level, on one day. The examination time allocated is two (2) hours with 50 questions. All exams are composed of multiple choice questions.

Level 1 Water Distribution System Operators.

Each examination item may be from one of the subject areas listed below:

Perform Administrative Duties	System Design
Drinking Water Regulations	System Inspection
Install Equipment	Water Quality
Maintain Equipment	Perform Safety and Security Procedures
Disinfection	Math
Operate Equipment	

Level 2 Water Distribution System Operators.

Each examination item may be from one of the subject areas listed below:

Perform Administrative Duties	System Design
Drinking Water Regulations	System Inspection
Install Equipment	Water Quality
Maintain Equipment	Perform Safety and Security Procedures
Disinfection	Math
Operate Equipment	

Level 3 Water Distribution System Operators.

Each examination item may be from one of the subject areas listed below:

Perform Administrative Duties	Operate Equipment
Drinking Water Regulations	System Design
Evaluate Operation of Equipment	System Inspection
Install Equipment	Water Quality
Maintain Equipment	Perform Safety and Security Procedures
Disinfection	Math

EXAMINATION SUBJECT AREA OVERVIEW

Level 4 Water Distribution System Operators.

Each examination item may be from one of the subject areas listed below:

Perform Administrative Duties	System Design
Drinking Water Regulations	System Inspection
Install Equipment	Water Quality
Maintain Equipment	Perform Safety and Security Procedures
Disinfection	Math
Operate Equipment	

MINIMUM LICENSURE ELIGIBILITY REQUIREMENTS
(Step Two: Once you have passed the State examination)

Level 4

1. Pass the Level 4 examination for the license type;
2. A peer reference letter (only if your experience was not signed by a certified water operator **or** certified FDEP distribution operator);
3. Be the owner or owner's manager, agent, or trainee operating the system for at least 3 calendar months, not hours); **OR** document successful completion of an approved Level 4 Course accompanied by one hour of experience.

Level 3

1. Pass the Level 3 examination for the license type, no more than 4 years prior to application.
2. Document at least **2,080** hours of appropriate operational experience prior to application and a peer reference letter (only if your experience was not signed by a certified water operator or certified distribution operator).

Level 2

1. Pass the Level 2 examination for the license type, no more than 4 years prior to application.
2. Document at least **6,240** hours of actual operational experience prior to application and a peer reference letter (only if your experience was not signed by a certified water operator or certified distribution operator).

Level 1

1. Pass the Level 1 examination for the license type, no more than 4 years prior to application.
2. Document at least **10,400** hours of actual operational experience prior to application and a peer reference letter (only if your experience was not signed by a certified water operator or certified distribution operator).

IMPORTANT NOTE: Rule 62-602.420(2)(d), F.A.C., If the employment experience is not verified by a licensed operator, an applicant for a water distribution system operator license must provide a reference from a peer who is either a licensed water treatment plant operator or a licensed water distribution system operator to verify the type of experience of the applicant. A sample peer reference letter is included in the forms section of this handbook.

All Applicants applying with a NON-FLORIDA LICENSE must submit the following with the Examination Application in order for DEP to approve the license classification level requested.

1. Copy of active out-of-state operator license.
2. Submit out of state licensing requirements for the level of license you have. Upon review, the Department will verify equivalency to a Florida license.
3. Florida approved course work taken with descriptive/outline and number of hours (must be no more than 5 years prior to the application date).
4. Work experience (dates from – to, hours worked per week in the type applied and overtime).
5. High school diploma or GED.

Training-Outside of Florida (Please note that the State of Florida does not have reciprocity with other states or countries).

Courses that have not been approved by the Operator Certification Program may not be accepted. Out-of-state training must meet the Department of Environment Protection's standards for water and wastewater treatment plant operators. Applicants must submit detailed description of out-of-state training to confirm that the training meets Florida's standards. Course work must have been completed no more than 5 years prior to the application date.

Approved Training Courses:

All courses have met the established Florida Department of Education standards and are offered at local community colleges and vocational technical centers throughout the state. Please check in your area for available times and course levels. If no courses are available, refer to the listing of DEP Approved Course List in this handbook.

Approved training courses are valid for examination eligibility purposes for five years from the date the course was completed. **Approved training courses older than five years must be retaken in order to qualify for the respective examination.** Expired course work will result in denial of your examination application. A copy of the training course completion certificate(s) must be attached to the examination application. It's not necessary to resubmit coursework or high school diplomas with re-examination applications.

NOTE: Exams may contain questions on the topics covered in the required course work of the lower license levels. We strongly recommend that you review all lower license level material when testing at a higher level. OCP EXAMS DO NOT TEST A PARTICULAR COURSE.

APPROVED TRAINING COURSES

Listed below are the approved courses by the Operator Certification Program. Please be aware that these courses are subject to change, always check with the course provider that you want to utilize. Only one course is required for the level that you are applying for.

California State University, Sacramento Office of Water Programs 6000 J St. Sacramento, CA 95819-6025 Fax: (916) 278-6142, (916) 278-5959 www.owp.csus.edu	<ul style="list-style-type: none">• Level 2 & 3 Water Distribution System Operation and Maintenance,• Level 1 - Manage For Success
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Daytona Beach Water Distribution System Lynn Stevens 125 Basin Street Daytona Beach, FL 32114 386-562-1512	<ul style="list-style-type: none">• Level 2 & 3 Water Distribution
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Florida Section American Water Works Association

Casey Cumiskey, Training
Coordinator/Membership Specialist
1300 Ninth Street, Suite B124
St. Cloud, FL 34769
(407) 957-8447
Fax: (407) 957-8415
Email: fsawwa.casey@gmail.com

- **Level 2 & 3 Water Distribution**

Florida Water & Pollution Control Operators Association (FWPCOA)

Training Office – Shirley Reaves
P O Box 5668
Titusville, Florida 32783
(321) 433-0081
Fax: (321) 383-9690
Internet: <http://fwpcoa.org>

- **Level 1, 2 & 3 Water Distribution**
- **Level 3 On-line Water Distribution**
- **Level 2 On-line Water Distribution**
-

Florida Rural Water

2970 Wellington Circle, W, Suite 101
Tallahassee, FL 32309-6885
(800) 872-8207
Fax: (850) 893-4581
Email: frwa@frwa.net
Internet: <http://www.frwa.net>

- **Level 1, 2, 3, & 4 Water Distribution**
- **Level 1 Utility Management Certification**

Fort Pierce Utility Authority

206 South 6th Street
Fort Pierce, Florida 33948
(772)466-1600
Fax: (772)-460-3649
Internet: www.fpua.com

- **Level 2 & 3 Water Distribution**

Florida Gateway College

Workforce & Economic Development
149 SE College Place
Lake City, FL 32025-2007
(386) 754-4308
Fax: (386) 754-4778
Internet: www.lakecitycc.edu
Email: water2go@fgc.edu

- **Level 3 (Classroom) Water Distribution**
- **Level 3, On-line Course Water Distribution**

Institute of Florida Studies

Hillsborough Community College
1206 North Park Road
Plant City, Florida 33563
(813) 757-2186
Internet: www.hccfl.edu

- **Level 3 Water Distribution**

Michigan State University

Henry Center for Executive Development
3535 Forest Rd
Lansing, MI 48910
(517) 353-8711

- **Level 1 Supervision Concepts and Practices of Management,**

Mid Florida Tech

Orange County Public Schools
2900 West Oak Ridge Road
Orlando, Florida 32809
(407) 251-6161
Internet: <http://www.mft.ocps.net>

- **Level 2 & 3 Water Distribution**

Mitchell Training, Inc.

5414 SW 177th Street
Archer, Florida 32618
(352) 317-1726
Fax (352) 331-5395
Email: mtrainfl@gmail.com
Internet: www.mtrain.com

- **Level 1, 2 & 3 Water Distribution**

Palm Beach State College

4200 Congress Avenue
Lake Worth, FL 33461
561-868-3885
Internet: www.palmbeachstate.edu

- **Level 3 Water Distribution**

Palm Harbor Community School

1900 South Omaha Street
Palm Harbor Florida 34683
(727) 669-1140
Fax: (727) 725-7936

- **Level 2 & 3 Water Distribution**

Pinellas Technical Education Center

Public Works Academy
901 34th Street South
St. Petersburg, Florida 33711
(727) 893-2500
Fax: (727) 550-2248
Internet: <http://www.myptec.org>

- **Level 1, 2 & 3 Water Distribution**

**Port Orange Water Distribution System
Resident Class**

Lynn Stevens
1999 City Center Circle
Port Orange, FL 32129
(386) 562-1512

- **Level 2 & 3 Water Distribution**

**R. Dillon DBA Exam Review Books and
Seminars**

5079 Woodstone Circle North
Lake Worth, Florida 33463
(561)758-9747

- **Level 1 Water Distribution**
- **Level 2 Water Distribution**
- **Level 3 Water Distribution**

University of Florida TREEO Center

3900 SW 63rd Street
Gainesville, Florida 32608
(800) 327-4218 or (352) 392-1711
Fax: (352) 392-6910
Internet: www.treeo.ufl.edu/water
Email: swest@treeo.ufl.edu

- **Level 1 Water Distribution**
- **Level 2 & 3, Online Course Water Distribution**

DEP WATER DISTRIBUTION CLASSIFICATIONS

The table for DEP classification by level and category according to DEP Rule 62-699, F.A.C., is provided as a reference for completing plant employment experience.

