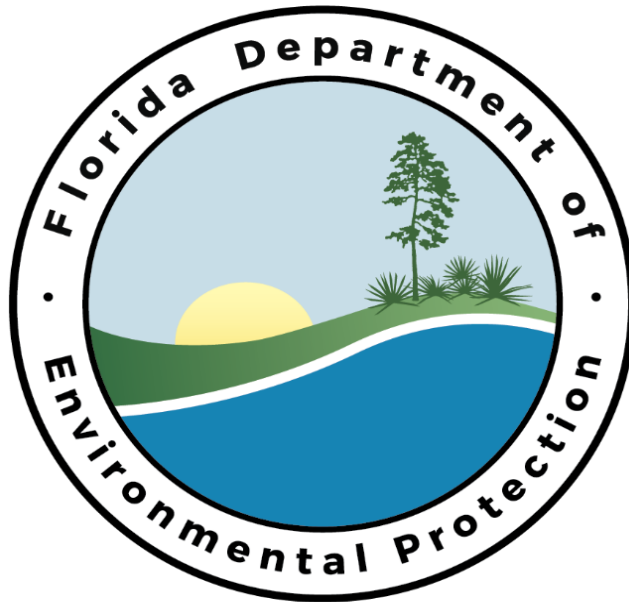


STATE OF FLORIDA

DEPARTMENT OF ENVIRONMENTAL PROTECTION



DRINKING WATER & DOMESTIC WASTEWATER

OPERATOR CERTIFICATION PROGRAM

HANDBOOK

**Operator Certification Program
2600 Blair Stone Rd. MS 3506, Tallahassee, FL 32399-2400
Telephone (850) 245-7500 Fax (850) 245-8410**

www.dep.state.fl.us/water/wff/ocp

Customer Satisfaction Survey

floridadep.ocp-customer-satisfaction.sgizmo.com

TABLE OF CONTENTS

PAGE No.

Mission	3
Introduction	3
High School Diploma	4
Minimum Examination Eligibility Requirements	5
Examination Fees	6
Wards of the State	6
Out of State Applicants	7
Certification (Licensing) Process	8
Experience Verification	8
Minimum Licensure Eligibility Requirements	9
Mailing Addresses and Contact Information	11
Technical Assistance and Professional Training	12
Examination Subject Area Overview	13
Source Outline	14
Approved Training Courses	16
DEP Treatment Plant Classifications	20
License Renewal and Failure to Renew	22
Frequently Asked Questions Concerning Continuing Education	22
Continuing Education Providers	23
Approved Correspondence Courses for CEU'S	24
Things to Remember Before Sending in Your Application	29
Address/Name Change Form	30

ATTACHMENTS

Examination Application Form
OCP Rule 62-602 Florida Administrative Code

Mission of the Operator Certification Program

The mission of the Florida Operator Certification Program is to promote public health and safety, protect the environment, and conserve Florida's water resources by ensuring that all persons working in drinking water, water distribution, and wastewater meet the highest standards for certification as determined by the rules and regulations of the Florida Department of Environmental Protection under the guidelines of the United States Environmental Protection Agency.

INTRODUCTION: PLEASE READ THIS FIRST!

Chapter 62-602. Florida Administrative Code (F.A.C.) defines specific requirements for application, examination, licensure, renewal, and regulation of Water and Wastewater Treatment Plant Operators.

A copy of Chapter 62-602, Florida Administrative Code, is included in this handbook. This handbook contains useful information on approved training courses, related regulations and associations that assist in training or technical programs. We encourage you to carefully read all information in the handbook before completing an application.

The following websites provide an introduction to the water and wastewater treatment process:

Water: http://en.wikipedia.org/wiki/Water_purification
Wastewater: http://en.wikipedia.org/wiki/Sewage_treatment

Step One: What is required for the examination process?

You must meet all minimum eligibility requirements for the examination type and level for which you are applying.

Here is what you will need to be considered eligible to qualify for examination for Water or Wastewater level A, B, C or D.

- Complete an **EXAMINATION** application in full. (**Application must be for EXAMINATION not for CERTIFICATION or LICENSURE.**)
- Include your name, address, telephone number, date of birth, social security number and level/type of license. If you are requesting special testing accommodations, please send documentation as to the disability or accommodation needed. A doctor's note or other documentation is required to obtain pre-approval. You may be contacted if we need any additional information.
- One 2 X 2 photo. (**Florida wards of the state please provide two photos**).
- Provide a copy of the FDEP approved coursework for the level and type of examination you are applying for. A list of approved coursework is provided in this handbook.
- High school diploma, GED or college transcript showing date of graduation is also acceptable. **Note: All educational diplomas or transcripts from foreign countries must be accompanied by an evaluation to determine equivalency to a United States High School diploma. The education evaluation must be conducted by a nationally recognized credential evaluation service. The National Association of Credential Evaluation Services (NACES) has a list of companies that you may choose from. Please visit www.naces.org for a complete list of NACES members.**
- The application must be signed and dated by the applicant.

HIGH SCHOOL DIPLOMA:

To all examination and licensure candidates

To be licensed as a Treatment Plant or Water Distribution System operator in the State of Florida, each applicant must possess a high school diploma or its equivalent.

Please be aware that there are many on-line & correspondence schools that claim to offer “High School Diploma’s”, “GEDs” or other types of diplomas that are equivalent to that of a traditional high school diploma. Programs charge approximately \$199 to \$400 for these type diplomas. Please do not be fooled by claims you read over the internet. The diplomas that most on-line & correspondence schools provide are not accepted by our program and are not equivalent to that of a high school diploma.

