

State Water Resources Control Board

## D3 – D4 – D5 Certification Application

**Complete this application ONLY if you have passed a D3, D4 or D5 examination within the last three (3) years and meet the minimum qualifications in work experience or education substitution as listed below**

Grade	Minimum Qualifications for Certification
D3	<p>Successful completion of the <b>Grade D3</b> operator examination within the three years prior to submitting the application for certification,</p> <p style="text-align: center;"><b>AND:</b></p> <p><b>One year</b> of operator experience working as a certified D2 operator, interim D3 or higher operator, or temporary D3 operator for a D2 system or higher or a system that prior to January 1, 2001 would have met the criteria for classification as a D2 system or higher</p> <p style="text-align: center;"><b>AND:</b></p> <p>At least <b>one additional year</b> of operator experience working as a distribution operator (may be substituted with (1) or (2) below)</p>
D4	<p>Successful completion of the <b>Grade D4</b> operator examination within the three years prior to submitting the application for certification,</p> <p style="text-align: center;"><b>AND:</b></p> <p>At least <b>one year</b> of operator experience working as a certified D3 operator, interim D4 or higher operator, or temporary D4 operator for a D3 system or higher or a system that prior to January 1, 2001 would have met the criteria for classification as a D3 system or higher</p> <p style="text-align: center;"><b>AND:</b></p> <p>At least <b>three additional years</b> of operator experience working as a distribution operator (may be substituted with (1) or (2) below)</p>
D5	<p>Successful completion of the <b>Grade D5</b> operator examination within the three years prior to submitting the application for certification,</p> <p style="text-align: center;"><b>AND:</b></p> <p>At least <b>two years</b> of operator experience working as a certified D4 operator, interim D5 or higher operator, or temporary D5 operator for a D4 or D5 system or higher or a system that prior to January 1, 2001 would have met the criteria for classification as a D4 or D5 system or higher</p> <p style="text-align: center;"><b>AND:</b></p> <p>At least <b>three additional years</b> of operator experience working as a distribution operator (may be substituted with (1) or (2) below)</p>

Experience substitutions for certification, as referenced above.

1) A relevant degree earned at an accredited academic institution may be substituted as follows:

- Associate Degree or Certificate in Water or Wastewater Technology that includes at least 15 units of physical, chemical, or biological science may be used to fulfill **1 year of additional operator experience**.
- Bachelor Degree in biology, chemical engineering, chemistry, civil engineering, environmental engineering, microbiology, public health, and sanitary engineering may be used to fulfill **1.5 years of additional operator experience**.
- Masters Degree in biology, chemical engineering, chemistry, civil engineering, environmental, microbiology, public health, and sanitary engineering may be used to fulfill **2 years of additional operator experience**.

2) A certified operator may substitute, on a day-for-day basis, one additional year of operator experience working as a distribution operator with experience gained while working with lead responsibility for water quality or quantity related projects or research.

**If you passed a D1 or D2 examination, simply complete and mail back the bottom portion of your examination pass letter with the proper fee.**

**APPLICATION FOR D3 - D5 WATER DISTRIBUTION OPERATOR CERTIFICATION**

OPERATOR NO.		COMMENTS	DATE RECEIVED:
APPROVED FOR: D3 D4 D5	APPROVED BY:		
CERT DATED:	CERT SENT:		

PLEASE DO NOT WRITE ABOVE THIS LINE

**1. Personal Information**

NAME (last, first, middle initial)		DATE OF BIRTH (m/d/yr) / /	SOCIAL SECURITY NO. - -	
MAILING ADDRESS (number and street)		CITY	STATE	ZIP CODE
WORK TELEPHONE NO. ( ) EXT.	HOME/CELL TELEPHONE NO. ( )	E-MAIL ADDRESS		

