

What if I fail to renew by the expiration date of my certificate?

If you have completed all the required training by the expiration date of the certificate, there is a 60-day grace period to submit your renewal application and fee. There is a \$10 per month penalty for late applications. Failure to complete training and submit the renewal application by these timeframes will result in the deactivation of your certificate.

There is no grace period for obtaining the minimum hours of renewal training.

What does it mean if my certificate has been deactivated?

You will have to submit a new application for examination and retake the exam.

For more information

The following regulations related to Public Drinking Water Branch, Operator Certification are available on the Web at www.dnr.mo.gov/env/wpp/opcert/oprtrain.htm

- 10 CSR 60-14.010 Classification of Public Water Systems and System Requirements
- 10 CSR 60-14.020 Certification of Public Water System Operators
- 10 CSR 60-14.030 Operator Training

Contact the Operator Certification Section at

Missouri Department of Natural Resources
Division of Environmental Quality
Operator Certification Section
P.O. Box 176
Jefferson City, MO 65102-0176
(573) 751-1600
1-800-361-4827
Fax (573) 751-0678
www.dnr.mo.gov/env/wpp/opcert/oprtrain.htm



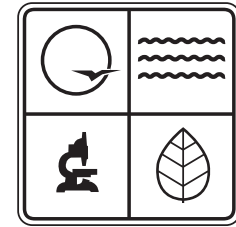
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Missouri Department of Natural Resources
P.O. Box 176
Jefferson City, MO 65102-0176



Missouri Department of Natural Resources

Public Drinking Water Treatment System Operator Certification Information



What certification levels are available in the state of Missouri for public drinking water treatment systems?

Levels available are A, B, C and D (A being the highest and D the lowest). The department determines the minimum level needed for the chief operator of the system based on the size and complexity of the system.

How do I become a certified operator?

- Pass a state certification exam.
- Possess the required amount of operating experience for the level of certificate you are interested in.
- Be at least 18 years old.

Step 1: Based on your work experience, determine what level you might qualify for using the table below from 10 CSR 60-14.020.

Certificate Level	Minimum Actual and Equivalent Experience Requirements
A	Five and one-half years of water treatment facility operating experience (of which two years may be equivalent).
B	Three and one-half years water treatment facility operating experience (of which one year may be equivalent).
C	One and one-half years water treatment facility operating experience (of which one year may be equivalent).
D	Six months of water treatment facility operating experience (which may be equivalent).

* Equivalent experience is based on criteria established in 10 CSR 60-14.020.

Do I need a high school diploma as part of my educational experience?

An operator must have one of the following:

- High school diploma
- General equivalency diploma (GED)

- Successful completion of a special department-approved training course
- Six months of hands-on experience in addition to the minimum requirements in the table above.

Step 2: Complete and submit an application for examination at least 30 days prior to exam date. See our Web site for an application and list of exam dates and locations. Exams are held monthly in Jefferson City and quarterly in five regional locations. A fee of \$45 must be submitted with the application for examination. This fee covers the cost of the exam and issuance of the certificate when qualified.

What type of examination is given?

The exam is multiple choice. A score of 70 percent or higher is required to pass.

What information does the exam cover?

The exam is based on subjects that an operator needs to know such as: Missouri public drinking water rules, general water systems knowledge, water quality, applied mathematics, chemistry, biology, environmental sciences, laboratory testing procedures, hydraulics, pumping systems, water storage facilities, system controls, backflow prevention, and treatment system operation. Exam questions are not limited to this list.

What happens when I pass the exam?

When you pass the exam, the education and employment history sections of your application for examination will be reviewed to determine if you have the necessary work experience for the type and level of certification you tested for. If you possess the required experience and/or education, you will be issued a certificate valid for three years.

What happens if I pass the exam, but don't have the needed work experience?

If it is determined by the department after reviewing your education and employment history, that you do not possess the needed work experience, you will receive a letter stating that you passed, but do not have sufficient experience or education. You have 18 months from the date of the exam to obtain the necessary additional experience or education.

What happens if I fail the exam?

You may retake the exam after waiting 60 days from the previous exam date. You must submit a new application for examination and a \$20 fee to retake the same level and type of exam. If you fail the same level and type of exam three times, you must complete a department-approved multi-day training course prior to retaking the exam.

Now that I'm a certified operator, how do I maintain my certificate?

Certificates are issued for a three-year period. In order to renew the certificate, the operator must

1. Complete the following minimum hours of department approved training prior to the expiration date of the certificate.

Certificate Level	Minimum Training Required
A	30 hours
B	30 hours
C	30 hours
D	20 hours

2. Complete and submit a renewal application.
3. Pay a \$45 renewal fee.

What training is available?

You can choose from classroom training, online and correspondence courses that have been approved by the Missouri Department of Natural Resources. Visit our Web site for a current list of courses available.

How will I know it's time to renew my certificate?

Our office will send a renewal notice to your last known address approximately 60 before your certificate expires. If you fail to receive your renewal notice, you are still responsible for renewing the certificate. **Please call us if your mailing address changes!**