Some warning signs for you to look for and to avoid are:

- Programs that offer credit for “life experiences” or credit for classes you may have taken while in high school. Life experiences do not equate to that of structured education or learning.
- Programs that charge significant amounts of money for a diploma. Most reputable GED programs are FREE and can be found at a Vo-tech school or adult education center in your local area.
- Programs that do not have a physical location such as street address, city, state or zip. Again, most reputable GED programs are FREE and can be found in your local area.
- Programs that handle all of their correspondence only by email. You should be able to visit an established place of business and speak with real employees.
- Programs that speak of accreditation but state they are “strictly self-evaluated”. Contacting reputable accreditation organizations is a great first step in trying to determine if a school is legitimate. In our area, the “Southern Association of Schools & Colleges” is recommended.
- Programs that allow you take open book tests as the requirement to receive a diploma. We only consider examinations that are controlled in a proctored environment to be acceptable.
- Programs that offer a simple “ranking system” or a “comparison styled system” as a way of determining graduation criteria. There needs to be predefined parameters for what is considered passing and failing.
- Programs that offer a “motivational approach” to education. Proper instruction and evaluation is the only approach to education that is acceptable.
- Programs that make it possible to get a diploma in just a few days.

In closing, the Florida Department of Environmental Protection, Operator Certification Program, only accepts General Educational Development (GED) issued by the American Council on Education through an approved GED Administrator. In Florida, the approved GED Administrator is the Florida Department of Education through its network of public schools and adult education centers. So, before you spend your time and money for a diploma that may not be accepted by our program, please contact the Operator Certification Program for prior approval. We may be reached at (850) 245-7500. To learn more about GEDs please visit the American Council on Education’s webpage at <http://www.acenet.edu/AM/Template.cfm?Section=GEDTS>

Thank You,
Operator Certification Program

MINIMUM EXAMINATION ELIGIBILITY REQUIREMENTS

The definition of Qualifications for Operator Licensure can be found in the rules section of this handbook under 62-602.300, (F.A.C).

For Water and Wastewater Operators Examinations

D-Level

- Have a high school diploma or equivalent. **(Course completion is optional)**
(*Note this license category is for an owner operator of a small water or wastewater system)

C-Level

- Have a high school diploma or equivalent
- Document successful completion of a Department-approved training course, taken no more than five years prior to the examination date.

B-Level

- Have a high school diploma or equivalent.
- Have an active Class C license of same type.
- Document successful completion of a Department-approved training course, taken no more than five years prior to the examination date.

A-Level

- Have a high school diploma or equivalent.
- Have an active Class B license of same type.
- Document successful completion of a Department-approved training course; completed no more than five years prior to the examination date.

EXAMINATION FEES:

The total fee to be submitted with each examination application for the **A, B & C** exams is:

\$100.00 (\$25.00 non-refundable application fee plus \$75.00 exam fee)

The total fee to be submitted with each examination for the **D exam** is:

\$75.00 (\$25.00 non-refundable application fee plus \$50.00 exam fee)

Ward of the State of Florida: (Inmates)

\$20.00 (\$10.00 non-refundable application fee plus \$10.00 exam fee)

Note: The application fee is non-refundable. If an applicant is determined to be ineligible for examination, the examination fee will be refunded upon written request.

All examination applications must be submitted with required documentation and fees to be considered complete. Applications received with missing information, or unacceptable course work, photos or insufficient fees are considered **INCOMPLETE**. Applicants must meet the minimum eligibility requirements for the applicable level of examination prior to approval and scheduling. If an application section does not apply, "N/A" should be written in the respective spaces.

Applications do not come directly to our office. Applications go to Finance and Accounting where a receipt number is issued. Upon receipt our department has up to 30 days to process an application. If you have not received notification at the end of 30 days please contact our office. Remember our mail is not automatically forwarded. Please provide a current address.

Retain all instructions and the rules sections and make copies of the completed application for your records before mailing. Upon review of your application, you will receive a status notification from the Department. **Please type or write CLEARLY on your application to ensure your name and address is spelled accurately.**

Please remember that information in this handbook is subject to change at any time. If you find information in this book that you believe to be questionable, please contact our office for clarification. Good luck on your upcoming exams.

WARDS OF THE STATE (FLORIDA ONLY):

For Wards of the State of Florida you will be required to take a paper and pencil examination. The Computer Based Test (CBT) is not offered.

Once you are scheduled we will notify The Florida Department of Corrections (DOC) and they will make the arrangements as to the correctional facility where you will be tested. Please provide your Dept of Corrections DC number and name of your correctional facility in the address line of the first page of the application.

The examination is administered through the DOC two times each year; February and August. A complete examination application package must be received 90 days prior to the examination that you wish to be scheduled for: **exam date February 2017 – application deadline November 2016**
exam date August 2017 – application deadline May 2017

Our Department approves your application for examination only. DOC will make all the arrangements as to where you will be taking your exam.

Note: A completed application package consists of the examination application, application fee, and completion certificate of the required training course and copy of high school diploma or GED.

OUT OF STATE APPLICANTS:

At this time Florida does not offer reciprocity with any other state or foreign country. You are required to successfully complete a Department approved training course, pass the state licensing examination and document the appropriate amount of hands-on operational experience for the license type and level that you are applying for. Prior to submitting an examination application, please provide our office with the following information so that your out-of-state treatment plant operator license can be evaluated for the comparable licensing level in Florida. If your higher level of licensing can be determined to be equivalent to our Florida license, you will be eligible to test at a higher level of examination than the entry level of C. For approval you will need to submit the following:

- A copy of your current and active out-of-state license
- A complete flow diagram and detailed description of all plant treatment processes and operations and plant flow type
- Verification of experience signed by a **supervisor and/or licensed operator**. Verification letter(s) must be on company letterhead and include dates of employment, hours worked per week, overtime hours if applicable, and a detailed description of duties performed. Leaving off any one item will hinder your approval. **Submit an employment resume.**
- A copy of the laws and rules of your state showing the level of certification and years of experience required for the level of license you wish to apply for examination in Florida.

Once the evaluation is completed, you can expect to receive a written response from the Operator Certification Program Administrator reflecting pre-approval of the credited amount of experience hours and license level you are eligible to apply for. Once you are approved you will be ready to begin the process of the DEP examination.

