



LA Department of Health and Hospitals Operator Certification

Title 48 LA Administrative Code

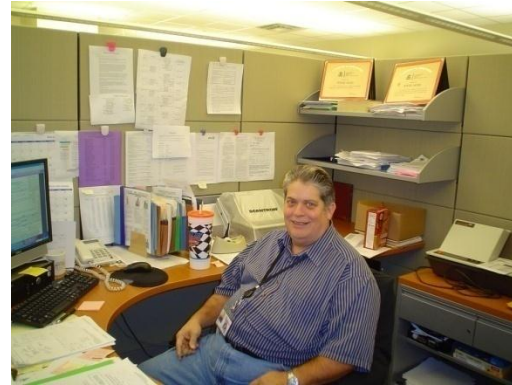
LAC 48:V.21 Chapter 73

R.S. 40:1141-1151

James Mooring, CET, CHMM
Administrator
Operator Certification Program

Operator Certification Program Staff

- ▶ Administrator
 - James Mooring
- ▶ Training Officer
 - Steve Hoss
- ▶ Administrative Coordinator
 - Jill Ruffin



Operator Certification Rule

Title 48 LA Administrative Code

LAC 48:V.21 Chapter 73

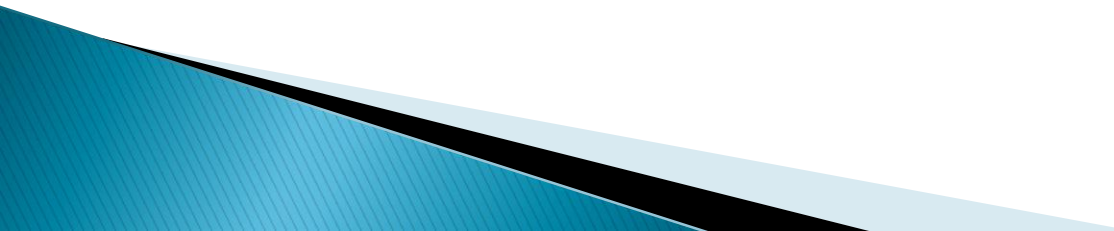
- ▶ The basic requirements for certification are set forth in R.S. 40:1141–1151
- ▶ The last major revision to the Operator Certification Rule was in 2002
- ▶ Rule Making Committee is currently drafting changes to Op Cert Rule that will be proposed to the Committee of Certification



Who Needs a Certified Operator?

- ▶ All Public Water Systems and all Community Sewerage System
 - Public Water System – Any water system that serves an average of at least 25 individuals at least 60 days out of the year
 - Community Sewerage System – Any sewer system which serves multiple connections and consists of a collection and/or pumping/transport system and treatment facility

Certification Requirements

- ▶ An operator shall demonstrate that, when not actually on site at the facility, he is capable of responding to that location within one hour of being notified that his presence is needed.
 - ▶ Systems operating multiple shifts are required to have a minimum of one certified operator on each shift.
- 

Act 236 & Act 112

(2005)

(2008)

- ▶ Surface water systems shall have a certified operator present at all times while the treatment facility is in operation
 - This section shall not apply to systems which serve less than 10,000 persons and which utilize automated operation systems which monitor system operation, record all required readings, notify the operator in the event of a system upset or failure, and allow the operator to remotely control or shut down the system.

Certification Categories & Levels

- ▶ Water Production
- ▶ Water Distribution
- ▶ Water Treatment
- ▶ Wastewater Collection
- ▶ Wastewater Treatment

- ▶ Class 1 = $<1,000$
- ▶ Class 2 = 1,001–5,000
- ▶ Class 3 = 5,001–25,000
- ▶ Class 4 = Over 25,000

Operator Requirements

- ▶ To become a Certified Operator or to upgrade the level of certification, you must
 - Have a High School diploma or a GED from an agency approved by the LA Department of Education
 - www.doe.state.la.us/lda/directory/1757.html
 - 1-877-453-2721
 - Pass an exam for each category and level
 - Meet the education and experience requirements
 - Apply for the Certificate