1. Water Distribution System Category I				
Distribution System	Level 1	Level 2	Level 3	Level 4
Distribution system connected to a Class A, B, or C water treatment plant.	<p>Serving 100,000 or more persons.</p> <p>The lead/chief operator must be a Level 1 water distribution system operator or a Class C or higher water treatment plant operator. Additionally, a Level 3 or higher water distribution system operator or a Class C or higher water treatment plant operator shall be in on-site charge of any water distribution system operation or maintenance activity that may affect water quality or quantity and that is listed in Footnote 1 below unless the activity is being performed by a licensed contractor working within the scope of his or her license.²</p>	<p>Serving at least 10,000 persons and less than 100,000 persons.</p> <p>The lead/chief operator must be a Level 2 or higher water distribution system operator or a Class C or higher water treatment plant operator. Additionally, a Level 3 or higher water distribution system operator or a Class C or higher water treatment plant operator shall be in on-site charge of any water distribution system operation or maintenance activity that may affect water quality or quantity and that is listed in Footnote 1 below unless the activity is being performed by a licensed contractor working within the scope of his or her license.²</p>	<p>Serving at least 1,000 persons and less than 10,000 persons.</p> <p>The lead/chief operator must be a Level 3 or higher water distribution system operator or a Class C or higher water treatment plant operator. Additionally, a Level 3 or higher water distribution system operator or a Class C or higher water treatment plant operator shall be in on-site charge of any water distribution system operation or maintenance activity that may affect water quality or quantity and that is listed in Footnote 1 below unless the activity is being performed by a licensed contractor working within the scope of his or her license.²</p>	<p>Serving less than 1,000 persons³.</p> <p>The lead/chief operator must be a Level 4 or higher water distribution system operator or a Class D or higher water treatment plant operator. Additionally, a Level 4 or higher water distribution system operator or a Class D or higher water treatment plant operator shall be in on-site charge of any water distribution system operation or maintenance activity that may affect water quality or quantity and that is listed in Footnote 1 below unless the activity is being performed by a licensed contractor working within the scope of his or her license.²</p>

¹ The following water distribution system operation or maintenance activities may affect water quality or quantity: cleaning (swabbing, pigging, scraping, or air-purging) existing or repaired water mains; tapping, depressurizing/dewatering, or disinfecting existing or repaired water mains; dewatering, cleaning, or disinfecting existing or repaired finished-water storage tanks; and manually operating pumps, or adjusting automatic pump controls or automatic control valves, as necessary to regulate water distribution system flows or pressures.

² Part I of Chapter 489, F.S., and rules adopted thereunder and administered by the Department of Business and Professional Regulation and the Construction Industry Licensing Board regulate the construction industry and establish whether construction work, including the repair or replacement of water distribution system facilities, must be performed by a licensed contractor.

³ For wholesale systems, a Category I water distribution system serving less than 1,000 persons shall be classified as a Level 3 water distribution system. *Revised: 3-6-13.*

1. Water Distribution System Category II				
Distribution System	Level 1	Level 2	Level 3	Level 4
Distribution system connected to a Class D water treatment plant.	Not Applicable	Not Applicable	Not Applicable	The lead/chief operator must be a Level 4 or higher water distribution system operator or a Class D or higher water treatment plant operator. Additionally, a Level 4 or higher water distribution system operator or a Class D or higher water treatment plant operator shall be in on-site charge of any water distribution system operation or maintenance activity that may affect water quality or quantity and that is listed in Footnote 1 below unless the activity is being performed by a licensed contractor working within the scope of his or her license ² .

¹ Water distribution system operation and maintenance activities that may affect water quality or quantity include the following: cleaning (swabbing, pigging, scraping, or air-purging) existing or repaired water mains; tapping, depressurizing/dewatering, or disinfecting existing or repaired water mains; dewatering, cleaning, or disinfecting existing or repaired finished-water storage tanks; and manually operating pumps, or adjusting automatic pump controls or automatic control valves, as necessary to regulate water distribution system flows or pressures.

² Part I of Chapter 489, F.S., and rules adopted thereunder and administered by the Department of Business and Professional Regulation and the Construction Industry Licensing Board regulate the construction industry and establish whether construction work, including the repair or replacement of water distribution system facilities, must be performed by a licensed contractor.

Revised: 3-6-13.

LICENSE RENEWAL AND FAILURE TO RENEW

All licenses are biennial and must be renewed by April 30, in odd numbered years to continue performing the duties of an operator. Ninety days prior to the renewal deadline, licensees are sent a renewal notice to their last address of record. **Please note that all operators are responsible for keeping track of their renewal periods; all notices sent by the Department are courtesy reminders that renewal of your license(s) is due.** Remember to notify our office in writing of your current address.

Licenses not renewed by the renewal deadline are considered inactive and the operator may not perform any duties of an operator. Those operators who do work with an inactive license may be subject to disciplinary and enforcement action taken. An inactive license which is not reactivated before the end of the current biennial licensure period shall be expired and considered **Null & Void**. Subsequent licensure will require meeting all the requirements for last highest level of licensure obtained. **Example:** Your license is active until 4/30/2009. If you fail to renew your license by this date it becomes inactive until 4/30/2011. If proper fees and CEU's are not received by 4/30/2011, your license will become Null & Void.

Operators renewing individual licenses:

License Status	Time of Renewal	Renewal Fee	CEUs Required
Active	Before the license expiration date	(1, 2, 3, 4) \$50	1 – 0.5 2 – 0.5 3 – 0.5 4 – 0.5
Inactive	Less than 1 yr. 9 mo. after the license expiration date	(1, 2, 3, 4) \$150	1 – 0.5 2 – 0.5 3 – 0.5 4 – 0.5
Inactive	More than 1 yr. 9 mo. After the license expiration date	(1, 2, 3, 4) \$200	1 – 1.0 2 – 1.0 3 – 1.0 4 – 1.0

LIST OF CONTINUING EDUCATION PROVIDERS

Below is a list of our current CEU Providers. Please contact them for questions regarding:

1. CEU courses and listings;
2. Problems with CEU credits submitted to the department;
3. Becoming a CEU course Sponsor and/or course approval

University of FL/TREEO Center

Training Office – Ron Trygar
3900 Southwest 63rd Boulevard
Gainesville, Florida 32608
Phone: (352) 392-9570 x 216
Fax: (352) 392-6910
Email: swest@treeo.ufl.edu
Internet: www.treeo.ufl.edu/water

Florida University of Sanitary Education, Inc

Bill Edgar, Executive Director
P.O. Box 10355
Brooksville, Florida 34603
Phone:(352)754-0503
Fax:(352) 754-1261
Email: wwedgar@ceuplan.org
Internet: <http://www.fuse.ws>

FL Water & Pollution Control Operators Association (FWPCOA)

Shirley Reaves
P O Box 5668
Titusville, Florida 32783
Phone: (321) 383-9690 Fax (321) 433-0082
Email: Training@fwpcoa.org
Internet: <http://fwpcoa.org>

Florida Section American Water Works Assoc. (FS/AWWA)

Casey Cumiskey, Training Coordinator & Membership Specialist
1300 Ninth Street, Suite B-124
Saint Cloud, Florida 34769
Phone: (407) 957-8447
Fax: (407) 957-8415
Email: fsawwa.casey@gmail.com
<http://www.fsawwa.org>

Florida Water Environment Association (FWEA)

Kenny Blanton
Black & Veatch Corporation
201 South Orange Avenue, Suite 500
Orlando, Florida 32801
Phone: (407)419-3570
Fax: (407) 419-3503
Email: blantonkm@bv.com
Internet: <http://www.fwea.org>

Florida Rural Water Association

Becky Cutshaw
2970 Wellington Circle, W, Suite 101
Tallahassee, Florida 32309-6885
Phone: (800) 872-8207
Fax: (850) 893-4581
Email: frwa@frwa.net
Internet: <http://www.frwa.net>

Or visit the DEP web link below on all approved CEU'S providers and courses.

<https://softlive.dep.state.fl.us/water/certification-restoration/content/ceu-providers-and-sponsors>

APPROVED CORRESPONDENCE COURSES FOR CEU'S

(Courses, course titles, course numbers and CEU amounts are subject to change. Please contact the provider for most recent information)

California State University at Sacramento	Number	CEU's
CSUS Water Treatment Plant Operations Vol. 1	69002	3
CSUS Water Treatment Plant Operations Vol. 2	69079	3
CSUS Small Water System Operation and Maintenance	69069	3
CSUS Water Distribution System Operation and Maintenance	69070	3
CSUS Small Water System, Video Information Series	69074	3
* CSUS Manage For Success	69075	3
* CSUS Utility Management	69071	2
CSUS Small Water System, Water Sources & Treatment	69072	1.5
CSUS Small Water System, Disinfection	69073	1.5
CSUS Small Water Systems, O&M Video Training Series	69076	3
University of Florida		CEU's
UF Water Treatment Plant Operations	69173	3
UF Water D Internet Course	69177	3
Michigan State University		CEU's
* Michigan State University Super. Concepts And Practices of Management	69180	3
Mitchell Training		CEU's
* Mitchell Training, Management of Water and Wastewater Fac. I & II	69181	3
Florida Rural Water Association		CEU's
FRWA Small Water Systems I Internet Course	11041	.5
FRWA Small Water Systems II Internet Course	11042	1

* Please note the courses listed above with the (*) are considered generic in nature; i.e. not specific to water distribution system operation, water treatment or wastewater treatment. If you are a dual license holder, the CEUs cannot be divided or split between a water distribution system, drinking water and wastewater license. Furthermore, you may not complete the same course in back-to-back renewal cycles. If you do, you will not receive credit for the second completed course.

Frequently Asked Questions Concerning Continuing Education

1. **Q: What is a CEU?**

A: CEU is a continuing education unit given for continuing education. CEU's may be given in the form of classroom time or a seminar, self-study programs, and conferences. For distribution system operators, 0.5 CEUs equals five hours of continuing education contact time.

2. **Q: When will CEU's be required?**

A: CEU'S will be required each renewal cycle. Please make sure the courses you take are completed during the two years directly preceding the request for license renewal. Courses taken during that period will be applied as credit earned for that renewal cycle **only**.

3. **Q: What is a Provider?**

A: A Provider is a non-profit organization or educational institution accredited by the Southern Association of Colleges and Schools (SACS) that will be approving courses for CEU's. The OCP will not be approving every course and does NOT have a list of all the courses approved. You need to contact one or all of the Providers identified in this booklet to obtain a list of all approved courses.

4. **Q: Can I take the same CEU course again that I took last renewal cycle?**

A: No. You cannot complete the same course for CEU credit during back-to-back renewal cycles. Credit will **not** be awarded to you for the second completion of the course.

5. **Q: Can training courses taken for the examination application requirement be accepted for CEU's?**

A: Yes; as long as you already hold an active license of a lesser level the course can be used as CEUs for the lower level license.

THINGS TO REMEMBER BEFORE SENDING IN YOUR APPLICATION

EXAMINATION APPLICANTS

1. Complete an examination application form.
2. Sign and date the application form.
3. Attach one photograph to the first page of the application.
4. Attach a personal check, money order, cashiers' check or Journal Transfer payable to "FDEP"
↪\$75.00 for 1, 2, 3 & 4 Level applicants.
5. Attach copies of high school diploma and course certificates. Not necessary for re-test.
6. Mail all of the above to the address below.