NOTE: Experience is defined as on-site or hands-on operational experience in a treatment plant. All experience must be verified by signature of a supervisor and/or a licensed operator from the same state. Experience must be verified by plant type in which you have worked or are presently working, indicating time worked in on-site plant operation, with these stipulations:

Wastewater treatment plants must have a system for solids control

Water treatment plant experience must be gained in drinking water plants. (Experience gained from water systems used for swimming pools is excluded.)

Operators under contract for the operation of several plants must identify level, class and, if applicable, the name of each plant operated and name of the contracting company.

Submit evaluation information to:

Florida Department of Environmental Protection
Operator Certification Program
Ronald McCulley, Program Administrator
2600 Blair Stone Road, MS3506
Tallahassee, FL 32399-2400

STEP TWO: CERTIFICATION (LICENSING) PROCESS:

Once you have passed the examination you must complete the licensure application. In this application you will document actual treatment plant experience. The sections of the application for current and past employment can **ONLY** be verified by a Florida DEP licensed Water or Wastewater Treatment Plant Operator in the appropriate field. **A letter from your human resources office does verify your employment; however it is not verification of actual plant experience.**

As per Chapter 62-602.420(2)(d), FAC., "If the employment experience is not verified by a licensed operator, an applicant for a treatment plant operator license must provide a reference letter from a peer who is a licensed operator of the same type (water or domestic wastewater) to verify the type of experience of the applicant. If the employment experience is not verified by a licensed operator, an applicant for a water distribution system operator license must provide a reference from a peer who is either a licensed water treatment plant operator or a licensed water distribution system operator to verify the type of experience of the applicant".

A peer reference letter may be used if you do not have the Employment Experience Verification page from the FDEP licensure application.

The peer reference letter must state the following:

1. Dates of employment from start to end date. Do not use the phrase "to present" as an end employment date.
2. Hours per week worked.
3. Name of plant worked.
4. Overtime hours if (available).
5. Name and title of person signing (printed).
6. Signature of a DEP licensed operator
7. Date.
8. Phone number.

Any verification from out-of-state should include any license numbers from that state. If possible provide a copy of the license card of the operator signing to verify that they have a current and active license. Please remember to make copies of any reference letters for your own records.

LICENSURE APPLICATION:

To be licensed, you must have the correct number of hours of actual work experience required, and pass the appropriate type and class examination.

A level - 10,400 hours

B level - 6,240 hours

C level - 2,080 hours

All applicants will be notified in writing of their application status (complete or incomplete) within 30 days of receipt by the Department. Once the licensure application is approved, operators will receive their license and wall certificate within two to four weeks.

LICENSURE APPLICATION FEE:

The total fee to be submitted with each licensure application for the A, B & C level license is \$100.00 (\$50.00 non-refundable application fee, and \$50.00 license fee). The total fee to be submitted with each licensure application for the D level license is \$50.00. (\$25.00 non-refundable application fee and \$25.00 license fee). The application fee is non-refundable. If an applicant is determined to be ineligible for licensure, the license fee will be refunded upon request.

Please note: A check or money order is acceptable for payment of fees. No purchase orders, cash or credit cards can be accepted. All state journal transfers must have the application and/or renewal notice physically attached in order to ensure the transaction is credited to the correct license record.

EXPERIENCE VERIFICATION:

Experience is 'on-site' or 'hands-on' operational experience in the plant. All experience must be verified by signature of supervisor and/or licensed operator. You must verify experience on the application by plant type, in which you have worked or are presently working, indicating time worked in on-site plant operation, with these stipulations:

- Wastewater treatment plants must have a system for solids control.
- Water plant experience must be obtained in drinking water plants, not swimming pools.
- Operators under contract for the operation of several plants must identify level, class and name of each plant operated and the name of the contracting company (if applicable).

NOTE: Your work supervisor, or party with whom you contract, must sign the past or present employment section of the application verifying experience. If not then a letter on company letterhead, signed by an employer or supervisor, detailing: employment dates, position title, hours worked, description of duties, and description of treatment type may be substituted for a signature on the application itself. (See Peer Reference Letter above.) In this case, complete the respective employment section and attach the letter to the verification form.

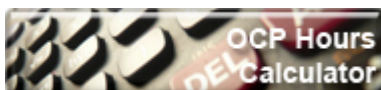
EMPLOYMENT VERIFICATION CURRENT OR PAST:

When completing the employment verification page on the certification application, please complete all sections. Only licensed DEP water and wastewater operators can sign under supervisor signature. If, the peer letter is submitted still complete the section to the best of your ability. Under supervisor signature state "see reference letter". The applicant and supervisor need to check for errors before mailing the application. Please write or type clearly. Keep a copy for your records.

Hours Calculator:

Not sure what your hours are? Go to our web site if you would like to calculate the number of hours you have:

www.dep.state.fl.us/water/wff/ocp



WHAT IS REQUIRED WHEN SUBMITTING AN APPLICATION FOR LICENSURE?

- Completed DEP certification or licensure application.
- Completed employment verification section or peer reference letter(s).
- Licensing fee of \$100.00 for levels A, B or C & \$75.00 for level D. \$20.00 Wards of the State of Florida.
- Application signed and dated by applicant.

Once the application is approved your license and wall certificate will be issued. Congratulations you are now a certified State of Florida Water or Wastewater Treatment Plant Operator!

MINIMUM LICENSURE ELIGIBILITY REQUIREMENTS

The definition of actual experience can be found in the rules section of this handbook under Chapter 62-602.250, (F.A.C).

For Water and Wastewater Operators Certification

D-Level

- Pass the Class D examination for the license type;
- A peer reference letter (only if your experience was not signed by a certified operator on FDEP application);
- Be the owner or owner's manager, agent, or trainee operating the system for at least three months (calendar months, not hours); **OR** document successful completion of an approved Class D course accompanied by one hour of experience.

C-Level

- Pass the Class C examination for the license type, no more than four years prior to application.
- Document at least 2,080 hours of appropriate operational experience prior to application on a DEP licensure application signed by a DEP licensed Operator.

