



New York Water Environment Association Inc.

525 Plum Street, Suite 102 • Syracuse, NY 13204
 (315) 422-7811 • fax (315) 422-3851 • www.nywea.org

Voluntary Collection System Certification Fact Sheet

All applicants for voluntary collection system certification in New York State must have appropriate education (minimum of High School or GED), experience, training, complete the Voluntary Collection System Certification application, pay the application fee and pass the written exam. This fact sheet summarizes all the requirements to apply for certification and lists the exam schedules and certification program policies. If you have any additional questions, please call the NYWEA office at (315) 422-7811.

Experience Requirements - You must provide a detailed list of all your collection duties on your application.

Grade	Training	Total Experience	B.S. Degree	A.A.S. Degree	High School
1	Grade 1 Courses	Can be acquired at any Grade 1 Collection System or Higher	6 Months	6 Months	6 Months
2	Grade 1 - 2 Courses	Must be acquired at any Grade 2 Collection System or Higher	1 Year	1 Year	1 Year
3	Grade 1 - 3 Courses	Experience at any Collection System		1.5 Years	3 Years
		Must be acquired at a Grade 3 or 4 Collection System	1.5 Years	1.5 Years	1.5 Years
		Total Experience	1.5 Years	3 Years	4.5 Years
4	Grade 1 - 4 Courses	Experience at any Collection System		3 Years	6 Years
		Must be acquired at a Grade 4 Collection System	2 Years	2 Years	2 Years
		Total Experience	2 Years	5 Years	8 Years

Training Requirements – see sources of training on back page

Training Course	Grade 1	Grade 2	Grade 3	Grade 4
“Confined Space Awareness” or equivalent 4 hour program	X	X	X	X
O&M of Wastewater Collection Systems – Volume 1*	X	X	X	X
O&M of Wastewater Collection Systems – Volume 2*		X	X	X
NYSDEC Grade 3 Basic Supervision & Technical Operations or Equivalent 30 hour Supervision Training Program			X	X

* New England Interstate Water Pollution Commission’s “O&M of Wastewater Collection Systems”, meets requirement for O&M of Wastewater Collection Systems Volume 1 and 2

Exam Schedule and Application Deadline *

Application Deadline	Exam Date
February 21	Last Wednesday in April
July 21	Last Wednesday in September

Classification System

System Grade	Population Served
Grade 1	1,500 or less
Grade 2	1,501 to 15,000
Grade 3	15,001 to 50,000
Grade 4	50,001 and greater

* Exam cost is \$45.00 for NYWEA members and \$85.00 for non-members (payable to NYWEA).

Training Sources

Confined Space Awareness (four hour minimum)

Can be In house training or provided by outside training consultant (attach agenda to application). Training must total six hours and topics must include the following as a minimum:

- Definition of a Confined Space (OSHA 29 CFR 1910.146)
- Hazard Determination (types of hazards)
- Air testing
- Lockout/Tag out procedures
- Personal Protective Equipment
- Confined Space Permits
- Confined Space Entry Equipment
- Duties of Personnel During entry (Site Safety Requirements)
- Entry Procedures (hands on, demo or video)

Operation and Maintenance of Wastewater Collection Systems – Volume 1 (99.00 with enrollment)

Operation and Maintenance of Wastewater Collection Systems – Volume 2 (99.00 with enrollment)

These home study texts may be ordered from:

Office of Water Programs

California State University, Sacramento

6000 J Street

Sacramento, CA 95819-6025

www.owp.csus.edu

Telephone: (916) 278-6142

Fax: (916) 278-5959

email: wateroffice@owp.csus.edu

This can also be done on-line through Ulster County Community College

Call the Continuing Education Office at (845) 339-2025

The website is ceinfo@ulster.edu

Operation & Maintenance of Wastewater Collection Systems (three day workshop)

This workshop satisfies the starred programs above:

- Operation & Maintenance of Wastewater Collection Systems (volume 1)
- Operation & Maintenance of Wastewater Collection Systems (volume 2)

1. New England Interstate Water Pollution Control Commission (NEIWPCC) will be offering several programs in New York. Call NEIWPCC at (978) 323-7929 or NYSDEC at (518) 402-8106.

2. NYWEA is developing its own workshop that will satisfy the starred programs above. Please call the NYWEA office at (315) 422-7811 regarding upcoming NYWEA Operation & Maintenance of Wastewater Collection Systems workshops.

3. Corning Community College is developing its own workshop and plans to offer one to two workshops per year. Contact Call Sheryl Rosenbloom; phone (607) 962-9479, fax (607) 962-9404 or email rosenbloom@corning-cc.edu.

Grade 3 Basic Supervision Course (thirty hour program) – several alternatives

1. Grade 3 Basic Supervision course (wastewater operator certification course).

Call NYSDEC at (518) 402-8177 for course schedule.