**2. Certification Information**

This application is for: (circle one)	D3	D4	D5	Examination passed: month/year
Evaluation/certificate fee of:  <b>OR</b>  Discounted fee of: (if currently certified in Water Treatment or Wastewater)	\$120	\$140	\$140	Are you certified by the State of California as a distribution operator? Yes <input type="checkbox"/> No <input type="checkbox"/> Operator #
	\$90	\$105	\$105	Are you certified by the State of California as a treatment operator? Yes <input type="checkbox"/> No <input type="checkbox"/> Operator #
				Are you certified by the State of California as a wastewater operator? Yes <input type="checkbox"/> No <input type="checkbox"/> Operator #

**3. Education – IF used as substitution for operator experience (Certificate/Degree must be in a relevant major and verified with a photocopy of an OFFICIAL TRANSCRIPT - see (1) (a), (b), or (c) on back of page)**

CERTIFICATE/DEGREE HOLDER: <input type="checkbox"/> Yes <input type="checkbox"/> No	CERTIFICATE/DEGREE MAJOR:	DATE AWARDED:	OFFICIAL TRANSCRIPT INCLUDED: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**4. Experience** -- to avoid delays in evaluation of your application the following documents **MUST BE** submitted for **each** timeframe of employment claimed for experience credit. (Please see the back page for minimum qualifications.)

Please initial (in space provided below) verifying requested attachments are included:

\_\_\_\_\_ A letter written, signed, and dated by your supervisor (on **company letterhead**) verifying: (1) **timeframe of employment** (mo/yr to mo/yr), (2) a detailed description of the specific **distribution operator duties performed**, (3) **number of hours** a week spent performing operator duties (Distribution/Treatment/Wastewater), (4) **classification of the system** where duties were performed, (5) **IF** applicable, your **designation** as either a **shift or chief operator** (see sample letter attached)

**Attachments to this letter MUST INCLUDE:**

- \_\_\_\_\_ A **copy of the letter** (or permit) from your regulatory field office that **classifies your distribution system** (D1-D5)
- \_\_\_\_\_ A copy of the **utility organization chart** which notes the employees' **names and position titles**
- \_\_\_\_\_ A copy of the **utility's official job description** (for the position you hold/held) outlining duties performed

**5. Signature of applicant:** I, the undersigned, certify that all statements made on this application and accompanying attachments are true and correct; that I understand that any misrepresentations may result in revocation of any certificate granted, pursuant to Section 106876 of the Health and Safety Code.

Original Signature in Blue Ink

Date

## MINIMUM QUALIFICATIONS FOR CERTIFICATION FOR D3 TO D5

### D3

- ★ Successful completion of the D3 exam within the past three years.
- ★ 1 year of operator experience working as a certified D2 operator in a D2 system or higher **AND**
- ★ 1 additional year of operator experience working as a distribution operator (may be substituted with (1) or (2) below)

### D4

- ★ Successful completion of the D4 exam within the past three years.
- ★ 1 year of operator experience working as a certified D3 operator at a D3 system or higher **AND**
- ★ 3 additional years of operator experience working as a distribution operator (may be substituted with (1) below)

### D5

- ★ Successful completion of the D5 exam within the past three years.
- ★ 2 years of operator experience working as a certified D4 operator at a D4 system or higher **AND**
- ★ 3 additional years of operator experience working as a distribution operator (may be substituted with (1) below)

### Experience substitutions for certification:

- (1) a degree earned at an accredited academic institution may be substituted as follows:
  - (a) Associate Degree or Certificate in water or wastewater technology that includes at least 15 units of physical, chemical, or biological science may be used to fulfill **1 year of general operator experience**.
  - (b) Bachelor's Degree in biology, chemical engineering, chemistry, civil engineering, environmental engineering, microbiology, public health and sanitary engineering may be used to fulfill **1.5 years of general operator experience**.
  - (c) Master's Degree in any of the majors listed in (b) may be used to fulfill **2 years of general operator experience**.
- (2) A certified operator may substitute, on a day-for-day basis, experience gained while working with lead responsibility for water quality related projects.

Mail **completed application and filing fee**, including **all requested attachments** to:

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

- (A) A check or money order made out to **SWRCB-DWOCP**.
- (B) If you are not sure of the requirements for a particular grade, contact this office for clarification before submitting your application as **FILING FEES ARE NON-REFUNDABLE**.