OR

- A peer reference letter (only if your experience was not signed by a certified operator on FDEP licensure application).

B-Level

- Pass the Class B examination for the license type, no more than four years prior to application.
- Document at least 6,240 hours of appropriate operational experience prior to application on a DEP licensure application signed by a DEP licensed Operator.

OR

- A peer reference letter (only if your experience was not signed by a certified operator on FDEP licensure application).

A-Level

- Pass the Class A examination for the license type, no more than four years prior to application.
- Document at least 10,400 hours of appropriate operational experience prior to application on a DEP licensure application signed by a DEP licensed Operator.

OR

- A peer reference letter (only if your experience was not signed by a certified operator on FDEP licensure application).

MAILING ADDRESSES AND CONTACT INFORMATION:

There are **TWO** addresses to use concerning OCP. One is for applications with fees. The other is for general information. Failure to mail fees with applications to the P.O. Box address given will result in delays in the processing of applications. **Please do not send checks or money orders without an application.** If forms or applications are mailed without proper payment, contact our office at (850) 245-7500 immediately. Please note that we have a limited number of program staff answering phone calls. If we are unable to answer your call, it will be sent to our voice mail system. Make sure you leave your name, telephone number (including the area code), and a message. Remember to speak slowly and clearly - we cannot return the call if we cannot understand the message.

FOR PAYMENT OF FEES:

(Examination application, licensure application, renewal and late fees, etc.)

Department of Environmental Protection
Operator Certification Program
Attn: Finance & Accounting
Post Office Box 3070
Tallahassee, Florida 32315-3070



DO NOT SEND CASH!

You may also view your CEU credits at:
<http://ocp.dep.state.fl.us>

FOR GENERAL INFORMATION REQUESTS AND CORRESPONDENCE:

Department of Environmental Protection
Operator Certification Program
2600 Blair Stone Road M.S. 3506
Tallahassee, Florida 32399-2400



INTERNET ADDRESS:

You may visit our website at:

www.dep.state.fl.us/water/wff/ocp

For additional copies of this handbook, forms and other important information.



CHANGE OF ADDRESS:

It is the responsibility of the operator to inform the OCP office in writing or by fax of any changes of address. **No changes will be made over the phone.** A change of address form is included in this handbook for your convenience. Failure to notify our office of your current address will delay notification of your examination, licensure and renewal status. Our fax number is (850) 245-8410.

TECHNICAL ASSISTANCE AND PROFESSIONAL TRAINING

FW & PCOA – Operators Association

Shirley Reaves
FWPCOA Training Office
4401 S. Hopkins Ave.
Suite 108
Titusville, FL 32780
Phone (321) 383-9690
Fax (321) 383-9691
Internet: <http://fwpcoa.org>

FRWA – Florida Rural Water Association

Gary Williams, Executive Director
2970 Wellington, Circle W, Suite 101
Tallahassee, FL 32309
(850) 668-2746
Internet: www.frwa.net

FSAWWA – FL Section American Water Works

Casey Cumiskey,
Training Coordinator/Membership
Specialist
1300 Ninth Street, Suite B124
St. Cloud, FL 34769
(407) 957-8447 Fax (407) 957-8415
Email: fsawwa.casey@gmail.com

Florida Department of Health

Ed Bettinger – Bureau of Water
Programs
4052 Bald Cypress Way, Bin C22
Tallahassee, FL 32399-1742
(850) 245-4444 x-2696
Email: ed_bettinger@doh.state.fl.us

University of Florida - TREEO

Training Office – Ron Trygar
3900 Southwest 63rd Blvd
Gainesville, FL 32608
(352) 392-9570 x 216
Internet: www.treeo.ufl.edu/water.aspx
Email: rtrygar@treeo.ufl.edu

RELATED REGULATORY INFORMATION:

Drinking Water Program

Tallahassee Office (850) 245-8624
Drinking Water Rules are:
62-550, F.A.C.
62-555, F.A.C.
62-560, F.A.C.

Domestic Wastewater Program

Tallahassee Office (850) 245-8605
Domestic Wastewater Rules are:
62-600, F.A.C.
62-601, F.A.C.
62-620, F.A.C.
62-640, F.A.C.

62-699, F.A.C., Staffing requirements for Water/Wastewater treatment plants

40 CFR 141, subpart H, filtration and disinfection
40 CFR 141, subpart I, control of lead and copper
40 CFR 141, subpart L, disinfectant residuals, disinfection byproducts, and disinfection byproduct precursors
40 CFR 141, subpart O, consumer confidence reports
40 CFR 141, subpart P, enhanced filtration and disinfection--systems serving >10,000 people
40 CFR 141, subpart T, enhanced filtration and disinfection--systems serving <10,000 people

To look up the above rules go to: www.dep.state.fl.us/water/wff/ocp or www.Flrules.org

Please be aware that the above FDEP rules can be on any of the water and wastewater test!

EXAMINATION SUBJECT AREA OVERVIEW:

The Drinking Water and Wastewater Treatment Plant Operator examinations are composed of four levels; Operators - Class A, Class B, Class C, and Class D. These examinations are given, for each type and level, on one day. The examination time allocated is three (3) hours for Class A, B, and C, with 100 questions. The examination time allocated is two (2) hours for Class D with 50 questions. All exams are composed of multiple choice questions.