Operator Requirements

▶ You must pass an exam

- Exams must be taken and passed in sequence from Class 1 to Class 4
 - Passing grade is 70 or higher
 - If you fail an exam, you must wait a minimum of 90 days before taking the exam again
 - If you fail the same exam 3 times, you must attend a 40 hour course
 - Trainer must be notified in advance if you need a 40 hour course
 - You will not be allowed to take an exam for a certification higher than one level above that for which you are currently qualified

Exam Application



Bobby Jindal
GOVERNOR



Bruce Greenstein
SECRETARY

State of Louisiana
Department of Health and Hospitals
Center for Environmental Health Services

APPLICATION FOR OPERATOR CERTIFICATION EXAMS

1. PERSONAL DATA (please print or type)

FILL IN COMPLETELY!

Full Name _____
Last First Middle
Social Security# or Operator ID# _____ Date of Birth _____ Email Address _____
Mailing Address _____
Number Street City State ZIP
Name of Employer _____ Parish _____
Place of Employment _____
Number Street City State ZIP
Name of Plant(s) Water and/or Sewage _____ Work Phone # _____
Home Phone # _____ Cell Phone # _____ Work Fax # _____

Complete for All Exams: Exam Date _____ Location: _____
Location of 32 or 40 hr Operator Certification Review Course: _____ Date Course Attended: _____ No. _____
Location of 32 or 40 hr Operator Certification Review Course: _____ Date Course Attended: _____ No. _____
Location of 32 or 40 hr Operator Certification Review Course: _____ Date Course Attended: _____ No. _____
Instructor or Training Agency: _____
Mail to the attention of: Bill Ruffin at DHH/Operator Certification P.O. Box 4489 Bin #10 Box #6 • Baton Rouge, Louisiana 70821-4489

2. EXAMINATIONS REQUESTED
(CIRCLE EACH EXAM TO BE TAKEN)

* Examination Fees are \$5.00 per exam

A. Class 1 Water Production	D. Class 2 Water Production	G. Class 3 Water Production	J. Class 4 Water Production
B. Class 1 Water Distribution	E. Class 2 Water Distribution	H. Class 3 Water Distribution	K. Class 4 Water Distribution
C. Class 1 Water Treatment	F. Class 2 Water Treatment	I. Class 3 Water Treatment	L. Class 4 Water Treatment
M. Class 1 Wastewater Collection	O. Class 2 Wastewater Collection	Q. Class 3 Wastewater Collection	S. Class 4 Wastewater Collection
N. Class 1 Wastewater Treatment	P. Class 2 Wastewater Treatment	R. Class 3 Wastewater Treatment	T. Class 4 Wastewater Treatment

3. CURRENT CERTIFICATIONS (Water and/or Wastewater) List all by class and type.

4. YEARS OF FORMAL EDUCATION: _____ + _____ + _____ = _____
grade school high school college total years

a. Did you receive a high school diploma or equivalent certificate (GED)? YES () NO ()
b. Name and address of high school (include month/year diploma or GED received).

Bierville Building • P.O. Box 4489 Bin # 10 Box # 6 • Baton Rouge, Louisiana 70821-4489

Phone #: 225/342-7500 • Fax #: 225/342-7494

<http://new.dhh.louisiana.gov/index.cfm/page/416>

"An Equal Opportunity Employer"
Rev 11

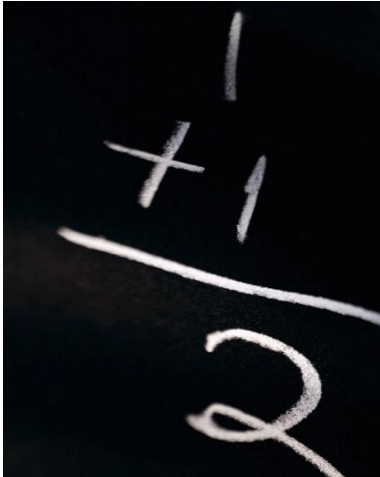
Operator Requirements

- You must meet the education & experience requirement for each level of certification

