



## UTILITY OPERATOR CERTIFICATION EXAMINATION APPLICATION

**Return applications to:**  
**NMED Utility Operator Certification Program**  
**PO BOX 5469**  
**Santa Fe, NM 87502-5469**

### Quick check for exam applications



#### **Prior to mailing your exam application, make sure you have completed the following:**

- Include your date of birth (pg. 2).
- Include your operator ID (1<sup>st</sup> time examinees only, include your SSN) (pg. 2).
- Indicate the exam date and location where you want to take the test (pg. 3).
- Indicate which exam(s) you wish you take (pg. 3).
- Include high school diploma, college transcripts/diploma, copies of training completion certificates.
- Describe your actual water or wastewater experience. Provide specific details about your job duties/responsibilities.
- Include beginning and ending dates for all experience listed in the application (pg. 4).
- Complete ALL Signatures required and date application (pg. 4).
- Include your check or money order payable to "NMED Utility Operator Certification Program."
- Fill out your check or money order completely. Be sure to sign and date it.

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

#### **INCOMPLETE APPLICATIONS WILL BE REJECTED AND RETURNED**

**All application fees are retained by UOCP regardless whether exam application is approved or rejected.  
Application fees are non-refundable & non-transferrable.**



**UTILITY OPERATOR CERTIFICATION PROGRAM**  
 NEW MEXICO ENVIRONMENT DEPARTMENT  
 PO Box 5469, Santa Fe, NM 87502-5469

**INSTRUCTIONS**

**PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE YOU FILL OUT THE APPLICATION**  
**APPLICATION MUST BE COMPLETE, DATED AND SIGNED BEFORE PLEASE TYPE OR PRINT LEGIBLY IN INK!**

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. Exam applications must be postmarked no later than 30 days prior to an 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

Certificate Levels	Required Years Operator Experience	Training Credits Required	<p align="center"><b>Certification Levels include Water, Wastewater, Collection, Distribution, and Wastewater Laboratory Utility Operator Certification regulations</b>  <b>NMAC Definitions (20.7.4.7) NMAC</b></p> <p>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.</p> <p>M. "operator": any person who operates a public water supply system or public wastewater facility.</p> <p>T. "Training": means approved education or non-academic training in the fields of public water supply system or public wastewater facility operation.</p> <p>U. "Training credits": means the amount of credit earned by a participant in a training program.</p> <p>*High School diploma or GED <u>are</u> required for all levels.</p>
Water Sample Technician 1	0	05	
Water Sample Technician 2	0	10	
Small Systems (under 500 population)	1	10	
Advanced Small Systems (under 500 population)	1	10	
Level 1	1	10	
Level 2	2	30	
Level 3	4	50	
Level 4	1 year as a Class 3 certificate holder	80	

**\*\* 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.**

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

**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 TYPE AND LEVEL**

SELECT **ONLY 1** EXAM FROM 'WATER SYSTEMS' OR **ONLY 1** EXAM FROM 'WASTEWATER SYSTEMS.' A MAXIMUM OF **2 EXAMS** ARE ALLOWED PER EACH EXAM SESSION.

WATER SYSTEMS		APP FEE	WASTEWATER SYSTEMS		APP 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

**EXAMINATION DATE AND LOCATION**

Please fill in the exam date and location where you would like to take exam.

**EXAM DATE** \_\_\_\_\_ **LOCATION** \_\_\_\_\_

**EDUCATION and TRAINING**

**20.7.4.21 A(4) NMAC REQUIREMENTS FOR APPLICATION FOR CERTIFICATION:** Applicant must successfully meet the educational, experience and training requirements stipulated in 20.7.4.22 NMAC at time of application.

*\*Please note: ALL required training credits, educational transcripts and/or diplomas **MUST** be included at time of submission or the application will be rejected.*

**CHECK ALL ITEMS ATTACHED:**

- High School Diploma/Transcripts
- GED Certificate
- HiSET Certificate

**College Degree:**

- B.A/B.S
- M.A/M.S
- College Transcripts

I am a Graduate of Dona Ana Water/Wastewater Technology Program?  YES  NO Graduation Date: \_\_\_\_\_

**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.

**UOCP Office Use Only. Do not write in this box:**

Training Credits: \_\_\_\_\_ Needs: \_\_\_\_\_

**Water:** Experience Yrs. \_\_\_\_\_ Mo. \_\_\_\_\_ As of \_\_\_/\_\_\_/\_\_\_  Approved By: \_\_\_\_\_  Rejected By: \_\_\_\_\_

**Wastewater:** Experience Yrs. \_\_\_\_\_ Mo. \_\_\_\_\_ As of \_\_\_/\_\_\_/\_\_\_  Approved By: \_\_\_\_\_  Rejected By: \_\_\_\_\_

**COMMENTS:**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

**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: (Start Date)	To: (End Date)	Years:	Months:	

--	--	--	--	--

Present Title: \_\_\_\_\_

Please **describe in detail your actual operator experience** as related to the exam for which you are applying. **(BE SPECIFIC)**

*\*Attach additional pages as necessary.*

**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: (Start Date)	To: (End Date)	Years:	Months:	

--	--	--	--	--

Present Title: \_\_\_\_\_

Please **describe in detail your actual operator experience** as related to the exam for which you are applying. **(BE SPECIFIC)**

*\*Attach additional pages as necessary.*

**Privacy Act Notice:** All information submitted in 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 FROM BOTH APPLICANT AND SUPERVISOR)**

We 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, this application may be rejected and any certification received as a result of the application may be revoked. Furthermore, we understand that all application fees are non-refundable.

**Signature**

**Date:**

**Supervisor Signature**

**Date:**

**CONFIRMATION NOTICES:**

Applicants will receive confirmation notice sent by US Postal Mail approximately two-weeks prior to the schedule exam.