SUBJECT OUTLINE FOR WATER TREATMENT PLANT OPERATORS:

Class A Drinking Water Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Chemical Treatment/Addition
- Clarification/Sedimentation
- Coagulation/Flocculation
- Facility Management
- Filtration
- Laboratory Sampling, Analysis & Interpretation
- Math
- Process Control
- Perform Safety & Security Procedures
- Residuals Disposal
- Regulations

Class B Drinking Water Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Characteristics of Source Water
- Chemical Treatment/Addition
- Coagulation and Flocculation
- Corrosion Control
- Clarification/Sedimentation
- Disinfection & Disinfectant Byproducts
- Distribution
- Facility Operation & Maintenance
- Filtration
- Fluoridation
- Iron and Manganese Control
- Laboratory Sampling, Analysis & Interpretation
- Maintain Equipment
- Math
- Operate Equipment
- Regulations
- Reservoir and Well Field Management
- Softening
- Taste and Odor Control

Class C Drinking Water Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Aeration
- Characteristics of Source Water
- Clarification/Sedimentation
- Coagulation and Flocculation
- Corrosion Control
- Disinfection
- Disinfection and Disinfectant Byproducts
- Distribution
- Filtration
- Facility Operation and Maintenance
- Evaluate Equipment
- Iron and Manganese Control
- Laboratory Sampling, Analysis & Interpretation
- Math
- Operate Equipment
- Perform Safety and Security Procedures
- Regulations
- Reservoir and Well Field Management
- Softening
- Taste and Odor Control
- Waste Handling and Disposal
- Water Process

Class D Drinking Water Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Chemical Treatment/Addition
- Maintain Equipment
- Perform Safety and Security Procedures
- Plant Operation
- Regulations
- Reporting Requirements

SUBJECT OUTLINE FOR WASTEWATER TREATMENT PLANT OPERATOR

Class A Wastewater Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Perform Administrative Duties
- Employment Skills
- Facility Management
- Math
- Secondary Processes
- Process Control
- Regulations

Class B Wastewater Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Disinfection
- Effluent Disposal
- Interpret Lab Analysis
- Math
- Primary Treatment
- Solids Handling
- Nutrient Removal
- Odor Control
- Perform Laboratory Analysis
- Regulations
- Perform Safety and Security Procedures
- Secondary Processes

Class C Wastewater Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Disinfection
- Facilities & Collection Systems
- Laboratory Sampling, Analysis & Interpretation
- Maintenance
- Math
- Perform Safety and Security Procedures
- Primary Treatment
- Records & Reporting
- Regulations
- Secondary Processes
- Solids Handling

Class D Wastewater Treatment Plant Operators

Each examination item may be from one of the subject areas listed below:

- Disinfection
- Operate Equipment
- Package Plants & Disinfection
- Perform Safety and Security Procedures
- Regulations

Approved Training Courses:

All courses have met the established Florida Department of Education standards and are offered at local community colleges and vocational technical centers throughout the state. Please check in your area for available times and course levels. If no courses are available, refer to the listing of DEP Approved Course List in this handbook.

Approved training courses are valid for examination eligibility purposes for five years from the date a course was completed. **Approved training courses older than five years must be retaken in order to qualify for the respective examination.** Expired course work will result in denial of your examination application. Photocopies of the required training course certificate(s) for first time applications must be attached to the application for examination. Retest applications do not need to re-send coursework.

NOTE: Exams may contain questions on the topics covered in the required course work of the lower levels. We strongly recommend that you review for lower level material when testing at a higher level. OCP EXAMS DO NOT TEST A PARTICULAR COURSE.

TRAINING-OUTSIDE OF FLORIDA:

Courses not approved by the Florida Operator Certification Program may not be accepted. Out-of-state training must meet the Florida Department of Environmental Protection's standards for water and wastewater treatment plant operators. Applicants must submit detailed description of out-of-state training to confirm that the training meets Florida's standards. Course work must have been completed no more than five years prior to the application date.

APPROVED ON-LINE AND COMMUNITY COLLEGE COURSE LIST:

Listed below are the courses that have been approved by the Operator Certification Program. Please be aware that these courses are subject to change, always check with the course provider that you want to utilize. Only one course is required for the level that you are applying for. Prep courses from any provider cannot substitute for the DEP approved course.

Training Providers	Class Level and Type
California State University, Sacramento Office of Water Programs 6000 J St. Sacramento, CA 95819-6025 (916) 278-6142 (916) 278-5959, Fax www.owp.csus.edu	<ul style="list-style-type: none">• Class D - Small Water System Operation and Maintenance• Class D - Small Wastewater System Operation and Maintenance• Class C & B - Water Treatment Plant Operation Vol. 1& 2• Class C - Operation of Wastewater Treatment Plant, Vol. 1 & 2• Class B - Advanced Waste Treatment• Class A - Manage For Success, Water & Wastewater
Broward College, North Campus 1000 Coconut Creek Blvd Coconut Creek, FL 33066 (954) 201-2204 (954) 201-2482 Fax http://www.broward.edu/ied	<ul style="list-style-type: none">• Class A B C - Water Treat Plant• Class A B C - Wastewater Treatment Plant

Training Providers	Class Level and Type
Barry University 11300 NE 2 nd Avenue Miami Shores, FL 33161 (305) 981-5230	<ul style="list-style-type: none"> • Class C - Water Treat Plant Operation • Class C - Wastewater Treat Plant Operation
Charlotte Technical Center 18150 Murdock Circle Port Charlotte, FL 33948 (941) 255-7500	<ul style="list-style-type: none"> • Class B - Water Treat Plant Operation • Class C - Water Treat Plant Operation • Class B - Wastewater Treat Plant Operation • Class C - Wastewater Treat Plant Operation
Daytona Beach Lynn Stevens 125 Basin Street Daytona Beach, FL 32114 386-562-1512	<ul style="list-style-type: none"> • Class B - Advanced Waste Treatment
Edison State College 8099 College Parkway Fort Myers, FL 33919 (239) 433-6915 www.edison.edu	<ul style="list-style-type: none"> • Class C - Water Treat Plant Operation • Class C - Wastewater Treat Plant Operation
Florida Gateway College Workforce & Economic Development 149 SE College Place Lake City, FL 32025-2007 (386) 754-4308 (386) 754-4778, Fax Email: water2go@fgc.edu <p style="text-align: center;"><u>ALL ON-LINE COURSES</u></p>	<ul style="list-style-type: none"> • Water Treatment Plant Class A • Water Treatment Plant Class B • Water Treatment Plant Class C • Wastewater Treatment Plant Class A • Wastewater Treatment Plant Class B • Wastewater Treatment Plant Class C <p style="text-align: center;"><u>ALL ON-LINE COURSES</u></p>
Florida Water Technology Training, LLC P.O. Box 21816 Sarasota, Florida 34276 941-981-2130	<ul style="list-style-type: none"> • B – Water Treatment Plant Operator • C – Water Treatment Plant Operator
Flagler Technical Institute 1 Corporate Dr. Palm Coast, FL 32137-1540 (386) 447-4345 http://fti.flaglerschools.com	<ul style="list-style-type: none"> • Class C - Water Treatment Plant
Florida Rural Water 2970 Wellington Circle, W, Suite 101 Tallahassee, FL 32309-6885 (850) 668-2746 (850) 893-4581 Fax Email: frwa@frwa.net http://www.frwa.net	<ul style="list-style-type: none"> • Class A - Utility Management Certification for Water and Wastewater • Class D - Water Treatment Plant Operation and Maintenance • Class D - Introduction to Wastewater Processing Course

