



Appendix J

Minnesota Department of Health Exam Application

MDH web site address to download exam:

<http://www.health.state.mn.us/divs/eh/water/wateroperator/forms/opexamapp.pdf>

Contact Information

Minnesota Department of Health (MDH)
Section of Drinking Water Protection
Certification Office
625 North Robert Street
P.O. Box 64975
St. Paul, MN 55164-0975

Mark Sloan – 651/201-4652

E-mail address: mark.sloan@health.state.mn.us

Noel Hansen –651/201-4690

E-mail address: noel.hansen@health.state.mn.us



Notes:



Section of Drinking Water Protection
 P.O. Box 64975
 St. Paul, Minnesota 55164-0975

Water Supply System Operator Exam Application

Receptionist: 651-201-4700
 Certification Office: 651-201-4696 or 651-201-4652 Fax: 651-201-4701
 TDD: 651-201-5797 ; Minnesota Relay Service (Greater MN): 1-800-627-3529

Read Instructions Carefully Before Completing Application

1. Application must be typewritten or printed in ink.
2. Answer all questions in full. Incomplete applications will not be processed, they will be returned to the submitter.
3. The application fee must accompany application. This fee does not include certificate issuance fee.
4. Check and money orders shall be made payable to **(Minnesota Department of Health)(MDH)**. Checks returned for nonpayment will be charged a \$20 fee (M.S. 332.50, Subd.2).
5. All application fees are **non-refundable**.
6. Submit the application and correct fee in the enclosed envelope.
7. **Applications must be postmarked no later than 15 days prior to the exam date.**
8. Please read the enclosed Tennessee Warning about your rights regarding the information you provide in this application.

(Applicant Do Not Write in This Space)

Application Fee _____

Approved _____ Rejected _____

Deposit Date _____

Deposit Number _____

Examination Date _____

Examination Results P F

Certification Fee _____

Deposit Date _____

Deposit Number _____

Certificate Issued _____

Certificate Expires _____

Certificate Number _____

Indicate your choice of location and date.

Exam Location: _____

Exam Date: _____

To be eligible to take a certification exam, you must have hands-on operation experience (See certification qualification rules on back page). Exam application fees are **nonrefundable** even if you are found to be ineligible. If you have any questions about your eligibility, contact the certification office.

PLEASE CHECK (T) THE TYPE OF EXAM YOU ARE APPLYING FOR.

<input type="checkbox"/>	\$32	Water Supply System Operator Class A (You must submit a copy of your current position description).	<input type="checkbox"/>	\$40	Reciprocity (You must submit a copy of your current certificate).
<input type="checkbox"/>	\$32	Water Supply System Operator Class B	<input type="checkbox"/>	\$32	Water Supply System Operator Class D
<input type="checkbox"/>	\$32	Water Supply System Operator Class C	<input type="checkbox"/>	\$32	Water Supply System Operator Class E

Last Name (print clearly or type)	First Name (print clearly or type)	Middle Initial
Home Mailing Address	City	State and Zip
Home Phone (include area code)	Work Phone (include area code)	Social Security Number
Your Current Employer		

Complete Other Side



TENNESSEN WARNING

Under Minnesota Statutes, section 13.41, information you provide on this application is private data until the time you are licensed. Once you are licensed, the information becomes public data and will be part of the agency's permanent file.

You are not legally required to provide any of the requested information. Failure to provide the information, however, will result in the denial of your application. Submitting false information is grounds for denying your application or suspending, revoking, or taking other disciplinary action against your credential after it is issued.

While your application is pending, the information you submitted, except your name and address, will not be shared outside of the MDH except as authorized or required by law. In such cases, it may then be shared with other, including the Office of the Attorney General, the Minnesota Department of Revenue and persons contacted for purposes of verification or investigation. If the matter of your credentials becomes contested, the information you submitted in this application may become public. When you become credentialed all information in this application becomes public, except your social security number, which remains private.

EDUCATION

Circle last grade completed

1 2 3 4 5 6 7 8 9 10 11 Graduated or GED (High School Equivalency)
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College or University (list separately)	Dates Attended	Major	Certificate or Degree Received (AA, BS, etc.)

Complete Other Side



EXPERIENCE

List your Water and Wastewater operation experience. Give nature of duties and responsibilities.
(List Most Recent First)

1)

Employer: _____	Length of Experience:
System or Organization Name: _____	Hours Per Week _____
Position: _____	From: _____ / _____
Supervisor Name: _____	Month Year
Supervisor Phone #: (_____)	To: _____ / _____
Describe Job Duties: _____	Month Year

2)

Employer: _____	Length of Experience:
System or Organization Name: _____	Hours Per Week _____
Position: _____	From: _____ / _____
Supervisor Name: _____	Month Year
Supervisor Phone #: (_____)	To: _____ / _____
Describe Job Duties: _____	Month Year

3)

Employer: _____	Length of Experience:
System or Organization Name: _____	Hours Per Week _____
Position: _____	From: _____ / _____
Supervisor Name: _____	Month Year
Supervisor Phone #: (_____)	To: _____ / _____
Describe Job Duties: _____	Month Year

Do you need special testing accommodations such as a reader or sign language interpreter? YES NO

If yes, please specify. _____

I declare that all information provided is true and complete. I hereby acknowledge that I have read and understand the information above.

Date

Signature (Do not print)

Qualification Rules



This is only a short summary of the Water Supply System Operator qualifications. The complete Minnesota Water and Wastewater Treatment Operator Certification Rule is available on <http://www.revisor.leg.state.mn.us/arule/9400>, or by calling the certification office.

Subp. 2. Certification in particular class. An applicant who seeks certification must:

- A. meet the qualifications for one of the classes specified in this part and take and pass an exam; or
- B. meet the requirements for reciprocity under part 9400.1350.

Class A certificate. An applicant for a Class A certificate must:

- A. have been certified as a Class B operator for at least two years; and
- B. have:
 - (1) a high school diploma or equivalent with at least eight years experience in the operation, including at least two years as a part of the management, of a Class A or B system or facility, or a similar industrial facility; or
 - (2) a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least four years experience in the operation, including at least two years as a part of the management, of a Class A or B system or facility or a similar industrial facility.

Class B certificate. An applicant for a Class B certificate must:

- A. have been certified as a Class C operator for at least one year; and
- B. have:
 - (1) a high school diploma or equivalent with at least six years experience in the operation of a Class A, B, or C system or facility, or a similar industrial facility; or
 - (2) a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least two years experience in the operation of a Class A, B, or C system or facility, or similar industrial facility.

Class C certificate. An applicant for a Class C certificate must have:

- A. a high school diploma or equivalent, with at least three years experience in the operation of a Class A, B, C, or D system or facility, or similar industrial facility; or
- B. a bachelor's degree from an accredited institution in chemical, civil, environmental, mechanical, or sanitary engineering or in a physical or biological science, and submit satisfactory evidence of at least one year experience in the operation of a Class A, B, C, or D system or facility, or similar industrial facility.

Class D certificate. An applicant for a Class D certificate must have a high school diploma or equivalent; and

- B. have:
 - (1) at least one year experience in the operation of a Class A, B, C, or D system or facility, or in a related field; or
 - (2) satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.

Class E certificate. An applicant for a Class E certificate must have a high school diploma or equivalent; and

- B. have:
 - (1) at least three months experience in the operation of a Class A, B, C, or D, or E system or facility, or in a related field; or
 - (2) satisfactorily completed a postsecondary program of courses in water or wastewater technology approved by the respective agency or department at an accredited institution.