

**APPLICATION FOR WATER DISTRIBUTION OPERATOR
EXAMINATION, RE-EXAMINATION, OR EXAMINATION FOR RESTRICTED CERTIFICATE**

1. The Water Distribution Operator Examination, Re-Examination, or Examination for Restricted Certificate Application form (SWRCB 8631 updated 1/2025) must be filled out **completely**. For an application to be considered complete, the following **must** be provided:
 - Personal information (name, date of birth, high school information, last four digits of SSN, etc.),
 - **Legible photocopies** of an **official transcript** or **certificate of completion** (noting the number of hours/units of training completed) if specialized training is a requirement for the examination you wish to take. **These are the only acceptable forms of verification of completion of a course.**
 - Pay on-line at: https://www.waterboards.ca.gov/make_a_payment/ or by check or money order made out to **SWRCB-DWOCB**. **Do not send CASH.**
 - Your original signature in blue ink.

**ALL INFORMATION MUST BE COMPLETED ON THE APPLICATION AND
COURSEWORK VERIFIED EVEN IF YOU HAVE PREVIOUSLY SUBMITTED IT.**

2. ***All minimum educational qualifications must be met by the time your application is submitted.*** If you have not completed the required specialized training course by the time your application is submitted, your application will be deemed deficient and will delay processing of your application.
3. If you are not sure of the requirements for a particular grade, see the minimum qualifications on the next page or refer to the Regulations. You may contact this office for clarification before submitting your application as **EXAM FEES ARE NONREFUNDABLE.**

Grade	Examination Fee	Re-Examination Fee*
1	\$50.00	\$30.00
2	\$65.00	\$45.00
3	\$100.00	\$70.00
4	\$130.00	\$95.00
5	\$155.00	\$120.00

*Re-exam fee applies if you are retaking the same grade level that you have previously passed or failed.

4. Mail completed application, exam fee, and required attachments to:

**State Water Resources Control Board
Drinking Water Operator Certification Program
P.O. Box 944212
Sacramento, CA 94244-2120**

Phone: (916) 449-5611
Fax: (916) 449-5654

Grade Level	Minimum Qualifications for Examination
D1	<ul style="list-style-type: none"> • High School Diploma / GED Equivalency*
D2	<ul style="list-style-type: none"> • High School Diploma / GED Equivalency* <p>AND</p> <ul style="list-style-type: none"> • One 36-hour OR 3.6-continuing-education-unit (CEU) OR 3-college-semester-unit course of specialized training** in water supply principles.
D3	<ul style="list-style-type: none"> • A valid grade D2 operator certificate <p>AND</p> <ul style="list-style-type: none"> • Two 36-hour OR 3.6-continuing-education-unit (CEU) OR 3-college-semester-unit courses of specialized training** that includes at least one course in water supply principles.
D4	<ul style="list-style-type: none"> • A valid grade D3 operator certificate <p>AND</p> <ul style="list-style-type: none"> • Three 36-hour OR 3.6-continuing-education-unit (CEU) 3-college-semester-unit courses of specialized training** that includes at least two courses in water supply principles.
D5	<ul style="list-style-type: none"> • A valid grade D4 operator certificate <p>AND</p> <ul style="list-style-type: none"> • Four 36-hour OR 3.6-continuing-education-unit (CEU) OR 3-college-semester-unit courses of specialized training** that includes at least two courses in water supply principles.

*This requirement may also be fulfilled with either the successful completion of the State Water Board's Basic Small Water Systems Operations course or 1 year as an operator of a facility that required an understanding of chemical feeds, hydraulic systems, and pumps. For more information on the State Water Board's Basic Small Water Systems Operations course, contact the Office of Operator Certification.

**College level courses providing at least 36 contact hours of training each in drinking water or wastewater quality, drinking water or wastewater treatment, drinking water distribution, or drinking water or wastewater facility operation, offered by an accredited academic institution or an organization either accredited by the international Association of Continuing Education Training (IACET) or an authorized provider of IACET, or courses completed and deemed acceptable by the Department prior to January 1, 2001 for the purpose of operator certification.

For information about the Basic Small Water System Operations course, please email dwopcertprogram@waterboards.ca.gov.