2. Utility Management (\$79.00 with enrollment)

Or

Manage for Success (\$99 with enrollment)

These home study texts may be ordered from:

Office of Water Programs

California State University, Sacramento

6000 J Street

Sacramento, CA 95819-6025

www.owp.csus.edu

Telephone: (916) 278-6142

Fax: (916) 278-5959

email: wateroffice@owp.csus.edu

3. Supervisory Management in the Water/Wastewater Field (note: this is only offered as an on line course)

Michigan State University - for further information call (800) 356-5705 ext 71012

Or go online to www.bus.msu.edu/execed/programs.cfm

4. Equivalent Supervision Training Program (30 hour minimum). Can be in house training or provided by outside training consultant (attach agenda to application). Topics must include the following as a minimum:

Supervisory Skills

Communication Skills

Training and Coaching

Planning and Organizing Skills

Supplemental Educational Material

Collection System O&M Training Video Course

Collection Systems: Methods for Evaluating and Improving Performance

These home study texts may be ordered from:

Office of Water Programs, Calif. State University, Sacramento, see ordering information above.

Optimizing Operation, Maintenance and Rehabilitation of Sanitary Sewer Collection Systems

This text can be downloaded for free at www.neiwpcc.org or a hard copy can be purchased from

NEIWPCC

116 John Street

Lowell, MA 01852-1124

Telephone: (978) 323-7929

Fax: (978) 323-7919

email: mail@neiwpcc.org

WEF Confined Space Entry

WEF/ABC Study Guide

Collection Systems – Operations and Maintenance

Collection Systems Digest

Wastewater Collection Systems Management Manual of Practice (MOP 7)

These tests can be ordered from:

Water Environment Federation

Attention: Publications Order Department

601 Wythe Street

Alexandria, VA 22314-1994

Telephone: (800) 666-0206

Fax: (703) 684-2452

website: www.wef.org

EPA has a variety of facts sheets and case histories regarding sanitary sewer overflows (SSO) and collection systems operation at their SSO Collection Toolbox site (go to address below).

<http://cfpub.epa.gov/npdes/sso/toolbox.cfm>

For additional information on voluntary collection system certification or the New York Water Environment Association, please contact us at:

New York Water Environment Association, Inc

525 Plum Street, Suite 102

Syracuse, NY 13204

Telephone: (315) 422-7811

Fax: (315) 422-3851

website: www.nywea.org

Common application and certification questions

Has My Application Been Received?

All applicants will be notified that their applications have been received within sixty days of the exam date.

Has My Application Been Accepted?

Within thirty days of the exam, applicants will receive a letter notifying them that their application has been rejected or that their application has been accepted. The acceptance letter will include all the appropriate exam information – time, location and directions. The rejection letter will include the reason(s) for rejection and what additional information or action is required.

What is the Exam Format?

The exam consists of one hundred multiple choice questions. Formula sheets will be provided, no other reference material will be allowed at the exam site. The applicant should bring a scientific calculator (no computers or programmable calculators) and number two pencils. Everyone will have three hours to complete the exam. All material must be returned to the exam proctor. Applicants are not allowed to take any material or notes from the exam site.

Is There an Appeal Process?

A question appeal form will be available to all candidates to identify any potential problem questions. All questions identified on the question appeal form, will be evaluated by ABC and the Certification Board. Any necessary adjustments will be made before the final exam scoring.

When Will I get My Exam Results?

Exam results will be mailed to all applicants no later than 60 days after the exam date. No results will be given over the phone. All results are confidential and are only released to the applicants. For all applicants passing the exam, wall documents and wallet certificates will be mailed out with the results. The effective date of the certificate will be the date the exam results are received from ABC.

How Do I Keep My Certification Active?

All certificates are valid for a five year period (the expiration date is printed on the wallet certificate). To renew a certificate, the operator must complete, within the five year period, the required number of contact hours based on their certification grade:

Grade 1	10 contact hours	Grade 2	20 contact hours
Grade 3	30 contact hours	Grade 4	40 contact hours

Operators applying for renewal must complete the renewal form and present evidence to the Certification Board that they have completed the required contact hours of approved training related to the field of wastewater collection systems (copies of course completion notices). The renewal form and supporting documentation must be mailed to NYWEA • 525 Plum Street, Suite 102 • Syracuse, NY 13204. The packet should be postmarked 30 days before the certificate expiration date.

What if My Certificate Expires?

It is the responsibility of the operator to maintain his/her certificate. If the renewal hours are not completed or the form not received at the NYWEA before the expiration date, the certificate is considered expired. Up until one year past the expiration date, the operator can re-instate the certificate by completing the renewal hours and mailing the packet into NYWEA. After one year, the operator must complete the required training hours and retake the certification exam to re-instate their certificate.

What if I Lose My Certificate?

If a wall document or wallet certificate is lost or misplaced, NYWEA will issue a replacement. The cost for the replacement is \$10.00.