

## **Instructions for Completing the Indiana Wastewater Certification Exam Application Form 47289**

- How to Obtain the Exam Application Form and Submit the Completed Application With Fee to IDEM  
The exam application is available online at the IDEM website at:

<https://www.in.gov/idem/cleanwater/wastewater-compliance/wastewater-operator-certification-and-continuing-education/wastewater-certification-information/>

Applications cannot be submitted electronically. Please print the application form, complete all requested information, and sign it. Mail the completed application and the \$30 application fee along with all supporting documents to:

Indiana Department of Environmental Management  
Accounts Receivable  
100 N. Senate Ave– IGCN Room 1340  
Indianapolis, Indiana 46204-2251

Application forms may also be obtained directly from the IDEM Office of Water Quality at any time.

- When Taking More Than One Exam  
Please complete a separate application for each exam you wish to take. You may apply for, and if approved, sit for one municipal and one industrial examination each exam day. There is a \$30 fee for each application.
- Completing the Exam Application
  1. Please indicate if you are applying to take the exam to become a Wastewater Apprentice or a Certified Operator. A Wastewater Apprentice is defined as “a person who has successfully passed the wastewater treatment certification examination but has not fulfilled either the educational or experience requirements, or both, necessary to qualify to be a certified operator for a specific classification.” A wastewater treatment apprentice cannot be designated as the certified operator in responsible charge of a wastewater treatment plant. A Certified Operator is defined as a person who has met the requirements of this rule and holds a current certificate and certification card for wastewater treatment.
  2. Please indicate which exam you wish to take and
  3. If you would be willing to accept a lower classification if you do not currently meet the education and experience requirements for your first choice.

Section I, General Information – This section must be completed for all applicants. Please print all the information requested in this section. Your home address is preferred. Indicate whether you have previously applied for wastewater certification. If yes, indicate the highest certification held and the certificate number.

Section II, Education and Training – This section must be completed for certification applicants but is optional for apprentice applicants. Indicate whether you are a high school graduate or hold a GED. If neither, circle the highest grade completed. If you do not hold a high school diploma or GED, you will be required to substitute work experience for the lacking high school education.

Section III, Operational Experience History - This section must be completed for certification applicants but is optional for apprentice applicants. List all wastewater treatment plant experience starting with your current position.

Acceptable Experience: The definition of “acceptable experience” may be found in 327 IAC 5-23-2(1). “Acceptable experience” means employment in the actual hands-on operation,

maintenance, management, or supervision of a wastewater treatment plant. Acceptable experience is required to be obtained under the supervision of a certified operator or by otherwise demonstrating to the commissioner that the applicant's experience meets the requirements described in the rule. Please refer to 327 IAC 5-23-3, 4, 8, 9, and 10 to determine the classification of your facility, amount and type of experience and education you need; and substitutions allowed.

Include all the information requested. Please be specific. If your position title and job duties are not specific, credit will not be given. If a portion of your duties do not meet the definition of acceptable experience, please estimate the percentage of your time (hours per week) spent in acceptable experience duties and note this on your application.

Section IV, Responsible Charge Experience –List specific responsible charge duties. The definition of “responsible charge experience” may be found at 327 IAC 5-23-2(15). Responsible charge operator, as defined at 327 IAC 5-23-2(16), means the wastewater treatment certified operator who is officially designated by the principal executive of the NPDES permit holder or owner of the wastewater treatment plant and who makes process control or system integrity decisions about the overall daily operation, maintenance, management, or supervision of a wastewater treatment plant necessary to meet the performance requirements and limits of the assigned permit and any applicable local ordinance or other regulatory requirements. The responsible charge operator must assure that written and electronic monitoring reports are prepared under his or her direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The responsible charge operator certifies that, based on his or her inquiry of the persons who manage the system or those persons directly responsible for gathering the information, the information submitted is, to the best of the knowledge and belief of the responsible charge operator, true, accurate, and complete.

As noted on the application, an individual supervising and responsible for a major section of a plant or an operating shift may be credited with responsible charge experience.

Section V, Signature of the Applicant - This section must be completed for all applicants. Please read the statement, sign and date the application.

Section VI, Signature of Applicant's Supervisor - This section must be completed for certification applicants but is optional for apprentice applicants. This section must be completed by your supervisor.

Questions and Concerns:

If after reviewing the material on the IDEM Wastewater Certification Information Website you still have questions regarding the Wastewater Certification Program, please contact Rebecca McMonigle at [rmcmonig@idem.IN.gov](mailto:rmcmonig@idem.IN.gov), (317) 232-8791.