WATER DISTRIBUTION OPERATOR

APPLICATION FOR EXAMINATION OR RE-EXAMINATION

Operator number		Exam results	Date received
Application approved for: D1 D2 D3 D4 D5			
Acknowledgement sent	Approval sent		
Application NOT approved: <input type="checkbox"/> Insufficient specialized training/verification <input type="checkbox"/> High school/GED information incomplete			
Comments			

PLEASE DO NOT WRITE ABOVE THIS LINE

1. PERSONAL INFORMATION (Legal Name)

Last	First	MI	Suffix	Date of Birth (mm/dd/yyyy)	Last 4-digits of Social Security Number	
Mailing Address (number, street)				City	State	ZIP Code
Work Telephone Number ext.		Alternate Number: Home () or Cell ()		E-mail Address:		
Are you currently certified by the State of California as a water distribution operator ? <input type="checkbox"/> Yes <input type="checkbox"/> No				Operator Number	Grade / Expiration Date	

2. EXAMINATION INFORMATION (Do Not send CASH) – Fees are NON-REFUNDABLE

Grade D1	Grade D2	Grade D3	Grade D4	Grade D5
Exam \$50	Exam \$65	Exam \$100	Exam \$130	Exam \$155
Re-Exam \$30 (if previously taken)	Re-Exam \$45 (if previously taken)	Re-Exam \$70 (if previously taken)	Re-Exam \$95 (if previously taken)	Re-Exam \$120 (if previously taken)

3. REASONABLE ACCOMMODATIONS

Do you have an ADA Title I disability/impairment for which you may need assistance during the exam? Yes No

-If yes, please enclose a letter (from a professional authorized to make such assessments) that describes the specific accommodations that will be required.

4. EDUCATION – Check one only

Did you graduate from high school?	Yes No	IF NOT	Did you obtain a GED certificate? If yes, provide a copy.	Yes No
Date Graduated (mm/yyyy)	Name of high school			
Location (city/state)				

OR D1 or D2 applicants ONLY, if you do NOT have a high school diploma or GED certificate, you must hav:

1. Successfully completed:
Basic Small Water System Operations course developed by the State of California? **OR (see next page)**
 Yes No (if yes, attach certificate of completion)

D1 or D2 applicants ONLY, if you do NOT have a high school diploma or GED certificate.

2. You must have one year of experience as an operator of a facility that requires an understanding of a piping system that includes pumps, valves, and storage tanks. **This experience must be verified with a dated and signed letter from your supervisor on company letterhead and a copy of your utility's official job description.**

From (mm/yy)	To (mm/yy)	Name and Address of Employer	Supervisor's Name

- 5. SPECIALIZED TRAINING - For grades 2–5 applicants only:** You must attach legible photocopies of **OFFICIAL TRANSCRIPTS** or **CERTIFICATES OF COMPLETION** as proof of attainment of the required coursework (certificates of completion must include the number of hours of instruction completed). Please include only that information which verifies completion of the required coursework (See Minimum Qualifications for grade specific requirements.) **PLEASE NOTE: COPIES OF REPORT CARDS OR UNOFFICIAL TRANSCRIPTS ARE NOT ACCEPTABLE VERIFICATION OF COURSE WORK.**

6. SIGNATURE OF APPLICANT

I, the undersigned, certify that I am the above-named applicant; that all statements made on this application are true and correct; that I understand that any misrepresentations may result in ineligibility for the examination applied for or revocation of any certificate granted, pursuant to Section 106877 & Section 106878 of the Health and Safety Code.

Original signature (*Please No Black Ink*) (Photocopies **NOT** accepted)

Date

PRIVACY ACT DISCLOSURE

This information is required by the State Water Resource Control Board. The authority for maintaining the requested information is the California Code of Regulations, Title 22, Section 63810. All information required on the application form must be provided by the applicant. Failure to complete any portion of this form may result in delay or denial of eligibility for examination and/or certification. The information provided is used to evaluate the applicant's eligibility for examination as a water distribution operator. No transfers of this information are anticipated. For more information, or access to your records, contact the State Water Resources Control Board, Drinking Water Operator Certification Program, PO Box 944212, Sacramento, CA 94244-2120; Phone: (916) 449-5611.

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