LICENSURE APPLICANTS

1. Complete a licensure application form.
2. Attach a peer reference letter (if needed).
3. Sign and date the licensure application form.
4. Attach a personal check, money order, cashiers' check, or Journal Transfer payable to "FDEP".
↪\$50.00 for 1, 2, 3 & 4 Level applicants.
5. Attach employment verification.
6. Do not re-send course certificates or high school diplomas
7. Mail all of the above to the address below:

**Department of Environmental Protection
Operator Certification Program
Finance & Accounting
Post Office Box 3070
Tallahassee, FL 32315-3070**

**CHAPTER 62-602
WATER OR DOMESTIC WASTEWATER TREATMENT PLANT OPERATORS
AND WATER DISTRIBUTION SYSTEM OPERATORS**

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62-602.200 Definitions.

For the purposes of this chapter, the following words, phrases, or terms shall have the following meaning:

- (1) "Approved County Health Department" means Broward, Hillsborough, Lee, Manatee, Miami-Dade, Palm Beach, Polk, Sarasota, or Volusia County Health Department pursuant to Section 403.862(1)(c), F.S.
- (2) "Approved training course" means a course that has received written approval from the Department for the training of operators as described in Rule 62-602.230, F.A.C.
- (3) "Automatic control system" means an on-site computerized system with sensors and programs that can adjust and control domestic wastewater or water treatment plant equipment and processes over the normal range of expected operating conditions without operator assistance.
- (4) "Continuing Education Unit" means 10 classroom hours of approved instruction. It may be abbreviated to "CEU" in these rules.
- (5) "Delegated local program" means Broward County (collection systems only), Miami-Dade County, Hillsborough County, Palm Beach County, or Sarasota County pursuant to Section 403.182, F.S.
- (6) "Department" means the Florida Department of Environmental Protection.
- (7) "Domestic wastewater treatment plant" means any plant or other works used for the purpose of treating, stabilizing, or holding domestic waste.
- (8) "Electronic control system" means a comprehensive automatic control system plus electronic surveillance system along with capability for manual adjustment and control of domestic wastewater or water treatment plant equipment and processes via a computerized system at a central or off-site location that is staffed by a Class C or higher treatment plant operator 24 hours per day and seven days per week.
- (9) "Electronic surveillance system" means a system that monitors operation of a domestic wastewater or water treatment plant and transmits the results of such monitoring by electronic means to a central or off-site location. The use of a telephone for communication between the lead/chief operator and plant personnel is not considered electronic surveillance.
- (10) "Experience" means employment as an employee, volunteer, or contractor at a water or domestic wastewater treatment plant or electronic control system performing the duties described in subsections 62-602.250(1) and (2), F.A.C, or means employment as an employee, volunteer, or contractor on or for a water distribution system performing the duties described in subsection 62-602.250(7), F.A.C. Employment at an industrial treatment plant using water or wastewater treatment processes similar to those used at drinking water or domestic wastewater treatment plants will qualify as water or domestic wastewater treatment plant operator experience and be approved by the Department if the criteria in subsection 62-602.250(3) or (4), F.A.C., are met.
- (11) "License" means a document issued by the Department granting the holder the authority to perform the duties of an operator. The license limits this authority to specific type(s) and classification(s) of water or wastewater plants or water distribution systems based on the training and experience of the licensee.
- (12) "Local regulatory agency" means any local office of the Florida Department of Health or county government that is delegated the authority for the compliance and enforcement of drinking water or domestic wastewater rules.
- (13) "Operator" means, for the purpose of this chapter, any person who has an active license issued, under this chapter, by the Department. License classes and levels are Class A, B, C, and D for treatment plant operators and Level 1, 2, 3, and 4 for water distribution system operators.
- (14) "Permittee" means the person or entity to which a permit for a domestic wastewater facility is issued by the Department or approved local regulatory agency.
- (15) "Probation letter" means a letter reprimanding the operator for failure to comply with the provisions of Rule 62-602.650, F.A.C. This letter shall initiate up to a two-year probation wherein the operator must complete one additional CEU. The letter shall set forth with specificity the allegations of fact that justify the Department's proposed actions. Within 21 days after receipt of notification, the person affected may petition for an administrative hearing under Sections 120.569 and 120.57, F.S. An additional violation of a similar nature or failure to complete the additional CEU shall result in the suspension of the license for two years.
- (16) "Public water system" or "PWS" means a system for the provision to the public of water for human consumption through pipes or other constructed conveyances if such system has at least 15 service connections or regularly serves an average of at least 25 individuals daily at least 60 days out of the year. A PWS includes: any collection, treatment, storage, or distribution facilities under control of the operator of such system and used primarily in connection with such system; and any collection or pretreatment storage facilities not under control of the operator of such system but used primarily in connection with such system. A PWS does not include any special irrigation district. A PWS is either a community water system or a non-community water system.
- (17) "Standard operating practice" means effective and competent treatment plant or water distribution system operation that is consistent with the existing treatment plant or water distribution

system design, the existing treatment plant operation and maintenance manual(s), manufacturers' equipment manuals, professionally accepted operation procedures as contained in the technical manuals listed in Rule 62-602.660, F.A.C., and applicable Department rules. This definition applies to functions that directly affect treatment plant or water distribution system operation and that can be reasonably controlled by the operator.

(18) "Supplier of water" means any person who owns or operates a public water system. This does not include the licensed operator unless that person is also the owner.

(19) "Timely" means that the submittal has been postmarked by the post office before midnight of the date for which the deadline has been established, or has been delivered to the Department before the close of business of that date. If the deadline is a Saturday, Sunday, or legal holiday, timely shall be considered the first working day after the deadline.

(20) "Water distribution system" means those components of a public water system regulated under Chapter 62-550, F.A.C., used in conveying water for human consumption from the water treatment plant to the consumer's property, including pipes, tanks, pumps, and other constructed conveyances.

(21) "Water treatment plant" means those components of a public water system used in collection, treatment, and storage of water for human consumption, whether or not such components are under the control of the operator of such system. Such plants are permitted and classified by the Department, under Chapters 62-555 and 62-699, F.A.C., respectively.

Specific Authority 403.869 FS. Law Implemented 403.182, 403.1832, 403.8533, 403.862(1)(c), 403.865, 403.866, 403.867, 403.869 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.230 Approval of Residence or Correspondence Courses.

Educational courses for training of operators shall be approved by type and class or level of training provided. The Department shall approve operator training courses that have a course content meeting Department standards as provided in the Department's *Water, Wastewater, & Distribution Operator Knowledge Base Manual 2007*, hereby adopted and incorporated by reference. Copies of this document may be obtained from the Department of Environmental Protection, Operator Certification Program, Mail Station 3506, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.

(1) Residence courses shall be approved for two years and can be re-approved upon request. The application for approval of a residence course shall contain the following:

(a) Title of the course, the type and class or level of the course, and the total classroom hours;

(b) A statement describing the curriculum and materials that will be used;

(c) A statement that the course will meet Department standards as provided in the Department's *Water, Wastewater, & Distribution Operator Knowledge Base Manual 2007* for the type and class or level of the course offered; and

(d) A statement of the qualifications, obligations, and responsibilities of the primary instructor. The primary instructor is responsible for developing or reviewing the course curriculum and ensuring the curriculum meets Department standards as provided in the Department's *Water, Wastewater, & Distribution Operator Knowledge Base Manual 2007*. The primary instructor may have additional experts assist with or instruct areas of specialized training. Primary instructors shall sign all certificates of completion and notify the Department when a change occurs in the primary instructor of an approved course.

(2) Residence courses shall not be approved unless an application as described in subsection (1) above is submitted more than 60 days before the first day of class.

(3) Approval for a correspondence course shall be for as long as the materials are current and applicable to the training needed by Florida operators. The Department shall review the materials every two years to determine if the course is current. Approval of correspondence courses only shall be granted by the Department for courses that meet the standards in the Department's *Water, Wastewater, & Distribution Operator Knowledge Base Manual 2007*. The publisher or provider of a correspondence course shall submit copies of the text and materials, including tests, to the Department for approval. The application shall outline how the provider will interact with the student, how many lessons will be contained in the course, how much time the student is expected to spend on the course, how successful completion of the course will be indicated, and how frequently the course will be revised to reflect changing technology or new techniques of treatment. The provider of the course shall notify the Department when revisions are made and shall provide the Department with a copy of the revised materials.

(4) The Department shall periodically publish a list of the approved courses. The list shall be available upon request to the Operator Certification Office, Department of Environmental Protection, Mail Station 3506, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.

Specific Authority 403.869, 403.872 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.250 Criteria for Determining Eligible Experience.

(1) Experience necessary for treatment plant operators to meet the requirements of Rule 62-602.300, F.A.C., shall include performance of process control as described in paragraph (a) below while working at a domestic wastewater or water treatment plant or electronic control system as an employee, volunteer, or contractor. Experience listed in paragraph (b) below while working for a permittee or supplier of water as an employee, volunteer, or contractor also can be included for part of the documented experience if the experience described in paragraph (a) predominates.

(a) Performance of process control shall include the performance of operational control tests and evaluation and interpretation of the test results; preparation of plant process control reports, logs or records; analysis and disposal or distribution of the plant product and the residuals from the treatment process; and control of the hydraulic system and necessary chemical adjustments.

(b) Water distribution system operation and maintenance as described in subsection 62-602.250(7), F.A.C., sample collection and analysis, electronic surveillance system monitoring, and plant maintenance.

(2) For the Class A license, persons can use periods of employment as an on-site supervisor or superintendent of operators at a treatment plant or electronic control system.

(3) Persons employed in the daily on-site operational control of an industrial wastewater treatment plant can use this experience to meet the experience requirements of the Class A, B, or C wastewater operator license. Industrial wastewater treatment plant means the structures, equipment and processes required to treat wastewater, primarily organic in composition, in a plant using a biodegradation or physical-chemical treatment process, similar to the domestic wastewater secondary, tertiary or advanced treatment processes. A diagram and detailed process description must be submitted for the Department to determine if the experience is commensurate to the level applied for.

(4) Persons employed in the daily on-site operational control of an industrial production process water treatment plant can use this experience to meet the experience requirements of the Class A, B, or C drinking water operator license. Industrial production process water treatment plant means the structures, equipment, and processes required to treat water in a plant using a physical-chemical treatment process similar to drinking water treatment processes. A diagram and detailed process description must be submitted for the Department to determine if the experience is commensurate to the level applied for.

