

## General Wastewater Operator Certification Information

All applications should be mailed to this address:

NYSDEC  
 Facility Operations Assistance Section  
 625 Broadway, 4<sup>th</sup> Floor  
 Albany, NY 12233-3506  
 General Phone Number – (518) 402-8177  
 General Fax Number – (518) 402-8082

Check the FOAS website at [www.dec.state.ny.gov/chemical/8707.html](http://www.dec.state.ny.gov/chemical/8707.html) for the latest information on certification and training.

Below is a listing of FOAS staff and the NYSDEC Regions they handle for certification:

Regions 1 – Long Island and Region 7 – Syracuse/Binghamton	Region 2 New York City	Region 3 – Lower Hudson and Region 8 – Rochester/Chemung
Richard Malaczynski (518) 402-8087 rmmalacz@gw.dec.state.ny.us	Tim Miller (518) 402-8106 tjmiller@gw.dec.state.ny.us	Gregg Gendron (518) 402-8096 gwgendro@gw.dec.state.ny.us
Region 4 – Capital District and Region 6 – Utica/Watertown	Region 5 Saratoga/Plattsburgh	Region 9 Buffalo/Chautaugua
Alan Cherubin (518) 402-8155 axcherub@gw.dec.state.ny.us	Phil Smith (518) 402-8092 ptsmith@gw.dec.state.ny.us	Bob Wither (518) 402-8097 rewither@gw.dec.state.ny.us

Reference documents for this information:

1. Title 6 NYCRR, Chapter X, Part 650 “Qualifications of Operators of WWTPs”
2. “Wastewater Treatment Plant Operator Certification” from the Technical Guidance Series (TOGS 5.1.6)

For additional information on plant scoring, operating experience, and certification training please refer to NYSDEC’s Wastewater Operator Certification Manual.

## **Grade 1 Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 1 certification requirements:**

1. You must have at least 6 months of acceptable, hands on operations experience at a WWTP with a SPDES discharge permit.
2. You must have completed the necessary certification training requirements:  
Basic Operations Course or  
One of the Home Study Options:  
Sacramento Operation of Wastewater Treatment Plants Volume 1 and 2 or  
Sacramento Small Wastewater Operation and Maintenance, Volume 1 and 2 or  
Florida Wastewater Treatment Plant Operations  
Note: Home Study options are only good for Grade 1 or 1A
3. You must have a minimum of a high school diploma or GED.  
Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 1 certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.
3. A copy of your high school diploma, GED or college diploma.
4. A copy of your Basic Operations or Home Study course completion notice.

Do **NOT** send payment with your application. Mail the complete certification packet to:

FOAS  
625 Broadway, 4<sup>th</sup> Floor  
Albany, NY 12233-3506  
If you have any questions, call (518) 402-8177 or fax information at (518) 402-8082

### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 1 exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

**If you decide to take a higher Grade certification exam, you must send in a new application.**

## **Grade 1A Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 1A certification requirements:**

1. You must have at least 6 months of acceptable, hands on operations experience at a WWTP with a SPDES discharge permit.
2. You must have completed the necessary certification training requirements:  
Basic Operations Course or  
One of the Home Study Options:  
Sacramento Operation of Wastewater Treatment Plants Volume 1 and 2 or  
Sacramento Small Wastewater Operation and Maintenance, Volume 1 and 2 or  
Florida Wastewater Treatment Plant Operations  
Note: Home Study options are only good for Grade 1 or 1A  
Activated Sludge Course
3. You must have a minimum of a high school diploma or GED.  
Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 1A certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.
3. A copy of your high school diploma, GED or college diploma.
4. A copy of your Basic Operations (or Home Study) and Activated Sludge course completion notice.

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### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 1A exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

**If you decide to take a higher Grade certification exam, you must send in a new application.**

## **Grade 2 Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 2 certification requirements:**

1. You must have at least 1 year of acceptable, hands on operations experience, at a Grade 2 or higher, WWTP with a SPDES discharge permit.
2. You must have completed the necessary certification training requirements:
  - Basic Operations Course
  - Basic Laboratory Course
3. You must have a minimum of a high school diploma or GED.
  - Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 2 certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.
3. A copy of your high school diploma, GED or college diploma.
4. A copy of your Basic Operations and Basic Laboratory course completion notices.

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### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 2 exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

**If you decide to take a higher Grade certification exam, you must send in a new application.**

## **Grade 2A Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 2A certification requirements:**

1. You must have at least 1 year of acceptable, hands on operations experience, at a Grade 2A or higher, WWTP with a SPDES discharge permit.
2. You must have completed the necessary certification training requirements:
  - Basic Operations Course
  - Activated Sludge Course
  - Basic Laboratory Course
3. You must have a minimum of a high school diploma or GED.  
Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 2A certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.
3. A copy of your high school diploma, GED or college diploma.
4. A copy of your Basic Operations, Activated Sludge and Basic Laboratory course completion notices.

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### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 2A exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

**If you decide to take a higher Grade certification exam, you must send in a new application.**

## **Grade 3 Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 3 certification requirements:**

1. You must have at least 1.5 years of acceptable hands on operations experience at a Grade 3 or higher WWTP with a SPDES discharge permit. Depending on your education level, you may need additional experience:

High School graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit.

#### **Total Operations Experience needed is 4.5 years**

Associate of Applied Science (AAS) graduate - you need an additional 1.5 years at any WWTP with a SPDES discharge permit.

#### **Total Operations Experience needed is 3.0 years**

Approved AAS, Bachelor of Science, or any Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time.

