



State of Maine  
**Wastewater Operator Certification Program**  
 c/o NEIWPC/JETCC  
 P.O. Box 487  
 Scarborough, Maine 04070-0487

See instructions on back before completing this application

All information requested on this form must be typewritten or printed in ink

**APPLICATION FOR  
 WASTEWATER  
 TREATMENT  
 PLANT OPERATOR  
 CERTIFICATION**

FOR DEPARTMENT USE		
Grade Approved:		By:
Approval Date:		
CBT Expiration Date:		
CBT ID#:		
Reciprocity From:		
Grade	Date	Results

Date of Application \_\_\_\_\_, 20\_\_\_\_\_

I, \_\_\_\_\_, do hereby apply for certification as a  
(First Name) (Middle Initial) (Last Name) (Jr. Sr., etc.)  
 Wastewater Treatment Plant Operator in the State of Maine under Title 32, Chapter 62, Public Laws of 1969.

**GENERAL INFORMATION:**

1. Home Mailing Address: \_\_\_\_\_  
(Number) (Street) (City or Town) (State) (Zip)
2. Home Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_
3. Employer: \_\_\_\_\_
4. Employer Address: \_\_\_\_\_
5. Employer Telephone: \_\_\_\_\_
6. Do you speak and write the English language? \_\_\_\_\_
7. Driver's License or State I.D. #: \_\_\_\_\_
8. Are you licensed as a wastewater treatment plant operator? \_\_\_\_\_
  - a) In Maine? \_\_\_\_\_ What is your Grade Level? \_\_\_\_\_ What is your operator number? \_\_\_\_\_
  - b) In another State or Country?  Yes  No
  - c) If (b) is yes, enter the Name of the State or Country and attach a copy of your Certificate to this application.  
 \_\_\_\_\_

9. Classification and Test Method being requested: (see regulations for requirements for each grade)
  - a) Grade \_\_\_\_\_ and Type:  Biological  Physical/Chemical  Spray Irrigation (SITS)
  - b) Test Method:  Computer-Based Test (CBT) \$75 Application Fee  
Exam fee payable to AMP applies. CBT not available in Presque Isle or for SITS exam.  
 Paper Test \$125  
SITS Exams or Presque Isle Exam Location Only
  - c) SITS Exam Location: Portland Bangor Presque Isle
  - d) Reciprocity \$125

**An application fee of \$75 for CBT Exam or \$125 for Paper Exam, SITS Exam, or Reciprocity Application must accompany each application.**

**Make checks or money orders payable to:**  
 NEIWPC/JETCC  
 P.O. Box 487  
 Scarborough, ME 04070-0487





**Instructions – Please read carefully before completing this form.**

**GENERAL INSTRUCTIONS:**

1. Please be sure all requested information is neatly completed. Incomplete forms will be returned.
2. Refer to **Chapter 531: Regulations for Wastewater Operator Certification** for general information and specific requirements for each grade level.
3. Maine Registered Professional Engineers are not required to be certified in order to operate a wastewater treatment facility.
4. Any person holding a valid certification in another state or country which grants reciprocity to Maine operators may be issued Maine certification in a comparable grade without examination. The education and experience requirements must still be met. The certificate issued by the other state or country must have been obtained by written examination.
5. All dates should be shown as month and year (ex: 2/15).
6. Additional information may be submitted on 8½ x 11 paper.
7. Education – Show high school education and all other education which is related to wastewater treatment. If applicable, include transcripts of courses completed in related areas.
8. Experience – List most recent employment first. Only work experience related to wastewater treatment need be shown. Be sure to describe exactly what your duties were in each position. If only part of the duties for a given employer related to wastewater treatment, affix percentages to show the amount of time spent in each area.
9. Please be sure that your application is notarized and the applicable application fee is enclosed before submitting it.

**ADDITIONAL INSTRUCTIONS FOR COMPUTER-BASED TESTS (CBT):**

1. Computer-Based Testing is available for Biological and Physical Chemical exams only.
2. A fee of \$75 must accompany your CBT application. Make check payable to: NEIWPC/JETCC.
3. After your application is approved, you will receive an email confirmation and a postcard from Applied Measurement Professionals (AMP) with a unique ID#. The approval is valid for two years.
4. Once you have received your confirmation, visit [www.goamp.com](http://www.goamp.com) or call 800-345-6559 to schedule and pay for your exam. There will be a CBT exam fee to cover the AMP testing services.
5. You can schedule the CBT at any AMP Assessment Center in the United States. There are two centers in Maine – Portland and Holden, as well as one in Portsmouth, NH. Addresses and driving directions are found on AMP's website.
6. You may retake the same grade level exam as many times as needed during your two-year approval period and pay only the AMP fee for each attempt. It is **not** necessary to reapply to NEIWPC/JETCC or pay another application fee unless you are applying for a different grade level or the two-year approval period has expired.

**ADDITIONAL INSTRUCTIONS FOR PAPER EXAMINATIONS (AVAILABLE IN PRESQUE ISLE ONLY):**

1. Paper exams for Biological and Physical Chemical certification are available in Presque Isle only.
2. A fee of \$125 must accompany your paper exam application. Make check or money order payable to NEIWPC/JETCC.
3. To be considered for a paper examination, your application must be received at least six weeks prior to the test date. Applications received after that date will be held for the next examination.
4. After your application is approved, you will receive a confirmation letter approximately one month in advance of the exam date with additional instructions.
5. If you fail the exam, a new application form is not required to retake the same grade level exam. A letter or Retake Form and payment of \$125 are sufficient for reexamination.

**ADDITIONAL INSTRUCTIONS FOR SPRAY IRRIGATION TREATMENT SYSTEM EXAMINATIONS (SITS):**

1. SITS exams will be offered on an as-needed basis at three testing locations: Portland, Bangor, or Presque Isle.
2. A fee of \$125 must accompany your application. Make check or money order payable to NEIWPC/JETCC.
3. After your application is approved, you will receive a confirmation letter with instructions on how to schedule an exam.