(5) Experience required for the treatment plant operator license shall be acquired in the type of treatment, in either wastewater or drinking water, for which a license is requested. Experience in treatment of wastewater for reuse shall be counted as wastewater experience.

(6) Experience for treatment plant operators excludes:

(a) Experience in wastewater systems where septic tanks, filter beds, or lagoons are the sole means of treatment;

(b) Experience in water systems used for swimming;

(c) Experience in construction or design of treatment plants, or well drilling;

(d) Experience in the installation or servicing of water softening or conditioning devices installed in residences or commercial establishments for the purpose of altering the aesthetic quality of the public water supply;

(e) Experience limited solely to driving a sludge truck, monitoring an electronic surveillance system, facility maintenance, or laboratory work; and

(f) Periods of employment as directors of public works, utility managers, regulatory inspectors, or in other occupations which do not include the experience as defined in this rule section.

(7) Experience necessary for water distribution system operators to meet the requirements in Rule 62-602.300, F.A.C., shall include performance of the duties listed in paragraph (a) below while working on or for a water distribution system as an employee, volunteer, or contractor. Experience listed in paragraph (b) below while working on or for a water distribution system as an employee, volunteer, or contractor also may be included for part of the documented experience if the experience listed in paragraph (a) predominates.

(a) Cleaning (swabbing, pigging, scraping, or air purging) water mains; installing, tapping, repairing/replacing, pressure testing, or disinfecting water mains and appurtenances (including fittings, valves, and hydrants); cleaning or disinfecting finished-water storage tanks; operating or adjusting pumps or control valves as necessary to regulate water distribution system flows or pressures; evaluating and interpreting water quality measurements in water distribution systems and troubleshooting to determine causes of water quality complaints; and estimating and justifying water distribution system operation and maintenance budgets.

(b) Flushing water mains; installing or repairing/replacing water services lines and appurtenances (including fittings, valves, and meters); establishing or implementing a cross-connection control program (including installing, repairing/replacing, or testing backflow preventers); testing and maintaining water meters; locating and marking water mains or service lines; operating or exercising isolation valves; testing and maintaining fire hydrants; repairing/overhauling water pumps, control valves

or meters; performing water quality measurements in water distribution systems; collecting and analyzing water samples; reading or updating water distribution system maps; and preparing water distribution system operation and maintenance records.

(8) Water distribution system operator experience excludes work on or for a potable water system that is not a Department-regulated public water system and excludes work on fire protection systems; irrigation systems; or gas, oil, or steam piping systems.

Specific Authority 403.869, 403.872 FS. Law Implemented 403.1832, 403.8533, 403.865, 403.866, 403.867, 403.872 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.270 Eligibility for Operator Examinations.

(1) To be eligible for operator licensing examinations, the applicant must meet the following criteria:

- (a) Have a high school diploma or its equivalent.
- (b) For Class A, B, or C treatment plant operator examinations and Level 1, 2, or 3 water distribution system operator examinations, have successfully completed a Department-approved training course for the class or level of the examination to be taken no more than 5 years before the examination.
- (c) Treatment plant operators must be currently licensed as follows:
 1. Licensed as a Class B operator to take the Class A examination.
 2. Licensed as a Class C operator to take the Class B examination.
- (d) Water distribution system operators must be currently licensed as follows:
 1. Licensed as a Level 2 operator to take the Level 1 examination.
 2. Licensed as a Level 3 operator to take the Level 2 examination.
- (2) Operators from other states must meet the requirements of Rule 62-602.360, F.A.C.

Note: To be eligible for licensure, all of the applicable requirements of Rule 62-602.300, F.A.C., must be met.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.300 Qualifications for Operator Licensure.

To be eligible for licensure by the Department, the applicant shall:

- (1) For licensure as a Class D operator:
 - (a) Have a high school diploma or its equivalent;
 - (b) Be the owner or owner's manager or agent or trainee engaged in the operation and maintenance of a public drinking water or domestic wastewater treatment plant for at least 3 months; or document successful completion of the appropriate training course no more than five years before the application submittal and have at least one hour of experience under a certified operator; and
 - (c) Obtain a passing score on the Class D examination as provided for in paragraph 62-602.550(1)(a), F.A.C.
- (2) For licensure as a Class C operator:
 - (a) Have a high school diploma or its equivalent;
 - (b) Document at least 1 year (2,080 hours) of experience as defined in subsections 62-602.250(1)-(6), F.A.C., completed before application submittal;
 - (c) Obtain a passing score on the Class C examination as provided for in paragraph 62-602.550(1)(a), F.A.C., within the time frames specified in paragraph (d) below.
 - (d) For the purposes of obtaining a license, the examination specified in paragraph (c) above will satisfy the examination criterion for licensing for a period of four years from the date a passing score is obtained.
- (3) For licensure as a Class B operator the applicant shall:
 - (a) Have an active Class C license of the same type;
 - (b) Document at least 3 years (6,240 hours) of experience as defined in subsections 62-602.250(1)-(6), F.A.C., completed before application submittal; and
 - (c) Obtain a passing score on the Class B examination as provided for in paragraph 62-602.550(1)(a), F.A.C., within the time frames specified in (d) below.
 - (d) For the purposes of obtaining a license, the examination specified in paragraph (c) above will satisfy the examination criterion for licensing for a period of four years from the date a passing score is obtained.
- (4) For licensure as a Class A operator the applicant shall:
 - (a) Have an active Class B license of the same type;
 - (b) Document at least 5 years (10,400 hours) of experience as defined in subsections 62-602.250(1)-(6), F.A.C., completed before application submittal; and
 - (c) Obtain a passing score on the Class A examination as provided for in paragraph 62-602.550(1)(a), F.A.C., within the time frames specified in paragraph (d) below.

(d) For the purposes of obtaining a license, the examination specified in paragraph (c) above will satisfy the examination criterion for licensing for a period of four years from the date a passing score is obtained.

(5) For licensure as a Level 4 water distribution system operator, either meet the criteria in paragraphs (a) through (c) below or hold an active Department-issued Consecutive Public Water System Operator License.

(a) Have a high school diploma or its equivalent; and

(b) Be the owner or owner's manager, agent, or trainee engaged in the operation and maintenance of a regulated public water distribution system for at least 3 months before submitting application for licensure; or document successful completion of a Department-approved Level 4 water distribution system operator training course no more than 5 years before submitting application for licensure and have at least 1 hour of water distribution system operation and maintenance experience that is obtained under a licensed operator and that is completed before submitting application for licensure; and

(c) Obtain a passing score as provided for in paragraph 62-602.550(1)(a), F.A.C., on the Level 4 water distribution system operator examination.

(6) For licensure as a Level 3 water distribution system operator, meet the criteria in paragraphs (a) through (c) below.

(a) Have a high school diploma or its equivalent; and

(b) Document at least 1 year (2,080 hours) of experience as defined in subsection 62-602.250(7), F.A.C., completed before submitting application for licensure; and

(c) Obtain a passing score as provided for in paragraph 62-602.550(1)(a), F.A.C., on the Level 3 water distribution system operator examination no more than 4 years before submitting application for licensure.

(7) For licensure as a Level 2 water distribution system operator, meet the criteria in paragraphs (a) through (c) below.

(a) Have a high school diploma or its equivalent; and

(b) Document at least 3 years (6,240 hours) of experience as defined in subsection 62-602.250(7), F.A.C., completed before submitting application for licensure; and

(c) Obtain a passing score as provided for in paragraph 62-602.550(1)(a), F.A.C., on the Level 2 water distribution system operator examination no more than 4 years before submitting application for licensure.

(8) For licensure as a Level 1 water distribution system operator, meet the criteria in paragraphs (a) through (c) below.

(a) Have a high school diploma or its equivalent; and

(b) Document at least five 5 years (10,400 hours) of experience as defined in subsection 62-602.250(7), F.A.C., completed before submitting application for licensure; and

(c) Obtain a passing score as provided for in paragraph 62-602.550(1)(a), F.A.C., on the Level 1 water distribution system operator examination no more than 4 years before submitting application for licensure.

(9) In lieu of meeting the criteria in subsections (6), (7), or (8) above, applicants for a water distribution system operator license who meet the requirements listed in paragraphs (a), (b), or (c) below may apply for licensure to the Department before May 1, 2011.

(a) For licensure as a Level 3 water distribution system operator, the applicant must have received a high school diploma or its equivalent; have satisfactorily completed or instructed prior to October 15, 2007, one or more Department-approved water distribution system operator training courses that addressed operation and maintenance of water distribution systems, totaled no less than 20 contact hours, and included a Department-approved end-of-course exam; and document at least 1 year (2,080 hours) of experience as defined in subsection 62-602.250(7), F.A.C.; or

(b) For licensure as a Level 2 water distribution system operator, the applicant must have received a high school diploma or its equivalent; have satisfactorily completed or instructed prior to October 15, 2007, one or more Department-approved water distribution system operator training courses that addressed operation and maintenance and troubleshooting of water distribution systems, totaled no less than 40 contact hours, and included a Department-approved end-of-course exam; and document at least 3 years (6,240 hours) of experience as defined in subsection 62-602.250(7), F.A.C.; or

(c) For licensure as a Level 1 water distribution system operator, the applicant must have received a high school diploma or its equivalent; have satisfactorily completed or instructed prior to October 15, 2007, one or more Department-approved water distribution system operator training courses that addressed operation and maintenance and troubleshooting of water distribution systems and supervision of water distribution system personnel, totaled no less than 60 contact hours, and included a Department-approved end-of-course exam; and document at least 5 years (10,400 hours) of experience as defined in subsection 62-602.250(7), F.A.C.

Specific Authority 403.869, 403.872 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.350 Approval of Residence or Correspondence Courses. (REPEALED)

Specific Authority 403.869, 403.872 FS. Law Implemented 403.872 FS. History -- New 12-30-99, Repealed 10-15-07.

62-602.360 Licensing Requirements for Non-Florida Operators.

Operators licensed in other states must meet the following requirements to obtain a Florida license:

- (1) Have a high school diploma or its equivalent;
- (2) Have successfully completed a Department-approved training course for the class or level of the license being requested no more than 5 years before the application;
- (3) Have the required experience specified in Rule 62-602.300, F.A.C., for the class or level of license being requested;
- (4) Possess an active license equivalent to the class or level of license being requested;
- (5) Obtain a passing score on the licensing examination, as provided for in paragraph 62-602.550(1)(a), F.A.C., for the class or level of license being requested. For the purpose of obtaining a license, the examination will satisfy the examination criterion for licensing for a period of four years from the date a passing score is obtained.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.400 Applications for License. (REPEALED)

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History -- New 12-30-99, Repealed 2-6-02.