Training Providers	Class Level and Type
<p>Florida Water & Pollution Control Operators Association (FWPCOA) 4401 S. Hopkins Ave. Suite 108 Titusville, FL 32780 Phone (321) 383-9690 Fax (321) 383-9691 Email: training@fwpcoa.org http://www.fwpcoa.org</p>	<ul style="list-style-type: none"> • Class A – Facility Management Module I, Water/Wastewater • Class B – Online - Water Treatment Plant Operator • Class C– Online - Wastewater Treatment Plant Operator • Class C – Online - Water Treatment Plant Operator
<p>Hillsborough Community College Institute of Florida Studies 1206 North Park Road Plant City, FL 33563-1540 (813) 757-2186 http://www.hccfl.edu/3807.aspx</p>	<ul style="list-style-type: none"> • Class C - Water Treatment Plant • Class C - Wastewater Treatment Plant
<p>Michigan State University Henry Center for Executive Development 3535 Forest Rd Lansing, MI 48910 (800) 356-5705 https://noncredit.msu.edu/listSections.action?catalogid=11&offeringid=196</p>	<ul style="list-style-type: none"> • Class A Water & Wastewater - EDP Supervisory Management in the Water/Wastewater Field – Code EDP-N001
<p>Mid Florida Tech Orange County Public Schools 2900 West Oak Ridge Road Orlando, FL 32809 (407) 251-6161</p>	<ul style="list-style-type: none"> • Class A - Water Treatment Plant Operator • Class B - Water Treatment Plant Operator • Class C - Water Treatment Plant Operator • Class A - Wastewater Treatment Plant Operator • Class B - Wastewater Treatment Plant Operator • Class C - Wastewater Treatment Plant Operator
<p>Mitchell Training, Inc. 5414 SW 177th Street Archer, FL 32618 (352) 495-3767 Email: barbiemitch@gmail.com www.mtrain.com</p>	<ul style="list-style-type: none"> • Class A - Management of Water & Wastewater Facilities1 & 2 Principles and Practices • Class B - Water Treat Plant Operation • Class C - Water Treat Plant Operation
<p>Pinellas County Job Corps Center 500 22nd Avenue South St. Petersburg, FL 33711 (727) 551-2976</p>	<ul style="list-style-type: none"> • Class C - Wastewater Treatment Plant Operation
<p>Pinellas Technical Education Center Public Works Academy 901-34th Street South St. Petersburg, FL 33711 (727) 893-2500</p>	<ul style="list-style-type: none"> • Class C - Water Treatment Plant Operator • Class C - Wastewater Treatment Plant Operation • Class B - Wastewater Treatment Plant Operation

Training Providers	Class Level and Type
<p>Palm Beach State College 4200 Congress Avenue Lake Worth, FL 33461 561-868-3885 www.palmbeachstate.edu/cce/trades</p>	<ul style="list-style-type: none"> • Class B - Water Treatment Plant Operation • Class C - Water Treatment Plant Operation • Class B - Wastewater Treatment Plant Operation • Class C - Wastewater Treatment Plant Operation
<p>Palm Harbor Community School 1900 South Omaha Street Palm Harbor FL 34683 (727) 669-1140 (727) 725-7936 Fax</p>	<ul style="list-style-type: none"> • Class C - Water Treat Plant Operation • Class B - Water Treat Plant Operation
<p>Piper Community School 8000 NW 44th Street Sunrise, FL 33351 (754) 322-1800 (754) 322-1833 Fax</p>	<ul style="list-style-type: none"> • Class C - Drinking Water Treatment Plant Operation • Class C - Wastewater Treatment Plant Operation
<p>R. Dillon DBA Exam Review Books and Seminars (In Classroom Course) 5079 Woodstone Circle North Lake Worth, FL 33463 (561)758-9747</p>	<ul style="list-style-type: none"> • Class C - Wastewater Treatment Plant Operation
<p>University of Florida TREEO Center 3900 SW 63rd Street Gainesville, FL 32608 (352) 392-9570, 215 (352) 392-6910, Fax Internet: http://www.treeo.ufl.edu/water.aspx</p>	<ul style="list-style-type: none"> • Class C & B - Water Treatment Plant Operation Online course • Class D - Water Treatment Plant Operation, Online course • Class D - Wastewater Treatment Plant Operation, Online course
<p>Water and Wastewater Institute Imtiaz Isakh 7060 SW 15TH Street Pembroke Pines, FL 33023 (954) 699-5638 Waterandwastewaterclasses@gmail.com</p>	<ul style="list-style-type: none"> • Water Treatment for Level A • Water Treatment for Level B • Water Treatment for Level C • Wastewater Treatment for Level C • Wastewater Treatment for Level B • Wastewater Treatment for Level A

LICENSE RENEWAL AND FAILURE TO RENEW:

All licenses are biennial and must be renewed, by April 30th of odd numbered years, to continue performing the duties of an operator. Ninety days prior to the renewal deadline, licensees are sent a renewal notice to their last address of record. **Please note that all operators are responsible for keeping track of their renewal periods; all notices sent by the Department are courtesy reminders that renewal of your license(s) is due. Remember to notify our office in writing of your current address.**

Licenses not renewed by the renewal deadline are considered inactive and the operator may not perform any duties of an operator. Those operators working with an inactive license may be subject to disciplinary and enforcement actions. An inactive license which is not reactivated before the end of the current biennial licensure period will be expired and considered **Null & Void**. Subsequent licensure will require meeting all the current requirements for the last highest level of licensure obtained. **Example:** Your license is active until the expiration date 4/30/2015. If you fail to renew your license by this date it becomes inactive until 4/30/2017. If proper fees and CEU's are not received by 4/30/2017, your license will become **Null & Void**.