<u>Certification Class</u>	<u>Required Points</u>
Operator-In-Training	0
Class 1	1
Class 2	2
Class 3	5
Class 4	8

- ▶ Point value for Class 1 & 2 may be from experience alone although 25% of this value may be acquired from education credit
- ▶ No more than 75% of the total required points for Class 3 & 4 may be obtained from education or experience alone
- ▶ Information from your Exam Application is used to score Points
- ▶ Points can be updated by using the “Education & Experience Update” Form

Education & Experience Update



Bobby Jindal
GOVERNOR



Alan Levine
SECRETARY

State of Louisiana

Department of Health and Hospitals
Center for Environmental Health Services

EDUCATION AND EXPERIENCE

(Please PRINT Clearly or Type and Fill in COMPLETELY)

Full Name: _____
Last First Middle

Operator ID# or Social Security#: _____ Email: _____

Home Address: _____
Number Street City State ZIP

Phone: _____ Fax: _____

Did you receive a high school diploma? YES () NO () If not, did you receive an equivalent certificate (GED)? YES () NO ()

Name and address of high school: _____

Month/year diploma or GED: _____

College or University (include name & location of college, dates attended (from-to), credit hours (semester and/or quarter) and note degrees received):

NOTE: If you received a degree, you must provide a copy of your degree.

Other schools attended (include business, trade, military, etc.). Be sure to include name and address of each school, dates attended (month and year), type of course, and provide copies of diploma or certificates received and DD214.

Note: If more space is needed, use a separate sheet of paper.

Operator Qualifications

Assignment of Point Values

▶ Education

- Each college semester hour = .033 point
- Each hour of qualifying, approved continuing education = .0025 point
- California Manual Courses – 9 CEUs = .3333

▶ Experience

- Each year of operator experience = 1 point
- Each year of related experience = 0.5 point
- Each year of supervisory experience = 1.5 points

Effective January 1, 2010 – You must submit a copy of your transcript, degree, DD-214 or 2586, certificate of completion, etc before education points will be given.

Certification

▶ You must apply for your certificate

- A Pass/Fail Notice will be mailed to you after the exam is graded and the points are scored
- If you pass the exam AND meet the point requirements, you must apply for the certificate
 - Appropriate fees must accompany the application
 - A copy of the GED or High School Diploma should be submitted with the Application for Certificate
 - “Certification Law & Rules Exam” must accompany all Level 1 certificate applications

Application for Certificate

Bobby Jindal
GOVERNOR



Bruce Greenstein
SECRETARY

State of Louisiana
Department of Health and Hospitals
Center for Environmental Health Services
Engineering Service Operator Certification

APPLICATION FOR LOUISIANA OPERATOR CERTIFICATE

Name: _____ / _____ / _____
Last First Middle

Mailing Address: _____
Street or Post Office Box

City _____ State _____ Parish _____ Zip _____

OpID or SS#: _____ Home Phone: _____ Cell Phone: _____ Date of Birth: _____

Present Employer: _____ Parish: _____
City or Company

Address: _____ / _____ / _____
Street or Post Office Box City State Zip

Work Phone: _____ Fax: _____ Email: _____

Regular fees are based on the number of certificates and are figured separately for water and wastewater. The first certificate is \$20. Each additional certificate is \$10 each.

Please make checks payable to: "Committee of Certification"
and mail to P O Box 4489 Bin # 10 Box # 6 Baton Rouge La 70821

NO NEW certificates will be issued without proof of education. The Certification Office must have a copy of your **HIGH SCHOOL DIPLOMA** or **GED** on file. If we do not already have your proof of education on file, please attach a copy to this application.