62-602.410 Applications for Examination.

(1) Applications for treatment plant operator examinations shall be made on Form 62-602.900(2), "Application for Water or Wastewater Treatment Plant Operator Examination," hereby adopted and incorporated by reference, effective 10-15-07, and shall include all fees and documentation required by this chapter. Applications for water distribution system operator examinations shall be made on Form 62-602.900(4), "Application for Water Distribution System Operator Examination," hereby adopted and incorporated by reference, effective 10-15-07, and shall include all fees and documentation required by this chapter.

(2) Documentation of course completion shall include the name and type of training institution, the number of classroom hours in the approved course, the date of course completion, the type and level of training approved (water or domestic wastewater treatment plant Class D, C, B, or A or water distribution system Level 4, 3, 2, or 1), and the signature of the instructor who determined that the applicant has successfully completed the course.

(3) In addition to the completed application form, fees, and all supporting documentation, two photographs of the applicant's face and head, size 2 inches by 2 inches, not more than 6 months old, must be included. Any photograph that is not identifiable will be returned to the applicant and will delay the processing of the application.

Specific Authority 403.869, 403.872 FS. Law Implemented 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.420 Applications for License.

(1) Applications for treatment plant operator licenses shall be made on Form 62-602.900(1), "Application for Water or Wastewater Treatment Plant Operator License," hereby adopted and incorporated by reference, effective 10-15-07, and shall include all fees and documentation required by this chapter. Applications for water distribution system operator licenses shall be made on Form 62-602.900(3), "Application for Distribution System Operator License," hereby adopted and incorporated by reference, effective 10-15-07, and shall include all fees and documentation required by this chapter.

(2) Verification of employment experience as defined in subsection 62-602.200(8) F.A.C., and Rule 62-602.250, F.A.C., shall be provided by the applicant to confirm the hours required in Rule 62-602.300, F.A.C. These hours shall be verified by one of, or a combination of, paragraphs (a) through (d) below.

(a) For applicants who are working as an employee or volunteer, hours shall be verified by the lead operator of the treatment plant or water distribution system or the applicant's supervisor.

(b) For applicants who are working as a contractor, hours shall be verified by the contract manager for each treatment plant or water distribution system, or the applicant shall submit with the application a copy of the contract for each treatment plant or water distribution system or a certification from the plant or system owner verifying time at each plant or system.

(c) For the purposes of crediting experience, applicants with experience from a treatment plant not permitted by the Department must provide a complete flow diagram and detailed description indicating all plant treatment processes and operations and plant flow rate. The diagram must be attached to the employment verification. This information will be used to determine experience eligibility under the classification of plants established by the Department in Chapter 62-699, F.A.C.

(d) If the employment experience is not verified by a licensed operator, an applicant for a treatment plant operator license must provide a reference from a peer who is a licensed operator of the same type (water or domestic wastewater) to verify the type of experience of the applicant. If the employment experience is not verified by a licensed operator, an applicant for a water distribution system operator license must provide a reference from a peer who is either a licensed water treatment plant operator or a licensed water distribution system operator to verify the type of experience of the applicant.

(3) To be determined complete, the application must include all fees, signatures and affidavits, and document all experience.

Specific Authority 403.869, 403.872 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.430 Application Processing for Examinations and License.

(1) Applications for operator examinations shall be processed as described. Complete applications for examinations shall be submitted to the Department or its designee no later than 90 days before the date of the requested examination. For purposes of this rule, an application is complete when all items on the application form have been fully answered with all attendant documentation provided, the applicant has paid all fees specified in Rule 62-602.600, F.A.C., and all checks submitted have been honored. Applications postmarked, or delivered by hand to the Department, less than 90 days before the date of an examination shall be processed for the next examination.

(a) Within 30 days after receipt of an incomplete application, the Department shall send notification to an applicant of an incomplete application. The applicant must make such application complete no later than two weeks after notice of incompleteness is sent, or by the application deadline, whichever is later, to be considered eligible for the next examination. If the application is not made complete by this time, the applicant will be considered ineligible and the refundable fees will be returned. The applicant must submit a new application with the required fees to be considered for a later examination. After an application is determined to be complete, an eligibility review shall be conducted by the Department.

(b) The applicant shall be notified of the eligibility status at least 30 days before the examination date, or no more than 90 days after the receipt of a complete application, whichever comes first.

(c) If the Department determines that the applicant is not qualified to take the examination, notice of such determination with administrative hearing rights shall be mailed to the applicant. The applicant may petition for an administrative hearing under Sections 120.569 and 120.57, F.S.

(2) Applications for operator licenses shall be processed as follows:

(a) Applications for operator license may be submitted to the Department or its designee at any time after the requirements of Rule 62-602.300, F.A.C., have been met. For purposes of this rule, an application is complete when all items on the application form have been fully answered with all attendant documentation and the applicant has paid all fees specified in Rule 62-602.600, F.A.C., with all checks honored.

(b) Within 30 days after receipt of an application, the Department shall send notification to an applicant of an incomplete application.

(c) The Department shall notify the applicant of the determination of license eligibility within 90 days after receipt of a complete application.

(d) If the Department determines that the applicant is not qualified for licensure, notice of such determination with administrative hearing rights shall be mailed to the applicant. The applicant may petition for an administrative hearing under Sections 120.569 and 120.57, F.S.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.450 Notification to Applicants for Examinations.

(1) For each applicant approved by the Department to take the examination, the Department will notify the applicant of the time, place, and date of the examination and will provide the applicant with an admission notice that is required for admission to the examination.

(2) The Department will reschedule an applicant for the next available examination, or provide a refund of the examination fee, when the applicant cannot take the originally scheduled examination and the applicant provides documentation of one of the circumstances below to the Department no later than 21 days after the scheduled examination:

- (a) For required military service, the applicant must submit to the Department a copy of the applicant's military orders or a letter from the applicant's commanding officer.
- (b) For medical reasons, the applicant must provide a statement from the applicant's treating physician that serious injury, illness, or other impairment prevented the candidate from taking the examination.
- (c) For an injury, illness, or death in the immediate family, the applicant must document that this caused the applicant to miss the scheduled examination.
- (d) Subpoena to appear in court or for jury duty.
- (3) If an applicant does not take the scheduled exam, and does not meet the requirements in subsection (2) above, the examination fee will neither be refunded nor carried forward to the next examination cycle.

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History – New 12-30-99, Amended 10-15-07.

62-602.500 Examination Administration.

- (1) During the examination, candidates must follow the instructions of the examination supervisor. The instructions shall be provided to the candidates in written form, and shall be read to the candidates by the examination supervisor. The candidates will be permitted to ask reasonable questions of the Department's examination supervisor and proctors relating to the instructions.
- (2) The Department's admission notice for the specified examination and a government-issued photo identification, such as driver's license, must be presented in order to gain admission to the examination. A valid government-issued photo identification shall be acceptable in the absence of the admission notice provided the candidate's name appears on the examination admission roster that has been prepared by the Department for the specific examination.
- (3) If a candidate arrives at the designated testing location after the designated starting time, the candidate will be permitted to take the examination only after the candidate has signed a statement clearly indicating the candidate's late arrival time, and has agreed that the candidate will have only the remaining designated time in the examination to complete the examination. Any candidate who refuses to sign such a statement will be disqualified from the examination and may apply to the Department for scheduling for the next examination. If the late candidate arrives after any other candidate has already finished the examination and left the examination room, the late candidate will be disqualified from the examination and may apply to the Department for scheduling for the next examination. The exam fee will not be refunded in either situation described above.
- (4) All examination booklets, answer sheets, and other examination papers and materials are the sole property of the Department. No candidate shall take any of the examination booklets, answer sheets, answers, or other examination papers or materials from the examination room, or retain, reproduce or compromise the materials in whole or in part by any means or method.
- (5) The examinations will consist of multiple-choice questions. All questions are equally weighted. Knowledge, skills, or abilities to be tested shall be determined by the Department and reviewed by the exam review committee.
- (6) If through no fault of the candidate, the candidate is not allowed the standard allotted time to complete the examination, additional time may be allowed upon approval of the examination supervisor. If materials are lost by the Department, or other problems occur because of the Department's inaction or negligence, the Department shall permit reexamination in those areas at no charge at the next available regularly scheduled examination.

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History – New 12-30-99, Amended 10-15-07.

62-602.530 Conduct at Test Site and During Reviews.

- (1) Any individual found by the Department to have engaged in conduct which subverts or attempts to subvert the examination or review process will have his or her scores on the examination withheld and declared invalid.
 - (a) Individuals with an active or inactive license shall be subject to suspension or revocation of the license as stated in subsection 62-602.870(1), F.A.C.
 - (b) Individuals that do not have an active or inactive license shall be disqualified from taking future exams for a period of two years.
- (2) Conduct that subverts or attempts to subvert the examination process includes:
 - (a) Conduct which violates the security of the examination materials, such as removing from the examination room any of the examination materials; reproducing or reconstructing any portion of the licensing examination; aiding by any means in the reproduction or reconstruction of any portion of or information from the licensing examination; selling, distributing, buying, receiving, or having unauthorized possession of any portion of, or information from, a future or current licensing examination.

(b) Conduct which violates the standard of test administration, such as communicating with any other examinee during the administration of the examination; copying answers from another examinee or permitting one's answers to be copied by another examinee during the administration of the examination; having in one's possession during the administration of the licensing examination any book, notes, written or printed materials or data of any kind, other than the examination materials distributed or specifically listed as approved materials for the examination room in the information provided to the examinee in advance of the examination date by the Department.

(c) Conduct which violates the credentialing process, such as falsifying or misrepresenting information required for admission to the examination, impersonating an examinee or having an impersonator take the licensing examination on one's own behalf.

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History - New 12-30-99, Amended 2-6-02.

62-602.550 Grading of Examinations and Grade Notification.

(1) Grading of all examinations shall be as follows:

(a) *Examinations shall be graded by the Department or its designee. Examination answer sheets shall be electronically scored. Effective July 1, 2000, the minimum passing score on the examination is 70%. In rounding percentages, any percentage that is 0.5 or above shall be rounded up to the next higher whole number. Percentages less than 0.5 shall be rounded down to the next lower whole number.*

(b) After an examination has been graded, the Department shall reject any questions that do not reliably measure the general areas of competency. The Department shall review the item analysis and any statistically questionable items after the examination has been administered. Based upon this review, the Department shall adjust the scoring key by eliminating the questionable items for grading purposes. All questions that do not adequately and reliably measure an applicant's ability to practice the profession shall be rejected. The Department shall calculate each candidate's grade using the scoring key or adjusted scoring key.

