

**COLLECTION SYSTEM OPERATOR
CERTIFICATION**

I. Definitions

“**Assistant Program Administrator**” is a contracted position overseen by the Board to perform certification activities.

“**Assistant Supervisor**” means a person in direct responsible charge of operations in the absence of the supervisor.

“**Board**” means the Board of Certification for Collection System Operators as appointed by the NWEA President.

“**Certificate**” means a certificate of competency issued by the Nevada Water Environment Association stating that the Collection System Operator has met the requirements of a specific operator classification. It specifies the name and grade of the person certified, as well as the date the certificate was issued.

“**Certification Administrator**” means the person appointed by the Board to administer the Collection System Operators Certification Program for the State of Nevada.

“**Continuing Education Units (CEUs)**” = 10 contact hours.

“**Collection Operator in Training (COIT)**” means a person who has passed the Grade 1 exam but has not yet met the education and/or experience requirements to be certified as a Grade 1 Collection System Operator.

“**Full Time or Equivalent (FTE)**” = qualifying experience.

“**Operator**” means any person, other than a supervisor or assistant supervisor, who is working as an operator of a collection system for sewage conveyance.

“**Responsible Charge**” means a person responsible for all activities associated with collection system operations and compliance with all applicable regulations.

“**Rules and Regulations**” means rules, regulations, and policy for certification of the collection system operators.

“**Supervisor**” means a person in direct responsible charge of the collection system operation.

“**Collection System**” means a system of conveyance pipes, manholes, and lift stations to convey the sewage to a wastewater treatment plant.

II. Experience and Education Requirements

Grade	Education & Certification	Experience*
1	High School or equivalent & 6 CEUs (see Section XII)	1 year full-time or equivalent (FTE)
2	Grade 1 Certification	2 years FTE
3	Grade 2 Certification	3 years FTE
4	Grade 3 Certification	4 years FTE

*Collection System Operator experience includes time spent performing collection system operational duties.

In addition to the above requirements, the applicant must pass a written examination at each grade level.

III. Collection System Operator in Training

An individual may take the Grade I exam without first meeting the required education and/or experience requirements. Upon passing the exam, the individual will be issued a Collection System Operator in Training (COIT) certificate. The COIT certificate may be renewed every two (2) years. When the COIT has met all of the requirements for the Grade I, the individual may submit documentation of having met said requirements to the Board. Upon approval of the documentation, the COIT certificate will be converted to a Grade I certificate that expires on the date the COIT certificate previously did.

IV. How to Apply for Certification

To apply for certification, an applicant needs to submit a completed application form and a \$150 nonrefundable fee to the Assistant Program Administrator. Applications must be postmarked no later than 30 days prior to the posted examination date. Upon approval of the application, the applicant will be notified of the approval and the available examination dates and locations. The Board reserves the right to deny an application for certification if the Board determines that any requirement for such certification is not met. A fee of \$25 may be charged to any person whose check is returned because of a lack of funds.

V. Certification Exam

The Board will hold examinations at times and places throughout the year as may be required and convenient to the applicants. In the event an applicant fails to pass an examination, the applicant may apply for re-examination upon submission of a new application and filing fee. Applicants for certification will be required to pass a written examination to demonstrate their knowledge in the following areas:

GRADE 1

Basic principles and methods of collection system operations and specific knowledge of the procedures involved in operating and maintaining a collection system; safety procedures.

GRADE 2

Inspecting and testing collection systems; pipeline maintenance; underground repair; safety procedures; and basics of lift station operation.

GRADE 3

Specific knowledge relating to: design of collection systems, lift stations, equipment maintenance and sewer rehabilitation.

GRADE 4

Specific knowledge relating to: organization for system operation and maintenance, safety programs for collection system operators, lift stations, equipment maintenance, sewer rehabilitation, underground repair, inspecting and testing.

VI. Reciprocity with Other States

Reciprocity will only be considered from applicants holding active certificates that were not obtained through reciprocity from certification programs listed on the Association of Boards of Certification (ABC) "ABC Certification Exam Equivalency Chart" and persons holding ABC certificates. Persons applying for reciprocity must also meet current education and experience requirements, and must have passed written exam(s) at each grade level up to and including the level for which they are applying. Certificates issued by reciprocity will be designated as such. The fee for reciprocity is \$200.

Applicants holding active certificates that were not obtained through reciprocity from certification programs not listed on the Association of Boards of Certification (ABC) "ABC Certification Exam Equivalency Chart" may be allowed to test at the same equivalent grade level they currently hold without having to take the exam(s) below that grade level, but not before meeting the education, experience and sequential examination requirements. Upon passing that exam, the individual will be issued a certificate at the Grade level for which he/she was approved to test.

VII. Certificate Renewals

Any certificate issued under the present rules and regulations shall be valid for a period of two (2) years from the date of issuance. Any certificate not renewed after two (2) years becomes automatically suspended. No examination shall be required for renewal, provided that the previous certificate shall not have been invalid for a period of more than one (1) year. The renewal application and renewal fee of \$80 should be sent to the Certification Administrator for renewal of any Nevada certificate. Any renewal received after the expiration date will be charged a \$20 late fee.

VIII. Replacement / Duplicate Certificate

Certified operators desiring a replacement or duplicate certificate may obtain such certificate upon payment of a \$20 fee.

