

**None of this information applies to the "S" certification for Small Water Systems.**

## New Fees for Oregon Operator Certification

Effective date: January 31, 2006

If you plan to send in an application for any exam, please be sure to send the new fees. New fees include the cost per exam as well as an application fee according to the level of exam. The fees have been added and the totals are show below:

### **Regular Exams**

Regular exams are pre-scheduled exams:

Eastern Oregon Short School exam - **postmark** deadline = February 1

3rd Thursday of May - **postmark** deadline = April 1

3rd Thursday of October - **postmark** deadline = September 1

Total **regular exam** fees:

Level 1 = \$85

Level 2 = \$105

Level 3 = \$125

Level 4 = \$145

FE = \$85

### **Special Exams**

Special exams are any exam scheduled outside of the regular exam schedule. They can be taken at our Portland office or at one of several community colleges in the state only during the months of February, June, July and November (see Application Instructions for list of colleges). If you choose to take a special exam at a Community College, you will also pay the college proctoring fees at the time of the exam.

Total **special exam** fees:

Level 1 = \$120

Level 2 = \$140

Level 3 = \$160

Level 4 = \$180

FE = \$120

### **Reciprocity**

Send **complete** application, along with the \$100 fee per certification desired (distribution or treatment). For more information, see Application Instructions.

Application fees are non-refundable, so make sure to review the Grade Level Requirements before sending us an exam/reciprocity application. Be sure to read Rules **333-061-0245 Applications For Certification Levels 1-4**, **333-061-0250 Examinations Levels 1-4**, and **333-061-0265 Fees** (see following pages). Rules will be strictly adhered to. When your experience includes substitute experience, please make sure to read the shaded section in the Rules on the following pages.

Application fees are non-refundable; even when you do not qualify for the exam.

Should you fail an exam, you will need to reapply exactly the same as your original exam application, including an exam fee and an application fee (see above for totals).

Should you apply for a special exam and then change to a regular exam for any reason, the additional exam fees will **not** be refunded.

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**333-061-0245 Applications For Certification Levels 1-4**

- (1) Certification will be granted to applicants on the following basis:
  - (a) The information submitted on the application form as well as any information already on file with the Department;
  - (b) An evaluation of the applicant's qualifications to take the examination by the Department; and
  - (c) Successfully passing an examination approved and administered by the Department.
- (2) Certification by reciprocity is based on current, valid certification in another state or province which has a recognized certification program. Certification may be granted at the level where the examination, experience, and education requirements are equivalent to those outlined in these rules.
  - (a) Individuals requesting reciprocity must submit a complete exam/reciprocity application and pay the reciprocity application fee for each certificate desired.
  - (b) Reciprocity applications are reviewed on a case-by-case basis.
  - (c) The Department may issue a certificate without examination, when, in the judgment of the Department, the certification examination requirements in the other state or province are substantially equivalent to, and the person's education and experience meet, the requirements set forth herein.
  - (d) The applicant must pay an exam fee for any examination required.
  - (e) When reciprocity is granted, the person will be subject to the same requirements of renewal as any other persons certified under these rules.
- (3) Each applicant for certification must meet the minimum requirements of experience and education as listed under 333-061-0235 "Operator Requirements Levels 1-4" in order to be eligible for admission to an examination.
- (4) Applicants denied admission to the certification examination or denied certification by reciprocity have the right to appeal such a decision to the Department.
- (5) Transcripts or proof of satisfactory completion of all education and documentation of experience claimed must be submitted with the application.
- (6) Experience and education qualifications are based on the following:
  - (a) One year of experience is equivalent to 12 months full-time with 100% of time spent on activities directly relating to the certificate type for which application is made.
  - (b) The Department may credit substitute experience, not to exceed one-half of the qualifying operating experience required, in any of the following areas:
    - (A) When applying for a Water Distribution Certificate:
      - (i) Wastewater Collection experience
      - (ii) Water Treatment Plant experience
      - (iii) Cross Connection Control experience
    - (B) When applying for a Water Treatment Certificate:
      - (i) Wastewater Treatment Plant experience
      - (ii) Wastewater Treatment Laboratory experience
      - (iii) Water Distribution System experience
      - (iv) Industrial/commercial process water treatment experience
  - (c) Post High School Education must be directly related to the field of water treatment/water distribution and either qualifying as college transfer or valid Continuing Education Units (CEUs).
    - (A) Each year of college education completed, (one year of college education is 30 semester hours or 45 quarter hours, or the equivalent) in the fields of engineering, chemistry, water/wastewater technology, or allied sciences.
    - (B) Forty-Five (45) valid CEUs is equivalent to one year of post high school education.
    - (C) Any combination of 45 college credits and CEUs can be used to total one year of post high school education.
    - (D) Any degree or accumulation of college credit hours must be from an educational institution accredited through an agency recognized by the U.S. Department of Education to be acceptable.
  - (d) Where education credit is earned for on-the-job training, the Department will consider experience or education, but not both, in qualifying experience for an applicant.