(2) The Department shall notify the candidate of the results of the candidate's examination. An examination grade notification letter shall be withheld for insufficient funds resulting from any fee. Any candidate failing to achieve a passing score will also be notified of the requirements for re-examination, and review and appeal rights and procedures.

(3) If there are additional adjustments to the scoring key after the mailing of grades for an examination, amended grade reports shall be mailed to all candidates whose scores increased from a failing score to a passing score as a result of the adjustment.

(4) If it is determined that a candidate's examination or portion thereof cannot be scored through no fault of the candidate, the candidate shall be permitted to take the next available regularly scheduled examination at no charge.

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History - New 12-30-99, Amended 2-6-02.

62-602.560 Candidates' Post Exam Review. (REPEALED)

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History - New 12-30-99, Amended 2-6-02, Repealed 10-15-07.

62-602.570 Formal Administrative Hearing Petition and Pre-hearing Review Request.

Under Sections 120.569 and 120.57, F.S. and Rules 62-110.106, 28-106.201 and 28-106.301, F.A.C., a candidate who has taken and failed an examination may petition for an administrative hearing under the following terms and conditions:

(1) All petitions for administrative hearings shall be filed no later than twenty-one (21) days after the applicant receives the Department's grade notification letter. No petition received more than 21 days from the date of receipt of the grade notification letter will be accepted. The petition shall conform to Rule 28-106.201, F.A.C., when material facts are in dispute, or Rule 28-106.301, F.A.C., when no material facts are in dispute.

(2) After the petition has been filed, for the purpose of preparing for the administrative hearing, the candidate and the candidate's attorney will be permitted to review examination questions, answers, papers, grades, and grade keys for the questions the candidate answered incorrectly. The request for such review will be submitted to the Department in writing.

(3) If, while preparing for a hearing, the Department discovers that credit should be awarded for one or more examination questions listed in the candidate's petition for a hearing, the Department shall issue an amended grade notification letter reflecting the candidate's amended score.

Specific Authority 403.869 FS. Law Implemented 403.872 FS. History – New 12-30-99, Amended 10-15-07.

62-602.580 Use of Operator Examinations.

(1) Operator examinations will be developed by or for the Department, or the Department will use available national operator examinations.

(2) A national examination is an examination developed by or for a national or multi-state professional association, board, council, or society (hereinafter referred to as organization) and administered for the purpose of assessing entry-level skills necessary to protect the health, safety, and welfare of the public from incompetent practice and meets the following standards:

(a) The purpose of the examination shall be to establish entry-level standards of practice that shall be common to all practitioners;

(b) The practice of the profession at the national level must be defined through an occupational survey with a representative sample of all practitioners and professional practices; and

(c) The examination must assess the scope of practice and the entry skills defined by the national occupational survey.

(3) The organization that develops a national examination, or for which a national examination is developed, as discussed in subsection (2) above must meet the following requirements:

(a) The organization must be recognized by practitioners across the nation in the form of representatives from the States or shall have membership representing a substantial number of the nation's or states' practitioners who have been licensed through the national examination.

(b) The organization shall be the responsible body for overseeing the development and scoring of the national examination.

(c) The organization shall provide security guidelines for the development and grading of the national examination and shall oversee the enforcement of these guidelines.

(4) Written examinations developed by or for the Department may include trial test or experimental questions for the purpose of evaluating the statistical or psychometric qualities of new or revised questions prior to their use in an examination. Trial test or experimental questions will not be identified to the candidates as trial test questions on the examination.

(a) The maximum number of trial test questions included in a single examination shall not exceed 20 percent of the total number of questions on the examination, or ten (10) questions, whichever is greater.

(b) Trial test questions shall not be counted toward the candidate's score on the examination. Answers to trial test questions shall not be subject to review by the candidates during the candidate's review process. Additional time will not be given to complete an examination that contains trial questions.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.872 FS. History – New 12-30-99, Amended 10-15-07.

62-602.600 Fees for Operator Examinations and Licensure.

The following fees are required for the activities associated with operator examination and licensing.

(1) Applicants for operator examinations shall submit the following fees with the application.

All application fees are non-refundable.

Examination Class or Level	Application Fee	Examination Fee
Class A Treatment Plant Operator	\$25	\$75
Class B Treatment Plant Operator	\$25	\$75
Class C Treatment Plant Operator	\$25	\$75
Class D Treatment Plant Operator	\$25	\$50
Level 1 Water Distribution System Operator	\$25	\$50
Level 2 Water Distribution System Operator	\$25	\$50
Level 3 Water Distribution System Operator	\$25	\$50
Level 4 Water Distribution System Operator	\$25	\$50

(2) Applicants for operator licenses shall submit the following fees with the application. All application fees are non-refundable.

License Class or Level	Application Fee	License Fee
Class A Treatment Plant Operator	\$50	\$50
Class B Treatment Plant Operator	\$50	\$50
Class C Treatment Plant Operator	\$50	\$50
Class D Treatment Plant Operator	\$25	\$25
Level 1 Water Distribution System Operator	\$25	\$25
Level 2 Water Distribution System Operator	\$25	\$25
Level 3 Water Distribution System Operator	\$25	\$25
Level 4 Water Distribution System Operator	\$25	\$25

(3) All operators holding a Class A, B, or C treatment plant operator license shall renew their license biennially and pay a non-refundable \$75 fee to the Department before a renewal license will be issued. Operators holding a Class D treatment plant operator license or a Level 1, 2, 3, or 4 water distribution system operator license shall renew their license biennially and pay a non-refundable \$50 fee to the Department before a renewal license will be issued.

(4) To obtain a duplicate license or wall certificate, the licensee must submit a written request and pay \$25 for each duplicate requested.

(5) To reactivate an inactive license, a reactivation fee of \$100 shall be paid in addition to the specified biennial license renewal fee.

(6) The fees stated in subsections (1) through (3) above shall be \$10 for an application, \$10 for an examination, and \$10 for a license or license renewal for wards of the state upon submission of written evidence, with the examination or license application or renewal notice, to the Department that said individual is a ward of the state.

Specific Authority 403.869 FS. Law Implemented 403.871, 403.872, 403.874 FS. History – New 12-30-99, Amended 2-6-02, Amended 10-15-07.

62-602.650 Duties of Operators.

An operator is responsible for performing treatment plant or water distribution system operation and maintenance duties in a manner consistent with standard operating practices. The duties shall be the following:

(1) Domestic wastewater treatment plant operators shall perform responsible and effective on-site management of the operation, supervision, and maintenance of domestic wastewater treatment plants, including, if applicable, reuse or disposal systems within the operator's responsibility. Water treatment plant operators shall perform responsible and effective on-site management of the operation, supervision, and maintenance of water treatment plants or water distribution systems. Water distribution system operators shall perform responsible and effective on-site management of the operation, supervision, and maintenance of water distribution systems.

(2) Domestic wastewater treatment plant operators shall submit to the permittee all required reports in the manner required by the Department in Rule 62-601.300, F.A.C. Water treatment plant operators shall submit to the supplier of water all required reports in the manner required by the Department in Rules 62-550.730, 62-555.325, and 62-555.350, F.A.C.

(3) Domestic wastewater treatment plant operators shall notify the permittee as soon as possible following the discovery of any abnormal event or noncompliance that may endanger health or the environment as described in subsection 62-604.550(2) or 62-620.610(20), F.A.C.; additionally, wastewater plant operators shall report to the State Warning Point (SWP) at 1(800)320-0519 and the Department or delegated local program in accordance with subsections 62-604.550(2) and 62-620.610(20), F.A.C., unless the permittee has written procedures designating and directing other knowledgeable staff to report on behalf of the permittee to the SWP and the Department or delegated local program in accordance with subsections 62-604.550(2) and 62-620.610(20), F.A.C. Water treatment plant operators and water distribution system operators shall notify the supplier of water as soon as possible after discovery of any of the circumstances described in subsection 62-555.350(10), F.A.C.; additionally, water treatment plant operators and water distribution system operators shall report to the SWP, the Department or approved county health department (ACHD), and water customers in accordance with subsection 62-555.350(10), F.A.C., unless the supplier of water has written procedures designating and directing other knowledgeable staff to report on behalf of the water supplier to the SWP, the Department or ACHD, and water customers in accordance with subsection 62-555.350(10), F.A.C.

(4) Domestic wastewater treatment plant operators shall maintain a separate operation and maintenance (O&M) log for each domestic wastewater treatment plant, and water treatment plant operators shall maintain a separate O&M log for each water treatment plant. The plant O&M log shall be maintained on site at the plant in a location accessible to 24-hour inspection and protected from weather damage. The plant O&M log shall be maintained in a hard-bound book with consecutive page numbering, or alternatively, part or all of the plant O&M log may be maintained electronically upon written request by the permittee or supplier of water and written approval by the appropriate Department district office, delegated local program, or approved county health department (ACHD). Department district offices, delegated local programs, and ACHDs shall approve partial or complete electronic plant O&M logs if the permittee or supplier of water demonstrates that required data will remain accessible to 24-hour inspection and protected from weather damage; that adequate data storage capacity and data backup will be provided; that entries made by recording equipment will be date/time stamped; and that entries made by an operator will be date/time stamped and accompanied by an electronic signature unique to, and under the sole control of, the operator. The plant O&M log shall be maintained current to the last operation and maintenance performed and shall contain a minimum of the previous three months of data at all times. The plant O&M log shall contain the following information, which shall be entered in the O&M log during each plant visit before leaving the plant:

- (a) Identification of the plant;
- (b) The signature and license number of the operator making any entries;
- (c) Date and time in and out of the plant;
- (d) Description of specific plant operation and maintenance activities, including any preventive maintenance or repairs made or requested;
- (e) Results of tests performed and samples taken, unless documented on a laboratory sheet.
- (f) Notation of any notification or reporting completed in accordance with subsection 62-602.650(3), F.A.C.

