



# Board of Certification of Operators of Drinking Water Supply Facilities Education and Experience Requirements Worksheet

This worksheet will help you determine what grade examination you should take and what status you should apply for after successfully passing the operator certification examination.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

License Grade Presently Held: \_\_\_\_\_ System Classification Presently Working In: \_\_\_\_\_

After completing worksheet, Grade Exam to apply for: \_\_\_\_\_ and Status to apply for: \_\_\_\_\_

*What grade examination should I take? (1D, 2D, 3D, 4D, 1T, 2T, 3T, 4T, VSS, or VND)*

- Answer the questions for each grade listed below.
- If you answered "YES" to any questions for any one particular grade, then you should take that grade examination.
- If you answered "YES" to questions in more than one grade, then take the examination that corresponds with the class of system in which you work.
- If you answered "NO" to all the questions for all grades, you should take the examination for which you feel most comfortable. (You will be eligible only for operator-in-training status for all grades until you acquire the needed experience and/or education.)

*What status should I apply for after I pass the exam? (Full or Operator-In-Training [OIT])*

- Answer the questions for the grade in which you passed the certification examination.
- Follow the instructions after each set of questions answered.

### Grade 1 - Treatment or Distribution

Do you have:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. a high school diploma (or GED) and 2 years experience operating a class I facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. a water technology certificate and 1 year experience operating a class I facility?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 30 college credits (sciences) and 1 year experience operating a class I facility?   | <input type="checkbox"/> | <input type="checkbox"/> |

*Status:*

*If you answered "YES" to any of the questions, you are eligible for grade 1 full operator status.  
If you answered "NO" to all questions, you are only eligible for OIT status for grade 1.*

### Grade 2 - Treatment or Distribution

Do you have:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. a grade 1 full-status license that you have held for 1 year and have 1 year experience operating at least a class I facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. a high school diploma (or GED) and 3 years experience operating at least a class II facility?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. a water technology certificate and 2 years experience operating at least a class II facility?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 30 college credits (sciences) and 2 years experience operating at least a class II facility?                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. 60 college credits (sciences) or A.S. degree and 1 year experience operating at least a class II facility?                    | <input type="checkbox"/> | <input type="checkbox"/> |

*Status:*

*If you answered "YES" to any of the questions then you are eligible for full operator status for grade 2.  
If you answered "NO" to all questions then you are only eligible for operator-in-training status for grade 2. Please answer the questions for a lower grade to see if you are eligible for full status.*

### Grade 3 - Treatment or Distribution

Do you have:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. a grade 2 full-status license that you held for 2 years and have 2 years experience operating at least a class II facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. a high school diploma (or GED) and 5 years experience operating at least a class III facility?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. a water technology certificate and 4 years experience operating at least a class III facility?                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. 30 college credits (sciences) and 4 years experience operating at least a class III facility?                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. an A.S. degree or 60 college credits (sciences) and 3 years experience operating at least a class III facility?             | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. a B.S. degree or 120 college credits (sciences) and 1 year experience operating at least a class III facility?              | <input type="checkbox"/> | <input type="checkbox"/> |

*Status:*

*If you answered "YES" to any of the questions then you are eligible for full operator status for grade 3.*

*If you answered "NO" to all questions then you are only eligible for operator-in-training status for grade 3. Please answer the questions for a lower grade to see if you are eligible for full status.*

### Grade 4 - Treatment or Distribution

Do you have:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. a grade 3 full status license which you held for 1 year and have 1 year experience operating at least a class III facility? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. a water technology certificate and 5 years experience operating a class IV facility?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 30 college credits (sciences) and 5 years experience operating a class IV facility?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. an A.S. degree or 60 college credits (sciences) and 4 years experience operating a class IV facility?                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. a B.S. degree or 120 college credits (sciences) and 2 years experience operating a class IV facility?                       | <input type="checkbox"/> | <input type="checkbox"/> |

*Status:*

*If you answered "YES" to any of the questions then you are eligible for full operator status for grade 4.*

*If you answered "NO" to all questions then you are only eligible for operator-in-training status for grade 4. Please answer the questions for a lower grade to see if you are eligible for full status.*

### Vending Treatment or Distribution

Do you have:

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. 3 months experience operating a VND class system?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. hold a certificate of proficiency from the National Automatic Merchandising Association? | <input type="checkbox"/> | <input type="checkbox"/> |

*Status:*

*If you answered "YES" to any of the questions then you are eligible for full operator status for grade VND.*

*If you answered "NO" to all questions then you are only eligible for operator-in-training status for grade VND.*

### Very Small System (Distribution only)

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. Do you have 6 months experience operating a VSS class system? | <input type="checkbox"/> | <input type="checkbox"/> |

*Status:*

*If you answered "YES" to the above question then you are eligible for full operator status for grade VSS.*

*If you answered "NO" to the above question then you are only eligible for operator-in-training status for grade VSS.*

a. In order to be granted a license you must have passed the respective exam.

b. It is possible to be eligible for and hold both operator-in-training and full status licenses for different grades.

c. A vending machine (VND) exam is not available. In order to obtain a VND certification, you must pass an operator certification exam. Take the exam that corresponds with the classification of the vending machine that you wish to operate. For example, if you wish to operate a vending machine classified as a VND-1T, take the grade 1T certification exam. Upon notification of a passing score, apply to the Board for a VND license. For a VND license an operator must also have three (3) months experience in a vending machine operation.

d. You are only considered an operator if you engage in the onsite operation of a public water system and are responsible for, and have field supervision of, distribution and/or treatment activities as defined in 236 CMR 2.03. Only operators may be eligible for full operator status. Those who are not operators i.e. administrative supervisors, design engineers, etc. are only eligible for operator-in-training status.

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