IX. Decertification

The State may revoke or refuse to renew the certificate of any operator. All revocation cases will be reviewed by a hearing before the Board of Certification, and a decision will be made by a unanimous vote of the quorum; quorum being five (5) out of seven (7).

A case for decertification may be considered by the Board for, but not limited to, the following:

- 1) The Collection System Operator is incompetent or unable to perform his/her duties properly; or
- 2) The Nevada experience and education requirements for wastewater operator certification have not been satisfied; or
- 3) The operator has practiced fraud or deception; or
- 4) The operator has failed to renew his/her certificate in accordance with these provisions.

X. Appeals and Protests

Any appeal or protest made because of the determination of the Certification Administrator shall be in writing to the Board Chair. This notification shall be sent within twenty (20) days of receipt of the Administrator's written determination. The Chair shall, within sixty (60) days, make an inquiry of the protest and give an answer in writing. Any appeal of the Board Chair's determination shall be to the Certification Board. Further appeal may be made to the Division of Environmental Protection, whose decision shall be final. Appellant must send the original facts again, and state in writing which part of the Committee's decision he/she deems improper, and why.

XI. Suggested Study Materials

Exam Topic	Reference Source
Operate Equipment	Operation and Maintenance of Wastewater Collection Systems, Volume I, Ch. 6 Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 8 and 9 Operation of Wastewater Treatment Plants, Volume II, Ch. 15
Evaluate and Maintain Equipment	Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 9 Operation of Wastewater Treatment Plants, Volume II, Ch. 15
Maintain and Restore Collection System	Operation and Maintenance of Wastewater Collection Systems, Volume I, Ch. 3 and 5 - 7 Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 10
Maintain Lift Stations	Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 8 Operation of Wastewater Treatment Plants, Volume II, Ch. 15
Monitor, Evaluate and Adjust Collection System	Operation and Maintenance of Wastewater Collection Systems, Volume I, Ch. 3, 5 and 6 Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 8
Perform Administrative Procedures	Code of Federal Regulations, Title 40 Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 12 Utility Management, Ch. 3 - 13
Perform Security and Safety Procedures	Operation and Maintenance of Wastewater Collection Systems, Volume I, Ch. 4 Operation and Maintenance of Wastewater Collection Systems, Volume II, Ch. 11 Operation of Wastewater Treatment Plants, Volume II, Ch. 14

Ordering Information

California State University, Sacramento, Office of Water Programs, 6000 J Street, Sacramento, CA 95819, Web site: www.owp.csus.edu , Phone: (916) 278-6142
Code of Federal Regulations, Title 40, Web site: www.gpo.gov
For additional information, see Web site www.nwwea.org

XII. Certification Training

Courses directly related to wastewater treatment will receive full value. Courses indirectly related to wastewater treatment will receive one-half value. Directly related short courses, including those given at the Water Quality Control Institute, are equivalent to one CEU per 8-hour day, with a maximum of three CEUs per week. If the course is considered to be indirectly related, one CEU will be given for each two days, with a maximum of two CEUs per week. College courses (including extension and correspondence courses taken for credit) earn 1.5 CEUs per semester credit. Indirectly related courses earn a half-credit. (Half-credit = 0.7 CEU per semester credit)

Directly Related Correspondence Courses

California State University, Sacramento

1. Operation of Wastewater Treatment Plants, Vol. I & II (9 CEUs each)
2. Advanced Waste Treatment (9 CEUs)
3. Small Wastewater System Operation and Maintenance, Vol. I & II (9 CEUs each)
4. Industrial Waste Treatment, Vol. I & II (9 CEUs each)
5. Treatment of Metal Wastestreams (4.5 CEUs)
6. Pretreatment Facility Inspection (9 CEUs)
7. Operation and Maintenance of Wastewater Collection Systems, Vol. I & II (9 CEUs each)

College Courses Earning Full Credit

(1.5 CEUs per semester credit):

1. College Chemistry - up to 12 CEUs.
2. Mathematics area: Algebra, Geometry, Trigonometry, Statistics - up to 12 CEUs. Does not include basic, introductory, or business math courses.
3. Biological Science area: Microbiology, Pathogenic Bacteriology, etc. - up to 9 CEUs.
4. General Physics - up to 9 CEUs.
5. Engineering courses: Fluid Mechanics, Hydraulics, and Engineering courses not directly related.

Certification Training (continued)

College Courses Earning Half Credit

(0.7 CEU per semester credit):

1. Technical Writing - up to 3 CEUs.
2. Public or Business Administration - up to 9 CEUs in the areas of Organization, Management, Finance, Supervision, Budgeting, etc.
3. Public Speaking - up to 3 CEUs.

Courses Accepted by WWET for CEUs

1. One-day training seminars, safety conferences, or NWEA, CWEA, or WEF-sponsored conventions will receive one CEU per day attended, up to 3 CEUs, provided that an education program is offered.
2. Other extension courses or training of any type which might relate to the operator's duties will be evaluated on a case-by-case basis. CEUs will be allowed based on the material covered, the depth of the coverage, and the time required to complete the course.

Other Wastewater Certification Programs available through NWEA:

- *Wastewater Treatment Plant Operator*
- *Wastewater Quality Analyst*
- *Industrial Waste Inspector*
- *Industrial Waste Operator*

**Nevada
Wastewater
Certification
Programs**



*Collection
System
Operator*

Nevada Water Environment Association

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