(5) Beginning May 1, 2011, water treatment plant or distribution system operators shall maintain one or more operation and maintenance (O&M) logs for each water distribution system. The water distribution system O&M log may be combined with the O&M log for any water treatment plant connected to the water distribution system or may be a separate log. The water distribution system O&M log shall be maintained in a hard-bound book with consecutive page numbering, or alternatively, part or all of the water distribution system O&M log may be maintained electronically upon written request by the supplier of water and written approval by the appropriate Department district office or approved county health department (ACHD). Department district offices and ACHDs shall approve partial or complete electronic water distribution system O&M logs if the supplier of water demonstrates that adequate data storage capacity and data backup will be provided; that entries made by recording equipment will be date/time stamped; and that entries made by an operator will be date/time stamped and accompanied by an electronic signature unique to, and under the sole control of, the operator. The water distribution system O&M log shall be maintained current to the last operation and maintenance performed and shall contain a minimum of the previous three months of data at all times. The water distribution system O&M log shall contain the following information, which shall be entered in the O&M log on the day the information was obtained:

- (a) Identification of the distribution system;
- (b) The signature and license number of the operator making any entries;
- (c) Date, time, and description of water distribution system operation or maintenance (O&M) activities that may affect water quality or quantity and that are listed in Footnote 1 under the tables in subparagraphs 62-699.310(2)(f)1. and 2., F.A.C., including any such activities that are performed by a licensed underground utility and excavation contractor or licensed plumbing contractor;
- (d) Results of tests performed and samples taken, unless documented on a laboratory sheet;
- (e) Notation of any notification or reporting completed in accordance with subsection 62-602.650(3), F.A.C.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.865, 403.875(1)(a) FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.660 Technical Manuals.

The following technical manuals are incorporated by reference herein and are to be used to establish professionally accepted treatment plant or water distribution system operation. These manuals are available from the sources listed below.

- (1) Domestic Wastewater Treatment Plants.
 - (a) *Operation of Wastewater Treatment Plants*, Volume I. Sixth Edition, 2004. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.
 - (b) *Operation of Wastewater Treatment Plants*, Volume II. Sixth Edition, 2003. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.
 - (c) *Advanced Waste Treatment*. Fifth Edition, 2006. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.
 - (d) *Small Wastewater Systems Operation and Maintenance*, Volume I. First Edition, 1997. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.
 - (e) *Small Wastewater Systems Operation and Maintenance*, Volume II. First Edition, 2002. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.
 - (f) *Operation of Municipal Wastewater Treatment Plants*, Volumes I-III, WEF Manual of Practice 11. Fifth Edition, 1996. Water Environment Federation, Publications Order Department, 601 Wythe Street, Alexandria, Virginia 22314-1994.
- (2) Water Treatment Plants and Water Distribution Systems.
 - (a) *Water Treatment Plant Operation*, Volume I. Fifth Edition, 2004. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.
 - (b) *Water Treatment Plant Operation*, Volume II. Fourth Edition, 2004. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.

(c) *Water Distribution System Operation and Maintenance*. Fifth Edition, 2005. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.

(d) *Small Water System Operation and Maintenance*. Fourth Edition, 2002. California State University Sacramento, Office of Water Programs, 6000 J Street, Sacramento, California 95819-6025.

(e) *Water Treatment Operator Handbook*, American Water Works Association (AWWA). Revised Edition, 2005. AWWA, 6666 West Quincy Avenue, Denver, Colorado 80235.

(f) *Water Distribution Operator Training Handbook*, American Water Works Association (AWWA). Third Edition, 2005. AWWA, 6666 West Quincy Avenue, Denver, Colorado 80235.

(g) American Water Works Association (AWWA) Standard C651-05, Disinfecting Water Mains; AWWA Standard C652-02, Disinfection of Water-Storage Facilities; AWWA Standard C653-03, Disinfection of Water Treatment Plants; and AWWA Standard C654-03, Disinfection of Wells. AWWA, 6666 West Quincy Avenue, Denver, Colorado 80235.

(h) *Recommended Practice for Backflow Prevention and Cross-Connection Control*, AWWA Manual M14, Third Edition, 2004, American Water Works Association, 6666 West Quincy Avenue, Denver, Colorado 80235.

(i) "Guidelines for the Issuance of Precautionary Boil Water Notices," December 11, 2006. Florida Department of Health, Bureau of Water Programs, 4052 Bald Cypress Way, Bin # C22, Tallahassee, Florida 32399-1742. Specific Authority 403.869 FS. Law Implemented 403.867, 403.875 FS. History – New 12-30-99, Amended 10-15-07.

62-602.700 Operator Licensing.

The Department shall issue an appropriate license to each applicant who has met all the license requirements for a specific class or level.

(1) The effective date of the license shall be the date the applicant is notified by the Department and the license shall expire at the end of the current biennium except for instances where the initial operator license became effective within 12 months before the current biennium. These licenses will remain effective until the end of the following biennial period.

(2) Licenses shall be renewed in accordance with Rule 62-602.710, F.A.C.

(a) It shall be the responsibility of the licensee to keep the Department informed of any changes in information or new information that the Department requires, including changes in the current mailing address and name changes.

(b) Licensees shall send their requests for changes to the Department's master file to the Department of Environmental Protection, Operator Certification Program, Mail Station 3506, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.

(c) Name change requests shall be in writing with supporting legal documentation.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.867 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.710 Renewal of Operator Licenses.

(1) All active licenses remain active until the end of the current biennium as indicated on the license, except as specified in subsection 62-602.700(1) and Rule 62-602.870, F.A.C. The effective date of an active license shall be the first day of the current biennium or the date the required renewal fee and documentation of completion of CEUs are received, whichever is later. Each biennium extends through the 30th of April of odd numbered years.

(2) At least 90 days before an active license expires, the Department shall mail renewal notices to the operator's last address of record. However, failure to receive a renewal notice shall not excuse the licensee from timely renewal.

(3) To retain an active status following the end of each biennium, the following must be submitted to the Department in a timely manner.

(a) The current name, address, social security number, and the license type and level.

(b) A certification acknowledging the following:

1 Completion of all requirements for license renewal set forth by the Department;

2 That during the upcoming licensure period the applicant may be required to produce proof that all license renewal requirements for that licensure period were met; and

3 That failure to comply with license renewal requirements, or making a false statement as to such compliance, will subject the applicant to disciplinary action or criminal prosecution.

(c) Submittal of the renewal notice is acceptable for paragraph (a) and (b) above if the correct, current information required above is provided and the notice is signed by the licensee.

(d) The fee specified in subsection 62-602.600(3) or (7), F.A.C.

(e) Documentation of successful completion of CEUs as required in subsection 62-602.710(4), F.A.C.

(4) CEUs shall be required for renewal of operator licenses beginning after the renewal cycle ending April 30, 2001. CEUs must be approved by the Department for credit to be given, and the required number of units shall be earned in the two years directly preceding the request for license renewal. Completing an approved training course for the next higher class or level of license during a renewal cycle will satisfy the CEU requirement for that cycle. CEU requirements are as follows:

(a) Two CEUs shall be required for the renewal of a Class A or B water or domestic wastewater treatment plant operator license.

(b) One CEU shall be required for the renewal of each Class C water or domestic wastewater treatment plant operator license.

(c) One-half of one CEU shall be required for the renewal of each Class D water or domestic wastewater treatment plant operator license and each Level 1, 2, 3, or 4 water distribution system operator license.

(d) An individual who has active Class A or B licenses for both drinking water and domestic wastewater shall only be required to obtain 3 CEUs for the renewal of both licenses, but 1.5 CEUs must apply to each type of license; CEUs that can be applied to either type of license must be clearly identified as such on the certification, and cannot be concurrently applied to each license. An individual who has both an active water treatment plant operator license and an active water distribution system operator license may concurrently apply the same CEUs to each license. CEUs for all other combinations of dual licensing shall be additive.

(e) A certified operator who is teaching an approved continuing education course shall, upon receipt of documentation, receive credit equal to the CEUs approved for that course.

(f) A certified operator who teaches an approved residence course may use this experience for one-half of the required CEUs needed to renew his license.

(g) Certificates of completion showing the continuing education credit shall be filed with the request for licensure renewal form and the renewal fee. Electronic confirmation of completion will be accepted from participating institutions in lieu of a certificate of completion. A request for renewal shall be denied if required continuing education cannot be confirmed. The renewal fee shall not be refunded if the license is denied because of insufficient continuing education units.

(h) Approval of CEU courses shall be accomplished in accordance with the Department's "Manual for Approving Continuing Education Courses for Operator Licensing," that may be obtained by writing to Department of Environmental Protection, Operator Certification Program, Mail Station 3506, 2600 Blair Stone Road, Tallahassee, Florida 32399-2400.

(i) Topics for continuing education include operation and control of a treatment plant or water distribution system, troubleshooting treatment processes, troubleshooting to determine the causes of water quality complaints, health and safety, employee and community right-to-know notification procedures, toxic and hazardous materials handling procedures, solids and residuals control, supervision and management, basic chemistry and biology, mathematics of the treatment process or water distribution system, laboratory sampling procedures, equipment or water main maintenance and repair, computer applications for water or wastewater treatment or water distribution, blue print reading, governmental rules and procedures, security, and emergency response.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8532, 403.8533, 403.873 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.720 Inactive Status of License.

(1) Any license shall revert to inactive status if the requirements of subsection 62-602.710(3), F.A.C., have not been met.

(2) A licensee with an inactive status may apply to reactivate the license during the two-year period following the deadline for the last renewal cycle.

(3) To reactivate the license, the licensee shall meet the requirements in subsection 62-602.710(3), F.A.C., including submitting the renewal fee, and shall submit the reactivation fee specified in subsection 62-602.600(5), F.A.C.

(4) The license of an inactive licensee that does not achieve active status within two years following the end of the most recent licensing period shall be expired, and subsequent licensure will require meeting all the requirements for initial licensure at or below the class or level which he/she was licensed.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.874 FS. History – New 12-30-99, Amended 10-15-07.

62-602.750 Denial of Application or Renewal of Licenses.

(1) The Department shall deny an application for license examination, license issuance, or renewal of a license for any of the following reasons:

- (a) Submission of false or misleading information on the license application or renewal request.
 - (b) Submission of a non-redeemable check with the license application or renewal request.
 - (c) Failure to supply information needed to complete the application or renewal request.
 - (d) Failure to pass the appropriate examination.
 - (e) Fraud or cheating on an examination.
 - (f) Revoked or suspended license in Florida or another state.
 - (g) Any of the reasons listed in Rule 62-602.800, F.A.C.
- (2) Upon denial of renewal of a license, the Department shall give written notice to the person involved. Within 21 days from receipt of notice, the person affected may petition for an administrative hearing under Sections 120.569 and 120.57, F.S.