#### **Total Operations Experience needed is 1.5 years**

2. You must have completed the necessary certification training requirements:

Basic Operations Course

Basic Laboratory Course

Grade 3 Supervision and Technical Operations Course or

Sacramento's "Manage for Success" home study program plus the one day Technical Operations Course.

3. You must have a minimum of a high school diploma or GED.

Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 3 certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.

2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.

3. A copy of your high school diploma, GED or college diploma.

4. A copy of your Basic Operations, Basic Laboratory, and Grade 3 Supervision & Technical Operations course completion notices.

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If you have any questions, call (518) 402-8177 or fax information at (518) 402-8082

### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 3 exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

**If you decide to take a higher Grade certification exam, you must send in a new application.**

## **Grade 3A Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 3A certification requirements:**

1. You must have at least 1.5 years of acceptable hands on operations experience at a Grade 3A or higher WWTP with a SPDES discharge permit. Depending on your education level, you may need additional experience:

High School graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit.

#### **Total Operations Experience needed is 4.5 years**

Associate of Applied Science (AAS) graduate - you need an additional 1.5 years at any WWTP with a SPDES discharge permit .

#### **Total Operations Experience needed is 3.0 years**

Approved AAS, Bachelor of Science, or any Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time.

#### **Total Operations Experience needed is 1.5 years**

2. You must have completed the necessary certification training requirements:

Basic Operations Course

Activated Sludge Course

Basic Laboratory Course

Grade 3 Supervision and Technical Operations Course or

Sacramento's "Manage for Success" home study program plus the one day Technical Operations Course.

3. You must have a minimum of a high school diploma or GED.

Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 3A certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.

2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.

3. A copy of your high school diploma, GED or college diploma.

4. A copy of your Basic Operations, Activated Sludge, Basic Laboratory, and Grade 3 Supervision & Technical Operations course completion notices.

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### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 3A exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

**If you decide to take a higher Grade certification exam, you must send in a new application.**

## **Grade 4 Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 4 certification requirements:**

1. You must have at least 2.0 years of acceptable, hands on operations experience at a Grade 4 WWTP with a SPDES discharge permit. Depending on your education level, you may need additional experience:
  - High School graduate - you need an additional 6.0 years at any WWTP with a SPDES discharge permit.  
**Total Operations Experience needed is 8.0 years**
  - Associate of Applied Science (AAS) graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit .  
**Total Operations Experience needed is 5.0 years**
  - Approved AAS graduate - you need an additional 1.5 years at any WWTP with a SPDES discharge permit. **Total Operations Experience needed is 3.5 years**
  - Bachelor of Science or a Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time.  
**Total Operations Experience needed is 2.0 years**
2. You must have completed the necessary certification training requirements:
  - Basic Operations Course
  - Basic Laboratory Course
  - Grade 3 Supervision and Technical Operations Course or
  - Sacramento's "Manage for Success" home study program plus the one day Technical Operations Course
  - Grade 4 Management Course
3. You must have a minimum of a high school diploma or GED.
  - Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 4 certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.
3. A copy of your high school diploma, GED or college diploma.
4. A copy of your Basic Operations, Basic Laboratory, Grade 3 Supervision & Technical Operations and Grade 4 Management course completion notices.

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### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 4 exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.

## **Grade 4A Wastewater Treatment Plant (WWTP) Operator Certification**

For further information, refer to the New York State Department of Environmental Conservation (NYSDEC)  
WWTP Operator Certification Manual

### **Grade 4A certification requirements:**

1. You must have at least 2.0 years of acceptable, hands on operations experience at a Grade 4A WWTP with a SPDES discharge permit. Depending on your education level, you may need additional experience:
  - High School graduate - you need an additional 6.0 years at any WWTP with a SPDES discharge permit.  
**Total Operations Experience needed is 8.0 years**
  - Associate of Applied Science (AAS) graduate - you need an additional 3.0 years at any WWTP with a SPDES discharge permit.  
**Total Operations Experience needed is 5.0 years**
  - Approved AAS graduate - you need an additional 1.5 years at any WWTP with a SPDES discharge permit. **Total Operations Experience needed is 3.5 years**
  - Bachelor of Science or a Bachelor of Arts (with 30 hours of Math and Science) graduates do not need any additional time.  
**Total Operations Experience needed is 2.0 years**
2. You must have completed the necessary certification training requirements:
  - Basic Operations Course
  - Activated Sludge Course
  - Basic Laboratory Course
  - Grade 3 Supervision and Technical Operations Course or
  - Sacramento's "Manage for Success" home study program plus the one day Technical Operations Course
  - Grade 4 Management Course
3. You must have a minimum of a high school diploma or GED.
  - Any out of country diplomas must be evaluated by a recognized evaluation service.

### **Your Grade 4A certification exam application must contain all of the following:**

1. A completed and signed *Application for Approval of Qualifications for WWTP Operator*.
2. A completed and signed (you and the plant chief) *WWTP Operator Statement of Experience* - 2 copies.
3. A copy of your high school diploma, GED or college diploma.
4. A copy of your Basic Operations, Activated Sludge, Basic Laboratory, Grade 3 Supervision & Technical Operations and Grade 4 Management course completion notices.

Do **NOT** send payment with your application. Mail the complete certification packet to:

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### **After your application has been approved by NYSDEC (in 2 - 4 weeks)**

NYSDEC will send you a letter approving you to take the Grade 4A exam. The letter will contain instructions on registering and paying for the exam with Applied Measurement Professionals (AMP). The cost is \$85.

If you pass the exam, you are certified immediately. You don't have to do anything else. NYSDEC will process your application. It will take 10 - 12 weeks to receive your certificate.

If you fail the exam, you contact AMP directly to re-take the exam. Do not contact NYSDEC. You must wait at least 90 days before re-taking the certification exam.