Certification Based on Reciprocity Request Yes No

Circle Certificate(s) Requested

Water Production *0 1 2 3 4
Water Treatment *0 1 2 3 4
Water Distribution *0 1 2 3 4
Wastewater Treatment *0 1 2 3 4
Wastewater Collection *0 1 2 3 4

Certificate Fees: Water Wastewater
One Certificate \$20 \$20
Two Certificates \$30 \$30
Three Certificates \$40
Duplicate/Replacement Certificate \$5each

Total Enclosed _____

(This application will be returned if not filled out completely)

*0 – Operator-in-Training Certificate – May not be designated as operator of the system.

Date _____

Signature of Supervisor _____

Date _____

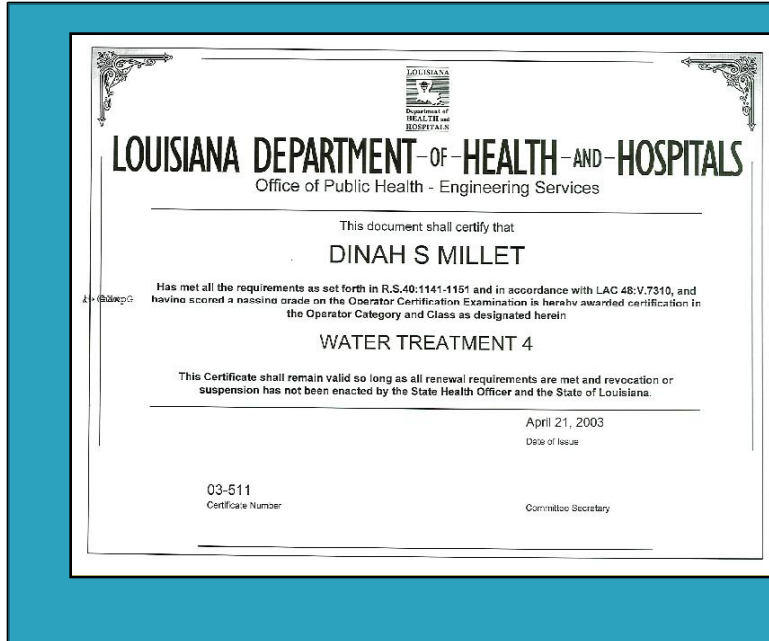
Signature of Applicant _____

Bienville Building • P.O. Box 4489 Bin # 10 Box # 6 • Baton Rouge, Louisiana 70821-4489
Phone #: 225/342-7508 • Fax #: 225/342-7494

WWW.DHH.Louisiana.GOV/offices/ID=236

"An Equal Opportunity Employer"

Rev07



Law and Rule Exam



Certification Law and Rules Examination

*Must be completed and returned to the Operator Certification Office before Certificate (s) will be issued
P.O. Box 4489, Baton Rouge, LA 70821-4489*

1. Who is responsible for ensuring that your re-certification training hours are sent to the Certification Office?
 - a. supervisor
 - b. town or city
 - c. you
 - d. mayor
2. All facilities that use groundwater or surface water as a source of raw water are required to hold Water Production certification.
 - a. true
 - b. false
3. Who is responsible for ensuring that your renewal payment is sent to the Certification Office?
 - a. supervisor
 - b. town or city
 - c. you
 - d. mayor
4. What level classification would be required for a wastewater system or a water production system, if the population served is 3,500?
 - a. class 1
 - b. class 2
 - c. class 3
 - d. class 4
5. What is the minimum educational requirement for ALL levels of certification?
 - a. high school diploma
 - b. G.E.D.
 - c. college
 - d. a or b
6. The Operator's certificates must be displayed in a prominent place in the classified facility.
 - a. true
 - b. false
7. If an applicant takes an examination and fails to attain a passing grade (70 percent or higher), he must wait a minimum of _____ days before he can take another exam in the same category and level.
 - a. 30
 - b. 60
 - c. 90
 - d. 120
8. An operator who is designated as the "operator in charge" over more than one water or wastewater system must be able to respond to the systems location within _____ hour (s) of notification that his presence is required.
 - a. 1
 - b. 2
 - c. 3
 - d. 4

Certification

- ▶ Operators must apply for and pay the fees for each level of certification
 - R.S. 40:1145 (B) requires Certificates to be displayed by the holder in a prominent place
 - Continuing Education hours cannot be applied to test scores
 - Test scores are retained for only 2 years