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- (7) All applications for a new certificate or certificate at a higher grade, and some applications for reciprocity, require an examination and must be accompanied by a fee payment equal to the sum of the appropriate application fee and exam fee as shown in 333-061-0265 Fees.
- (8) All applications for exams, regularly scheduled by the Department, must be accompanied by the appropriate exam fee, application fee, and documentation and be postmarked to the Department by the first day of the month preceding the month of the scheduled examination.
- (9) The Department will review the qualifications of each applicant for the purpose of determining whether the applicant has met the minimum requirements for experience, education, and special training as listed in these rules.

**333-061-0250 Examinations Levels 1-4**

- (1) Examinations will be given at least twice annually at locations and at times designated by the Department.
- (2) The applicant must submit an examination fee and an application fee with all applications submitted to the Department.
- (3) The applicant must include documentation of all claims of education and experience.
- (4) The applicant must obtain a minimum score of 70% in order to pass the examination.
- (5) If an applicant needs to take an examination at a time other than when regularly scheduled by the Department, the applicant will submit an application fee and a special exam fee. The Department will act upon these requests at its earliest opportunity. The regular exam fee will apply to special exams needing disability accommodation under the Federal American's With Disabilities Act.
- (6) An applicant may not take the same examination more than twice in a twelve month period unless they can demonstrate to the satisfaction of the Department specific education completed in the subject area since taking the second examination.
- (7) The Department will deny any application for examination or reciprocity if the certificate requested is of the same type as an expired Oregon certificate that is still under the one-year reinstatement period. Once the expired certificate is reinstated, the application may be processed.
- (8) The Department will not accept incomplete, unsigned, or improperly signed applications or applications not accompanied by appropriate fee(s) and documentation for all claims of education and experience.
- (9) The Department or its designee will score all examinations and notify applicants of the results. Examinations will not be returned to the applicant.
- (10) After passing an examination, the Department will certify operators and issue a wall and a wallet certificate valid for the remainder of the year.

**333-061-0265 Fees**

- (1) All fees are to be made payable to the Department of Human Services.
- (2) Fees are not refundable unless:
  - (a) The Department has taken no action on a certification application;
  - (b) The Department determines the wrong application has been filed;
  - (c) The Department determines that no fee is required; or
  - (d) An overpayment has been made.
- (3) Applicants for initial certification by examination must submit the exam fee and application fee, along with a complete application.
- (4) Applications will be accepted for processing only when accompanied by the appropriate fees as indicated below.

Fee Schedule

(a)	Certification Renewal	\$40
(b)	Combination Certification-each additional	\$20
(c)	Exam Fee	\$35
(d)	Special Exam Fee	\$70
(e)	Application Fee:	
	(A) Level 1 Distribution or Treatment	\$50
	(B) Level 2 Distribution or Treatment	\$70
	(C) Level 3 Distribution or Treatment	\$90

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(D)	Level 4 Distribution or Treatment	\$110
(E)	Filtration Endorsement	\$50
(f)	Reciprocity Review (each certification)	\$100
(g)	Reinstatement	\$50 + Certificate Renewal Fee
(h)	Late Fee	\$30 + Certificate Renewal Fee
(i)	Document Replacement Fee	\$25

- (5) Operators having more than one certification pertaining to water systems (water treatment and water distribution) may receive a combination certification. The fee is the full certification renewal fee for one certification and a lesser fee for each additional certification.
- (6) The filtration endorsement is an extension of an operator's water treatment certification, and no additional annual fee is required to maintain the endorsement.
- (7) A Document Replacement Fee must be paid at the time of request for a replacement document.