Operators renewing individual licenses

<i>License Status</i>	<i>Time of Renewal</i>	<i>Renewal Fee</i>	<i>CEUs Required</i>
Active	Before the license expiration date	\$75 (A, B & C) \$50 (D)	A – 2.0 B – 2.0 C – 1.0 D - 0.5
Inactive	Less than 1 yr. 9 mo. after the license expiration date	\$175 (A, B & C) \$150 (D)	A – 2.0 B – 2.0 C – 1.0 D - 0.5
Inactive	More than 1 yr. 9 mo. After the license expiration date	\$250 (A, B & C) \$200 (D)	A – 4.0 B – 4.0 C – 2.0 D – 1.0

If you are dual licensed with both licenses at the A or B level you must obtain 1.5 CEU's for each. All other combinations of dual licensure will require obtaining CEU's for each level based on the CEU's required for single license levels.

Operators with dual Class A, dual Class B or dual Class A & B Licenses only

<i>License Status</i>	<i>Time of Renewal</i>	<i>Renewal Fee</i>	<i>CEUs Required</i>
Active Dual "A" & "B" only	Before the license expiration date	\$75 (A & B)	A – 1.5 B – 1.5
Inactive Dual "A" & "B" only	Less than 1 yr. 9 mo. after the license expiration date	\$175 (A & B)	A – 1.5 B – 1.5
Inactive Dual "A" & "B" only	More than 1 yr. 9 mo. After the license expiration date	\$250 (A & B)	A – 3.0 B – 3.0

If you are dual licensed with both licenses at the A or B level you must obtain 1.5 CEU's for each. All other combinations of dual licensure will require obtaining CEU's for each level based on the CEU's required for single license levels.

NULL AND VOID LICENSES:

If your license has lapsed into a Null and Void status you must reapply as a first time applicant. This will include retaking the coursework at the level your license was previously held. For instance, if you had an A or B level operator license you may reapply and retest at that level. Please note that when you submit an application for licensure you will have to re-document your actual on-site experience. We do not have all records of null and void files available, so be sure that you can obtain signatures from licensed DEP operators.

FREQUENTLY ASKED QUESTIONS CONCERNING CONTINUING EDUCATION:

1. Q: What is a CEU?

A: CEU is a continuing education unit given for continuing education. CEU's may be given in the form of classroom time or a seminar, self-study programs, and conferences. For operators, one CEU equals 10 hours of continuing education contact time.

2. Q: When will CEU's be required?

A: CEU'S will be required each renewal cycle. Please make sure the courses you take are completed during the two years directly preceding the request for license renewal. Courses taken during that period will be applied as credit earned for that renewal cycle only.

3. Q: What is a Provider?

A: A Provider is a non-profit organization or educational institution accredited by the Southern Association of Colleges and Schools (SACS) that will be approving courses for CEU's. The OCP will not be approving every course and does NOT have a list of all the courses approved. You need to contact one or all of the Providers identified in this booklet to obtain a list of all approved courses.

4. Q: Can training courses taken for the application for examination requirement be accepted for CEU's?

A: YES; as long as you already hold an active license of a lesser level the course can be used as CEUs.

5. Q: How many CEU's must be earned for renewal?

Single license

Active License	CEU's Required
A Level	2.0
B Level	2.0
C Level	1.0
D Level	0.5

Dual License

Active License	Cumulative Amt.	Total
A & A Level	1.5 each	3.0
A & B Level	1.5 each	3.0
B & B Level	1.5 & 1.5	3.0
B & C Level	2.0 & 1.0	3.0
C & C Level	1.0 each	2.0
C & D Level	1.0 & 0.5	1.5
D & D Level	0.5 each	1.0

6. Q: Can I take the same CEU course again that I took last renewal cycle?

A: No. You cannot complete the same course for CEU credit during back-to-back renewal cycles. Credit will **not** be awarded to you for the second completion of the course.

Please Note:

If you are dual licensed with both licenses at the A or B level you must obtain 1.5 CEU's for each. All other combinations of dual licensure will require obtaining CEU's for each level based on the CEU's required for single license levels. A certified operator who is teaching an approved CEU course shall, upon receipt of documentation, receive credit equal to the CEU's approved for that course. The CEU credit can only be received once for a particular course during the two-year renewal cycle. A certified operator who teaches an approved residence course (required for an examination) may use this experience for one-half of the required CEU's needed to renew his license. This credit can only be received ONCE during that CEU renewal cycle. If you have a C or D and any other license you will need the CEU requirement for each individual license.