Certification Renewal

▶ Continuing Education

- Wastewater – 16 hours
- Water – Minimum of 16 hours/8 hours per certificate
- Must receive CE hours during the current 2–Year cycle
 - January 1, 2014 – December 31, 2015
- All training courses must be approved by the Operator Certification Office
 - List of approved classes can be found online:
 - <http://new.dhh.louisiana.gov/index.cfm/page/416>
 - In-house training must be pre-approved
 - Sign in/registration sheets must be submitted within 30 days
- It's the Operator's responsibility to get the required continuing education hours

Certification Renewal

▶ Renewal Fee

- Renewal Fee must be paid for each 2-year cycle in order to remain certified
- Renewal Fee must be paid before you will be allowed to upgrade your certification

Pictured ID Cards

- ▶ ID Card will be printed and mailed once Renewal Fee is paid
 - If there is a photo in the database
- ▶ You will not receive a new ID card if you upgrade your certification or add certifications during a 2-year cycle
 - New ID card will be issued each 2-year cycle
- ▶ Once issued, you must have the ID card on you at all times when you are on duty



2014 Exam Schedule

▶ Closed Exams

- Seven (7) scheduled in 2014
- Must complete a 32 hour certification review class prior to test date
- **Pre-approval of Exam Application is required**
- Exam application must be submitted to Operator Certification office **30 days prior to test date**
- Once approved, Operator will be mailed an “Exam Admission Authorization”
- You must present the Exam Admission Authorization to enter the Closed Exam
- Driver’s license or other government issued pictured ID required (not your Op Cert ID)
- **One Pre-approval only exam in 2014***

2014 Exam Schedule


▶ Open Exams

- Two (2) scheduled in 2014
- Pre-approval advised, but not required at this time
- Must present Authorization Letter or Exam Application to enter test site
- Driver's license or other government issued pictured ID required (not your Op Cert ID)

2014 Exam Schedule

Month	Open Exams	Closed Exams
February 14, 2014		DHH– Baton Rouge
March 14, 2014	LA Conference Short Course Shreveport	
April 11, 2014		Kinder
May 16, 2014		Ruston
June 13, 2014		Reserve
July 11, 2014	LRWA Conference Lake Charles	
August 15, 2014		DHH – Baton Rouge
September 12, 2014		Shreveport
October 17, 2014		Kinder
November 21, 2014		*Luling (Pre-approval required)

Exam Rules

- ▶ Must present Letter of Authorization to enter a Closed Exam
 - ▶ An exam application or Letter of Authorization must be presented to enter an Open Exam
 - ▶ A Driver's License or ID issued by the DMV must be presented. ID must have a picture.
 - ▶ No cell phones, cameras, earpieces, headsets, PDAs, radios, MP3 players, etc allowed in the testing facility (building)
 - ▶ No hats, bags, purses, pads, tablets, papers, manuals, binders, etc allowed in building
 - ▶ No Loitering. After you take your exam and pay your exam fees you must leave the testing area.
- 

Exam Rules

- ▶ You should bring only the following items to the exam center:
 - Letter of Authorization for Closed Exam
 - Exam Application or Letter of Authorization to an Open Exam
 - ID with picture (Driver's license or ID issued by DMV)
 - 2 – # 2 lead pencils (sharpened)
 - Calculator
 - Simple 10 key preferred
 - Not programmable

Operator Certification Contact Information

- ▶ Mailing Address:
 - LA DHH-OPH-CEHS
Operator Certification Unit
P.O. Box 4489
 - Bin#10/Box#6
Baton Rouge, LA 70821-4489
- ▶ Physical Address:
 - 628 North 4th Street
Baton Rouge, LA
- ▶ Phone Numbers:
 - Jill 225-342-7508
 - Steve 225-342-7507
 - Jim 225-342-7512
- ▶ Online:

<http://www.dhh.la.gov/operatorcertification>



Operator Certification



Questions?