

NEW MEXICO WATER QUALITY CONTROL COMMISSION

UTILITY OPERATOR CERTIFICATION EXAMINATION APPLICATION**PO BOX 5469****SANTA FE, NM 87502****(505) 827-2802**

PLEASE READ INSTRUCTIONS CAREFULLY. APPLICATION MUST BE COMPLETE, DATED AND SIGNED BEFORE SUBMITTING. YOU MUST SUBMIT A NON-REFUNDABLE CHECK OR MONEY ORDER WITH THIS APPLICATION. PLEASE TYPE OR PRINT LEGIBLY IN INK!

APPLICANT INFORMATION

Last Name	First	M.I.	D.O.B	/	/
Mailing Address			E-Mail		
City	State	Zip			
Home Phone	Work Phone	Cell Phone			
NM Operator ID	NM _____	OR	Social Security No.	- -	
			<i>First time applicants only</i>		

EXAMINATION AND LOCATION

MUST SUBMIT NON-REFUNDABLE CHECK/MONEY ORDER WITH APPLICATION 30 DAYS PRIOR TO REQUESTED EXAM DATE

WATER SYSTEMS		EXAM FEE	WASTEWATER SYSTEMS		EXAM FEE
<input type="checkbox"/>	SMALL WATER (SW)	\$25.00	<input type="checkbox"/>	SMALL WASTEWATER (SWW)	\$25.00
<input type="checkbox"/>	ADVANCED SMALL WATER (SWA)	\$25.00	<input type="checkbox"/>	ADVANCED SMALL WASTEWATER (SWWA)	\$25.00
<input type="checkbox"/>	WATER SUPPLY LEVEL 1 (WS1)	\$30.00	<input type="checkbox"/>	WASTEWATER SYSTEMS 1 (WW1)	\$30.00
<input type="checkbox"/>	WATER SUPPLY LEVEL 2 (WS2)	\$30.00	<input type="checkbox"/>	WASTEWATER SYSTEMS 2 (WW2)	\$30.00
<input type="checkbox"/>	WATER SUPPLY LEVEL 3 (WS3)	\$30.00	<input type="checkbox"/>	WASTEWATER SYSTEMS 3 (WW3)	\$30.00
<input type="checkbox"/>	WATER SUPPLY LEVEL 4 (WS4)	\$30.00	<input type="checkbox"/>	WASTEWATER SYSTEMS 4 (WW4)	\$30.00
<input type="checkbox"/>	WATER SAMPLE TECH 1 (WST1)	\$25.00	<input type="checkbox"/>	WASTEWATER LABORATORY TECH 1 (WWLT1)	\$25.00
<input type="checkbox"/>	WATER SAMPLE TECH 2 (WST2)	\$25.00	<input type="checkbox"/>	WASTEWATER LABORATORY TECH 2 (WWLT2)	\$30.00
<input type="checkbox"/>	DISTRIBUTION SYSTEM 1 (DS1)	\$30.00	<input type="checkbox"/>	WASTEWATER LABORATORY TECH 3 (WWLT3)	\$30.00
<input type="checkbox"/>	DISTRIBUTION SYSTEM 2 (DS2)	\$30.00	<input type="checkbox"/>	COLLECTIONS SYSTEMS 1 (CS1)	\$30.00
<input type="checkbox"/>	DISTRIBUTION SYSTEM 3 (DS3)	\$30.00	<input type="checkbox"/>	COLLECTIONS SYSTEMS 2 (CS2)	\$30.00

EXAM DATE:**LOCATION:****EDUCATION** (SUBMIT DOCUMENTATION FOR ALL THAT APPLY)High School Graduate? Yes NoB.A / B.S? Yes NoGED Certificate? Yes NoM.A / M.S? Yes No OTHER:Graduate of Dona Ana Water/Wastewater Technology program? Yes No Year Graduated?**TRAINING** (SUBMIT DOCUMENTATION)

Name of training course school	Location	Dates Attended	Subject	Total hours awarded

 I will attend training between now and the date of the exam to earn the required training credits.**DISABILITIES** **Please check the box if you have a disability that may require an accommodation.**

Test applicants with disabilities, as defined by the Americans with Disabilities Act, must call the Operator Certification Program office at 505-827-2802 to request any special arrangements of disability accommodation at the requested test location.

PLEASE TYPE OR PRINT LEGIBLY IN INK. ALL INFORMATION IS REQUIRED.