CONTINUING EDUCATION PROVIDERS:

Below is a list of our current CEU Providers. Please contact them for questions regarding:

1. CEU courses and listings;
2. Problems with CEU credits submitted to the department;
3. Becoming a CEU course sponsor and/or course approval

University of FL/TREEO Center

Training Office – Ron Trygar
3900 Southwest 63rd Boulevard
Gainesville, FL 32608
Phone (352) 392-9570 x 216
Fax (352) 392-6910
Email: rtrygar@treeo.ufl.edu
Internet: www.treeo.ufl.edu/water.aspx

FL Water & Pollution Control Operators Association (FWPCOA)

Shirley Reaves
FWPCOA Training Office
4401 S. Hopkins Ave.
Suite 108
Titusville, FL 32780
Phone (321) 383-9690
Fax (321) 383-9691
Email: Training@fwpcoa.org
Internet: <http://fwpcoa.org>

Florida Water Environment Association (FWEA)

Kenny Blanton
Black & Veatch Corporation
201 South Orange Avenue, Suite 500
Orlando, FL 32801
Tel: (407) 419-3570
Fax: (407) 419-3503
Email: blantonkm@bv.com
Internet: <http://www.fwea.org>

Florida University of Sanitary Education, Inc

Bill Edgar, Executive Director
P.O. Box 10355
Brooksville, Florida 34603
Phone: (352) 754-0503
Fax: (352) 754-1261
Email: wwedgar@ceuplan.org
Internet: <http://www.fuse.ws>

Florida Section American Water Works Assoc. (FSAWWA)

Casey Cumiskey,
Training Coordinator
FSAWWA
1300 Ninth Street, Suite B124
St. Cloud, FL 34769
(407) 957-8447 Fax (407) 957-8415
Email: fsawwa.casey@gmail.com
Internet: <http://www.fsawwa.org>

Florida Rural Water Association

Becky Cutshaw
2970 Wellington Circle, W, Suite 101
Tallahassee, FL 32309-6885
(850) 668-2746 Fax (850) 893-4581
Email: frwa@frwa.net
Internet: <http://www.frwa.net>

Or visit the DEP web link below on all approved CEU'S providers and courses.

<http://www.dep.state.fl.us/water/wff/ocp/providers.htm>

APPROVED CORRESPONDENCE COURSES FOR CEU'S:

(Courses, course titles, course numbers and CEU amounts are subject to change. Please contact the provider for most recent information)

California State University at Sacramento

Approved Courses	Credit Hours
CSUS Operation of Wastewater Treatment Plants Vol. 1	3
CSUS Operation of Wastewater Treatment Plants Vol. 2	3
CSUS Water Treatment Plant Operations Vol. 1	3
CSUS Water Treatment Plant Operations Vol. 2	3
CSUS Advanced Waste Treatment	3
CSUS Small Wastewater O & M Vol. 1	3
CSUS Small Wastewater O & M Vol. 2	3
CSUS Treatment of Metal Waste Streams	3
CSUS Industrial Waste Treatment Vol. 1	3
CSUS Industrial Waste Treatment Vol. 2	3
CSUS Pretreatment Facility Inspections	3
CSUS Operation & Maintenance of Wastewater Collection Systems, Vol. 1	3
CSUS Operation & Maintenance of Wastewater Collection Systems, Vol. 2	3
CSUS Wastewater Treatment: Operators, Facilities & Preliminary Treatment	1.8
CSUS Collection Systems, Methods for Evaluating & Improving Performance	3
CSUS Small Water System Operation and Maintenance	3
CSUS Water Distribution System Operation and Maintenance	3
CSUS Water Distribution System Operation and Maintenance	3
CSUS Water Distribution System: Quality and Disinfection	1.8
CSUS Wastewater Treatment: Sedimentation and Flotation	1.8
CSUS Small Water System, Video Information Series	3
* CSUS Manage For Success	3
* CSUS Utility Management	2
CSUS Small Water System, Water Sources & Treatment	1.5
CSUS Small Water System, Disinfection	1.5
CSUS Small Water Systems, O&M Video Training Series	3
CSUS Small Water System: Wells	1.5

Approved Courses	Credit Hours
CSUS Small Water System: Small Water Treatment Plants	1.8

University of Florida

Approved Courses	Credit Hours
UF Water Treatment Plant Operations	3
UF Wastewater D Internet Course	3
UF Water D Internet Course	3

Michigan State University

Approved Courses	Credit Hours
*Michigan State University Supv. Concepts and Practices of Management	3

Mitchell Training

Approved Courses	Credit Hours
* Mitchell Training, Management of Water and Wastewater Fac. I & II	3

Florida Rural Water Association

Approved Courses	Credit Hours
FRWA Small Water Systems I Internet Course	.5
FRWA Small Water Systems II Internet Course	1
FRWA Introduction to Wastewater Processing Internet Course	1

* Please note that courses listed above with the (*) are considered generic in nature; i.e. not specific to water treatment or wastewater treatment. If you are a dual license holder, the CEUs cannot be divided or split between a drinking water and wastewater license. Also, you may not complete the same course in back-to-back renewal cycles. If you do, you will not receive credit for the second completed course.

THINGS TO REMEMBER BEFORE SENDING IN YOUR APPLICATION:

EXAMINATION APPLICANTS

1. Complete an examination application form.
2. Sign and date the application form.
3. Attach a personal check, money order, cashiers' check or Journal Transfer payable to "FDEP".
4. \$100.00 for A, B, & C Class applicants. \$75.00 for D Class applicants.
5. Attach copies of high school diploma and course certificates.
6. Supporting documents are not required for re-test applications.
7. Mail all of the above to the address below.

LICENSURE APPLICANTS

1. Complete a license application form.
2. Attach a peer reference letter (if needed).
3. Sign and date the application form.
4. Attach a personal check, money order, cashiers' check, or Journal Transfer payable to "FDEP".
5. \$100.00 for A, B, & C class applicants and \$50.00 for D class applicants.
6. Attach employment verification. (DEP form should be attached.)
7. DO NOT attach copies of high school diploma and course certificates.

Mail to the address below:

**Department of Environmental Protection
Operator Certification Program
Finance & Accounting
Post Office Box 3070
Tallahassee, FL 32315-3070**

ADDRESS/NAME CHANGE NOTIFICATION:

Mail or fax to our office:

**Operator Certification Section
Department of Environmental Protection
2600 Blair Stone Road, MS 3506
Tallahassee, Florida 32399-2400
Phone: (850) 245-7500 Fax (850) 245-8410**

NAME: _____
(Name changes require copies of appropriate legal documentation.)

Email Address: _____

License Number (type/level): _____

NEW ADDRESS

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

OLD ADDRESS

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

If changing name, please include legal name change document.

OLD NAME: _____

NEW NAME: _____

Signature: _____ Date: _____