Specific Authority 403.869 FS. Law Implemented 403.872, 403.873 FS. History - New 12-30-99, Amended 2-6-02.

62-602.800 Grounds for Disciplinary Proceedings.

The following acts or omissions are grounds for disciplinary actions:

- (1) Practicing as a licensed operator on a revoked, suspended, or inactive license.
- (2) Any operator of a public water system or domestic wastewater treatment plant, licensed operator, supplier of water, or permittee of a domestic wastewater treatment plant who employs any person to perform the duties of an operator, as identified in Rule 62-602.650, F.A.C., who is not licensed.
- (3) Any person fulfilling operator staffing requirements under Chapter 62-699, F.A.C., without an active license of the appropriate level and type.
- (4) An operator performing treatment plant or water distribution system operation in a manner that is not consistent with standard operating practices.
- (5) An operator who has knowingly or negligently submitted misleading, false, or inaccurate information as documentation for licensure, laboratory results, or operational reports.
- (6) Failure to maintain required reports or records required to be maintained by operators by the Department.
- (7) Failure to comply with any provision of Sections 403.865 through 403.876, F.S., this chapter, or Department rules pertaining to water or domestic wastewater treatment plants or water distribution systems.
- (8) Failure to comply with an order of the Department previously entered in a disciplinary action.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.875, 403.876 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.850 Disciplinary Guidelines.

When the Department finds that a person who is subject to regulation under Sections 403.865 through 403.876, F.S., has violated any of the provisions set forth in Rule 62-602.800 or 62-602.870, F.A.C., or Sections 403.865 through 403.876, F.S., it shall issue an administrative order imposing appropriate penalties for each count within the ranges recommended in the following disciplinary guidelines:

- (1) Performing the duties of an operator without an active license. The recommended penalty is an administrative fine of a minimum of \$100 for each month of performance, up to a maximum of \$1000.
- (2) Use of the name or title “water treatment plant operator,” “domestic wastewater treatment plant operator,” or “water distribution system operator,” or any other words, letters, abbreviations, or insignia indicating or implying that a person is a licensed operator, or otherwise holds himself out as an operator, unless the person is a holder of a valid license. The recommended penalty is an administrative fine of a minimum of \$250, up to a maximum of \$1000.
- (3) Knowingly allowing the use or failing to report the use of his or her own license, as the license of another. The recommended penalty is from a minimum of a 1 year suspension, up to a maximum of revocation of the operator's license.

(4) Knowingly or negligently submitting misleading, false, inaccurate, or forged information or evidence to the Department. The recommended penalty for an applicant not already licensed as an operator is denial of the application and prohibition of reapplication from a minimum of 2 years, up to a maximum of 3 years. The recommended penalty for an operator shall be revocation of the operator's license and prohibition of reapplication for a minimum of 2 years, up to a maximum of permanent revocation of the operator's license.

(5) Using or attempting to use a license that has been suspended, revoked, or placed on inactive status. The recommended penalty for practicing on an inactive license is a fine of \$100 for each month of practice up to \$1000. The recommended penalty for practicing on a suspended license is from a minimum of a \$1000 fine, up to a maximum of an additional 1 year suspension. The recommended penalty for practicing on a revoked license is denial of application for license for a minimum of 3 years, up to a maximum of 5 years, and a referral to the state attorney for criminal sanctions.

(6) Employing unlicensed persons to perform the duties of an operator or fulfilling, or employing persons to fulfill, operator staffing requirements under Chapter 62-699, F.A.C., without an active license of the appropriate type and appropriate class or level. The recommended penalty is an administrative fine of a minimum of \$500, up to a maximum of \$1000.

(7) Concealing information relative to any violation of this rule. The recommended penalty is the imposition of an administrative fine of a minimum of \$500, up to a maximum of \$1000; and suspension of license from a minimum of 1 year, up to license revocation. The actual penalty imposed depends upon the severity of the violation to cause plant upset, produce drinking water that does not meet the applicable requirements, or endanger the safety of plant employees or the public.

(8) Failure to comply with the provisions of Rule 62-602.650, F.A.C. The recommended penalty for failure to submit reports in a timely manner, or to maintain operation and maintenance logs, as required by Rule 62-602.650, F.A.C., is from a minimum issuance of a probation letter to a maximum administrative fine of \$100 per day of the occurrence up to a maximum of \$1,000 for the offense. The recommended penalty for failure to report unpermitted discharges, interruption of service, plant upsets, or the failure to report the production of drinking water that does not meet the applicable requirements is from a minimum of a suspension of license of 1 year, up to a maximum of revocation of license. The recommended penalty for failure to perform treatment plant or water distribution system operation in a manner consistent with standard operating practices, or failure to comply with any other provision of Rule 62-602.650, F.A.C., is from a minimum administrative fine of \$100 per day of the occurrence up to a maximum of \$1,000 for the offense.

(9) Checks for licensure, license renewal, examination returned for insufficient funds. The recommended penalty is suspension of license until the full fees are received, including the charge for insufficient funds.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.875, 403.876 FS. History – New 12-30-99, Amended 2-6-02, 10-15-07.

62-602.870 Suspension and Revocation of Operator License.

(1) The Department shall, depending on aggravating and mitigating circumstances, in addition to a fine, suspend a license for a period not to exceed 2 years for any of the following reasons:

(a) Submission of false or misleading information in an application for license or for renewal of a license.

(b) Cheating on an examination.

(c) Incompetence in the performance of duties of an operator that results in a treatment plant or water distribution system, under the direct charge of the operator, being operated in a manner inconsistent with standard operating practice.

(2) The Department shall permanently revoke a license for any one of the following reasons:

(a) Fraud in the submission of applications or documentation for license or renewal.

(b) Determination by the Department that an operator falsified or intentionally misrepresented, or finds persistent inaccuracy or incompleteness of, data or information contained in documents or reports required to be submitted to the Department or an approved local regulatory agency, including the operation, laboratory or maintenance reports or logs required to be maintained, signed, or submitted by an operator.

(c) A finding by the Department that negligence in the performance of duties as an operator has resulted in harm to public health or safety or to the environment.

(d) Suspension of license more than twice.

(3) Revocation can be permanent or for a shorter time. If less than permanent, a person with a revoked license may seek certification as an operator upon completion of the revocation period and its conditions. Such certification must meet all of the requirements in Rule 62-602.300, F.A.C.

(4) Before revoking or suspending a license, the Department shall give written notice to the persons involved, setting forth with specificity the allegations of fact which justify the Department's proposed actions. Within 21 days of receipt of notification, the person affected may petition for an administrative hearing under Sections 120.569 and 120.57, F.S.

(5) Licenses that have been revoked or suspended shall be returned to the Department within 30 days after the effective date of revocation or suspension.

(6) In order to resume practicing as an operator, persons with suspended licenses shall not be required to reexamine for licensure after the period of suspension has passed, unless or until the person's license expires of its own accord.

Specific Authority 403.869 FS. Law Implemented 403.1832, 403.8533, 403.876 FS. History – New 12-30-99, Amended 10-15-07.

62-602.880 Consecutive Public Water System Operator Licenses.

Effective October 15, 2007, the Department will not issue any new, nor renew any existing, consecutive public water system operator licenses. All existing licensees with current licenses shall have their licenses converted and reissued as a Level 4 water distribution system operator license.

Specific Authority 403.869, 403.872 FS. Law Implemented 403.1842, 403.872 FS. History – New 2-6-02, Amended 10-15-07.

62-602.900 Forms for the Operator Certification Program.

Each form is listed below by the form number, title, and effective date. Copies of the following forms may be obtained by writing to the Program Manager, Operator Certification Program, 2600 Blair Stone Road, Mail Station 3506, Tallahassee, Florida 32399-2400.

(1) Form 62-602.900(1), Application for Water or Wastewater Treatment Plant Operator License, effective date 10-15-07.

(2) Form 62-602.900(2), Application for Water or Wastewater Treatment Plant Operator Examination, effective date 10-15-07.

(3) Form 62-602.900(3), Application for Distribution System Operator License, effective date 10-15-07.

(4) Form 62-602.900(4), Application for Water Distribution System Operator Examination, effective date 10-15-07.

Specific Authority 403.869 FS. Law Implemented 403.876 FS. History – New 12-30-99, Amended 2-6-02,

LICENSURE INFORMATION

Authority for the certification program eligibility requirements and related regulatory protocol are in Sections 403, Florida Statutes (F.S.), and Chapter 62-602, Florida Administrative Code, (F.A.C.).

LICENSURE APPLICATION

Licensure applications may be submitted at anytime after the rule criteria are met. To be licensed, you must have the correct hours of actual work experience needed, and pass the appropriate type and class examination. All applicants will be notified in writing of their application status (complete or incomplete) within thirty days of receipt by the Department. Once the Licensure application is approved, operators will receive their license and wall certificate within two to four weeks of the approval letter.

LICENSURE APPLICATION FEE

The total fee to be submitted with each Licensure application for the A, B & C license is **\$100.00** (*\$50.00 application fee, and \$50.00 license fee*). The total fee to be submitted with each Licensure application for the **D license** is **\$50.00**. (*\$25.00 application fee and \$25.00 license fee*). **The application fee is non-refundable. If an applicant is determined to be ineligible for licensure, the license fee will be refunded.**

Please note: A check or money order is acceptable for payment of fees. **No purchase orders or credit cards can be accepted.** All state journal transfers must have the application and/or renewal notice physically attached or we cannot guarantee that our revenue section will post the journal transfer to the correct license record.

EMPLOYMENT EXPERIENCE AND VERIFICATION

Experience is 'on-site' or 'hands-on' operational experience in the plant. All experience is to be verified by signature of supervisor and/or licensed operator. You must verify experience in the application by plant type, in which you have worked or are presently working, indicating time spent in on-site plant operation, with these stipulations:

- Wastewater treatment plants must have a system for solids control.
- Water plant experience must be gained in drinking water plants, not swimming pools.
- Operators under contract for the operation of several plants must identify level, class and name of each plant operated and the name of the contracting company (if applicable).

NOTE: Your work supervisor or party with whom you contract must sign the past or present employment section of the application verifying experience. If not, then a letter on company letterhead, signed by an employer or supervisor, detailing: employment dates, position title, hours worked, description of duties, and description of treatment type may be substituted for a signature on the application itself. In this case, complete the respective employment section and attach the letter to the verification form.