EXPERIENCE (PRESENT OR MOST RECENT)				
Company			Phone	
Address				
Supervisor's name			Phone	
DATES IN POSITION		TIME IN POSITION		Water System ID, Discharge Permit, NPDES Permit or Other
From: (Beginning Date)	To: (Ending Date)	Years:	Months:	
Present title /Certification				
Please describe in detail your actual operator experience as related to the exam for which you are applying. (BE SPECIFIC)				

EXPERIENCE (PREVIOUS)				
Company			Phone	
Address				
Supervisor's name			Phone	
DATES IN POSITION		TIME IN POSITION		Water System ID, Discharge Permit, NPDES Permit or Other
From: (Beginning Date)	To: (Ending Date)	Years:	Months:	
Present title /Certification				
Please describe in detail your actual operator experience as related to the exam for which you are applying. (BE SPECIFIC)				

Privacy Act Notice: All information submitted on Application Forms, as well as Training Credit records, is considered confidential and is protected under the provisions of Federal and State Privacy Statutes. Only *you* can authorize the release of this information. All requests for information release must be submitted in writing and include your full signature.

CERTIFICATE OF APPLICANT (APPLICATION MUST HAVE ORIGINAL SIGNATURE)	
I hereby certify that the information presented in this application is true and complete to the best of my knowledge. I understand that if an investigation discloses any discrepancies in the information provided, my application may be rejected and any certification received as a result of the application may be revoked. Furthermore, I understand that all payments are non-refundable.	
Signature	Date

Notice: When you provide a check as payment, you authorize the State of New Mexico to either 1) use information from your check to make a one-time electronic fund transfer from your account or 2) to process the payment as a check transaction.

Office Use:	Experience ____ Yr. ____ Mo. As of ____/____/____	Training Credits: _____	Needs: _____
Water	Experience ____ Yr. ____ Mo. As of ____/____/____	<input type="checkbox"/> Appr. <input type="checkbox"/> Rejc. By: _____	
Wastewater	Experience ____ Yr. ____ Mo. As of ____/____/____	<input type="checkbox"/> Appr. <input type="checkbox"/> Rejc. By: _____	



New Mexico Water Quality Control Commission
Utility Operator Certification Application

SURFACE WATER QUALITY BUREAU

PO Box 5469

SANTA FE, NM 87502

(505) 827-2802

INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE YOU FILL OUT THE APPLICATION

If any information is missing or illegible, your application will be rejected and returned. **A non-refundable, non-transferable application fee is required with this application.** Purchase orders or credit cards will not be accepted; make your check or money orders payable to "NMED Utility Operator Certification Program". It is not permitted to apply for or take more than two exams during a single exam session. Please refer to the **UOCP Examination Schedule** for deadline dates and locations. First time applicants for certification will be required to provide their social security number. When you have completed the application form, review each section carefully. Make sure that all requested information is correct and that all documentation (certificates, diplomas, training credits, etc.) is included with the application. Sign and date the application. We must have your original signature on the application. We cannot accept photocopied signatures or faxed or electronic applications. Please refer to NM Utility Operator Certification Regulations NMAC 20.7.4.12 and NMAC 20.7.4.13 to determine the certification level required to run each type of water and wastewater facility.

Experience and training requirements for certification: The following information is from NMAC 20.7.4.22 of the Utility Operator Certification regulations:

Certification Levels	Required Operator Experience	Training Credits Required
Water Sample Technician 1	0 Years.....	05
Water Sample Technician 2	0 Years.....	10
Small Systems (under 500 population).....	1 Years.....	10
Advanced Small Systems (under 500 population)	1 Years.....	10
Level 1	1 Years.....	10
Level 2	2 Years.....	30
Level 3	4 Years	50
Level 4	1 Year as a Class 3 certificate holder	80

High School diploma or GED is required for all levels!
 Certification Levels include Water, Wastewater, Collection, Distribution, and Wastewater Laboratory

Utility Operator Certification regulations NMAC 20.7.4.7 define following;

K. "experience": means actual work experience, full or part-time, as an operator in the fields of public water or public wastewater treatment; work experience in a related field may be accepted at the discretion of the department.

M. "operator": any person who operates a public water supply system or public wastewater facility.

T. "training": means approved education or non-academic training in the fields of public water supply system or public wastewater facility operation.

U. "training credits": means the amount of credit earned by a participant in a training program.

Exams cannot be re-taken until you receive exam results from your most recent exam. Applications submitted for re-examination while results are pending will be rejected and returned.

NOTIFICATION: Approximately two weeks before the scheduled exam, applicants are notified by mail. When receiving required training credits at a training event held before an exam session, you **must** bring your certificate of completion with you to the exam session in order to test.

ON TEST DAY: Bring the letter and photo identification (such as a driver's license) with you on the day of the examination. You will not be allowed to take the exam if you do not bring your photo identification.