Small Untreated/Treated Water Systems Exam Registration and Certification Form

Operator Information:

Are you the drinking water system operator? ☐ Yes ☐ No

Note: If you do NOT have operator experience, you must attach documentation of completing a DEC approved training course. See reverse.

Name: Mr./Ms. _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone No.: _____ Contact Phone No.: _____

Email (required for online exam): _____

Years of Education Completed: _____ Length of time as the drinking water operator: Years: _____ Months: _____

Note: The minimum education requirement is a high school diploma or G.E.D.

Water System Information:

PWSID Number: ☐☐☐☐☐☐ Water System Name: _____

Please list the components of your system, including its water source, e.g. ground water, surface water.

Exam (Please Select One):

☐ Small Untreated Water Systems ☐ Small Treated Water Systems

Exam Format (Please Select One):

☐ Online proctored exam. Must be taken at a testing center during normal testing center hours.

☐ Anchorage ☐ Bethel ☐ Dillingham ☐ Fairbanks ☐ Glennallen

☐ Ketchikan ☐ Kenai ☐ Kodiak ☐ Palmer

☐ Paper and pencil exam. See reverse for availability. Location: _____

Signature of Applicant:

I hereby certify that the information given by me is true and complete to the best of my knowledge.

_____

Signature Date

Materials provided are public documents. Public documents are subject to release upon receiving requests for information.

Mail the completed application with the $150 exam registration/ application fee, payable to the "State of Alaska", to:

Alaska Department of Environmental Conservation
Operator Training and Certification Program
P.O. Box 111800
Juneau, Alaska 99811-1800

For ADEC Use Only:
Payment:_____
Exam Type:_____
Location:_____
Logon:_____
Password:_____

Instructions for Completing the Application

Operator Information:

- You must provide us with your email address if you are taking the proctored online certification exam at a testing center. We will inform you of testing information via email.
- A high school diploma or GED is the minimum educational requirement for Small Water Systems certification.
- The experience requirement for Small Untreated certification is **3 months** operating such a system. The experience requirement for Small Treated certification is **6 months** operating such a system. If you do not have sufficient experience as an operator you must complete a DEC approved training course. See: https://dec.alaska.gov/water/operator-certification/small-water-system-certification for more information about courses. Documentation of course completion must be attached to this registration form.

Water System Information:

- Please fill in your public water system identification (PWSID) number, if known, and the system name.
- Please give an accurate description of your system.

Exam:

- Select to take either the Small Untreated Water Systems or Small Treated Water Systems exam. Both exams consist of 50 multiple-choice questions.
- The two options for taking the exam are proctored online or paper and pencil.
  - The **proctored online exam** can only be taken at a DEC approved testing center. Currently, the approved testing centers are located in Anchorage, Bethel, Dillingham, Fairbanks, Glennallen, Kenai, Ketchikan, Kodiak, and Palmer. You will be able to take the exam during a testing center's normal business hours.
  - The **paper and pencil exam** can be administered year-round in communities that do not have access to an online proctored testing center. After receiving your registration form, the Operator Certification Program will arrange a proctor within your community and contact you with details. However, if your community does have access to an online testing center, you may only take the paper and pencil version of the exam at two times during the year, in April and October. Please see: https://dec.alaska.gov/water/operator-certification/exam-dates to ensure you meet the deadlines for application submission.

Fees:

- The registration/application fee is $150 and must be included with this registration form.
- The online testing centers charge their own proctoring fees that must be paid at the time you take the exam. Their fees are currently as follows:

Location	Testing Center Fee
Anchorage	$43
Bethel	No fee at this time
Dillingham	$30
Fairbanks	$50
Glennallen	$30
Kenai	$53
Ketchikan	$50
Kodiak	$50
Palmer	$43

Questions?

Call us at (907) 465-1139 or email us at *dec.opcert@alaska.gov*.