[Water System Name]

# TRAINING AND CERTIFICATION PLAN

All public water systems will be operated under the direct supervision of appropriately certified manager/ superintendent/ operator(s) in direct responsible charge of day-to-day operations of the entire waterworks system in accordance with Oklahoma Administrative Code [(OAC) 252:710 Waterworks and Wastewater Works Operator Certification](https://www.deq.ok.gov/wp-content/uploads/deqmainresources/710.pdf). Individuals in direct responsible charge must have an active certification equal to or greater than the classification of the water system they are operating. All other supervisors - including assistant superintendents, assistant supervisors, shift leaders - who direct or inspect the work of operators, helpers, or plumbers/contractors must have an active certification at least one level below the classification of the water system. All other personnel may hold any level of certification. This is to ensure water systems are being run efficiently and in accordance with state and federal rules and regulations. This plan will help ensure systems are meeting compliance and assist with tracking certification renewal.

## Key Contacts

The following are the personnel/resources useful to apply for certification and find training for annual certification renewal. There is also a link to the full document outlining rules and regulations for operator certification for reference.

| Role/Resource | Name | Contact (phone/email/etc.) |
| --- | --- | --- |
| General Questions | DEQ Operator Certification Unit | (405) 702-8228 |
| Training & Training Approval | Gretchen Anderson | (405) 702-8130 |
| Exams & Application Approvals | Ashely Sebree Rush | (405) 702-8114 |
| Exams & Application Approvals | Allison Hernandez | (405) 702-8176 |
| Hire & Departure | Elizabeth Davis | (405) 702-8280 |
| Operator Certification Application & Training Resources |  | [DEQ Operator Certification and Training](https://www.deq.ok.gov/water-quality-division/operator-certification/) |
| Rules and Regulations for Operator Certification |  | [OAC 252:710 Waterworks and Wastewater Works Operator Certification](https://www.deq.ok.gov/wp-content/uploads/deqmainresources/710.pdf) |

## The Certification Process

The following outlines the steps for obtaining and maintaining operator certifications. Details, forms, study guides, fees, and training resources can be found on the [DEQ Operator Certification](https://www.deq.ok.gov/water-quality-division/operator-certification/) website. Exceptions and deviations may apply, please refer to [OAC 252:710 Waterworks and Wastewater Works Operator Certification](https://www.deq.ok.gov/wp-content/uploads/deqmainresources/710.pdf) or DEQ’s website for more detailed information.

| Step-by-step Process |
| --- |
| 1. Submit nonrefundable fee and required documents - as outlined on DEQ’s website - at least twenty-one (21) days before first class or desired exam date. |
| 1. Complete all certification requirements as outlined below, based on required certification level. (Classification level of Water Systems, Wastewater Systems, and Laboratories can be found in Appendix A. of OCA 252:710) |
| 1. Take and pass appropriate validated exam within 120 days after applying. |
| 1. Renew certification by completing required amount of yearly training, as outlined below based on certification level. Those with multiple certifications will meet the requirements for highest certification level. |

## Experience and Training Requirements for Certification

Those applying for Waterworks Operator Certification/ Distribution and Collection Operator Certification and/or Laboratory Operator Certification must meet the below requirements based on water system classification level before certification test date. All training must be DEQ approved. Resources for training dates, times, and locations can be found on [DEQ website](https://www.deq.ok.gov/water-quality-division/operator-certification/). Any person can request approval of other professional development courses not listed through DEQ at least forty-two (42) days prior to course start date. Any experience used to meet the necessary minimum experience requirements may not also be used to meet education or training requirements.

| Certification Level | Experience and Training Requirements |
| --- | --- |
| Class A Waterworks Operator | Possess a high school diploma or general equivalency diploma\*, plus 5 years’ experience including 2 years hands on, plus 200 hours of training including at least 40 hours of advanced treatment and managerial training\*\*. |
| Class B Waterworks Operator | Possess a high school diploma or general equivalency diploma\*, plus 3 years’ experience including 1-year hands on, plus 100 hours of training. |
| Class C Waterworks Operator/ Distribution and Collection Operator | Possess a high school diploma or general equivalency diploma\*, plus 1 year experience, plus 36 hours of training. |
| Class D Waterworks Operator | Possess a high school diploma or general equivalency diploma\*, plus 16 hours of training. |
| Class T Distribution and Collection Technician | 8 hours of training. |
| Temporary | Anyone 18 years of age or older, who does not hold a valid certification must apply for a temporary certification within ten (10) days of hire or appointment. Valid for one year and is nonrenewable. Testing fees may be waived if application for certification is made within 180 days of issuance. |

\*Experience and/or training may be substituted as outlined in [OAC 252:710-3-36](https://www.deq.ok.gov/wp-content/uploads/deqmainresources/710.pdf).

\*\*Or approved equivalent as outlined in [OAC 252:710-3-36](https://www.deq.ok.gov/wp-content/uploads/deqmainresources/710.pdf).

| Certification Level | Experience and Training Requirements |
| --- | --- |
| Class A Laboratory Operator | 1 year of experience plus 32 hours of Class B training and a BS Degree1; or 3 years of experience plus 32 hours Class B training and an Associate’s Degree1; or 5 years of experience plus 32 hours Class B training. |
| Class B Laboratory Operator | 6 months of experience plus 32 hours of Class B training and 32 hours of Class C training2. |
| Class C Laboratory Operator | 32 hours Class C training. |

1Degree must be in chemistry, microbiology, instrumental analysis or another approved field.

2An associate degree or greater in chemistry, biology, engineering, physical science, hydrology, geology, mathematics, environmental science, microbiology, toxicology, or civil, chemical, sanitary or environmental engineering may substitute.

## Recertification Requirements

Certifications must be renewed annually by close of business day on or before June 30th. Inactive certifications can be reactivated within two years of expiration and the completion of all required training, along with payment of renewal fees. Beyond two years expiration date a person will need to re-apply for certification. Recertification professional development training (PDT) hours are based on highest level of certification held by an individual. Temporary certifications cannot be renewed.

| Topic | Description |
| --- | --- |
| Class A Waterworks Operator | 16 total hours PDT per year, 4 of which must be classroom training |
| Class B Waterworks Operator | 12 total hours PDT per year, 4 of which must be classroom training |
| Class C Waterworks Operator/ Distribution and Collection Operator | 8 total hours PDT per year, 4 of which must be classroom training |
| Class D Waterworks Operator & Class T Distribution and Collection Technician | 4 total hours of classroom training per year |

## Operator Certification Tracker

The following pages can be printed and used to track employee certification and recertification for each year of employment. An example is provided. If operator is not yet certified, used “Upcoming Training” column for test certification date.

| Operator Name | License Number | Active? (Yes or No, if no date inactive) | Waterworks Operator | Laboratory Operator | Upcoming Training (date/# of hours) |
| --- | --- | --- | --- | --- | --- |
| Type (A, B, C, D, or None) | Type (A, B, C, or None) |
| Example: John Smith | 123456 | No, 2022 | C | None | 03/21/24, 4hr workshop; 07/14/24, 4hr classroom; 08/06/24, 8hr course |
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| Operator Name | License Number | Active? (Yes or No, if no date inactive) | Waterworks Operator | Laboratory Operator | Upcoming Training (date/# of hours) |
| Type (A, B, C, D, or None) | Type (A, B, C, or None) |
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