

## **Instructions for Completing Application for Tribal Water Utility Operator Certification – Level 1**

### **General Information**

- ❑ *We will be happy to assist you in any way we can. Please call us if you have any questions or concerns or need any help. The sooner the better!*
- ❑ When you have completed the application form, review each section carefully and check that all requested information and documentation (copies of certificates, diplomas, etc.) has been provided, and that everything is correct.
- ❑ We cannot process your application unless all of the requested information is provided.
- ❑ We notify applicants that they are approved to test by sending them a postcard approximately two weeks before the scheduled exam session.

**If you need to contact us about your application, please call:  
Susan Butler (505) 272-7356**

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#### **Section A: Applicant Information**

Please fill out this section completely. We need all information in order for us to review and approve your application.

#### **Section B: Application for Water DISTRIBUTION**

Note that you must fill out information for Water Distribution and Water Treatment separately. Check if you are applying to take the Certification Examination, if you are applying for Reciprocity, or if you are applying for Certification Renewal.

#### **Section C: Application for Water TREATMENT**

Check if you are applying to take the Certification Examination, if you are applying for Reciprocity, or if you are applying for Certification Renewal.

#### **Section D: Work Experience – Current Position**

*For a Level 1 Certification, you need 1 year of acceptable operating experience.*

Complete the information in this Section for your current position. Describe what you do in your own words. Experience is defined as “work performed in the operation, maintenance, monitoring, analysis, or management of water production, treatment, storage, distribution, or laboratory facilities, OR other positions in the water utility field.” An operator is defined as “a person who operates, repairs, maintains, and is directly employed by or is an appointed volunteer for a public drinking water system.” If you need more room to explain your duties, attach additional sheets of paper. Be sure to fill in the dates of your employment.

If you have other duties and responsibilities, you must indicate the amount of time (either in hours or in percentages of time) that you work on the water system. Note that your supervisor must verify your dates of employment as well as your duties by completing Section F.

**Section E: Work Experience – Previous Positions**

Complete the information in this Section for your previous position if you do not have one year of experience in your current position. (You may copy this page for other previous positions.) Be sure to describe each position you have held that is related to water system operation and maintenance. Be sure to fill in the dates when you started and ended, and the time you were in the position. If you need more room to explain your duties, attach additional sheets of paper to the application. Note that your former supervisor(s) must verify this information by completing Section G.

**Section F: Verification of Work Experience – Current Position**

Your current supervisor must verify your current duties and dates of employments by completing and signing this Section. Applicants for reciprocity do not need to complete this Section.

**Section G: Verification of Work Experience – Previous Position**

Your supervisor(s) for your previous position(s) must verify your duties from your previous positions and dates of employments by completing and signing this Section. Applicants for reciprocity do not need to complete this Section.

**Section H: Education Level**

*For a Level 1 Certification, you need a high school diploma or general equivalency diploma (GED).* Be sure to attach a copy of your diploma.

**Section I: Continuing Education Hours**

*For a Level 1 Certification, you need 10 hours of approved Continuing Education Hours.* List enough Continuing Education Hours to meet the requirements of the level you are seeking. Training older than three years will not be accepted. **Note:** You must attach copies of training verification.

**Section J: Certificate of Applicant**

You will need to sign and date the application. We must have an original signature on the application. We cannot accept photocopied signatures or faxed applications. **Be sure to include the examination fee of \$20 with this application.** Make your check or money order payable to “New Mexico Tech.” On the subject line, add “Operator Certification Exam.” Purchase orders will not be accepted.

**Privacy Act Notice:** All information submitted on Application Forms, as well as Training Credit records, is considered confidential and is protected under the provisions of Federal and State Privacy Statutes. Only *you* can authorize the release of this information, and all requests for information release must be submitted in writing with your full signature.

**Americans with Disabilities Act Notice:** If you have a disability which you feel may require special accommodations to be made at the exam location on the day you are scheduled to test, please notify the EFC. Your request for accommodations will be held strictly confidential. Documentation of your disability will be required