

N. C. Water Treatment Facility Operator Certification Board Temporary Certification Application

Instruction:

1. This application was developed by the Board to provide instruction to applicants interested in applying for temporary certification. The information outlined below must be submitted to the Board in order for the application to be considered for approval. If any of this information is omitted the application will not be reviewed by the Board.
2. The applicant must comply with 15A NCAC 18D *Rules Governing Water Treatment Facility Operators*, section .0404.
3. The application must be typed or printed legibly in ink.
4. The temporary certification fee is \$50.00 and must be included. Checks should be payable to: NCWTFOCB.
5. All questions must be answered in detail; Section III should be completed on separate pages.
6. Mail application and check to: NC Water Treatment Facility Operators Certification Board
1635 Mail Service Center Raleigh, N.C. 27699-1635

I. To be completed by the operator requesting temporary certification:

Name: _____ Application Date: _____
(As you wish it to appear on certificate)

Home Phone: (_____) _____ Work Phone: (_____) _____

Preferred Mailing Address: Home ____ Work ____

Home Mailing Address: _____

County Employed: _____

Certification(s) Presently Held: _____

Grade/Level Certification Applying For: _____

Operator Signature: _____
(By signature, I certify the information provided in this application is true and accurate to the best of my knowledge)

II. To be completed by the public water system:

Employer/ Public Water System: _____ PWS ID Number: _____

Employer Mailing Address: _____

Employer Signature: _____
(By signature, I certify the information provided in this application is true and accurate to the best of my knowledge)

III. Provide the following information completely on separate pages:

- 1) Explain in detail why the temporary certification is being requested and what events occurred that made this request necessary.
- 2) Explain how the public water system determined that the number of available certified operators in the county and the surrounding counties do not provide an adequate applicant pool to fill the vacancy. Detail the process that was used to make this determination.
- 3) Outline in detail what steps were taken to hire a certified operator. If job advertisements were published, include at least two of the postings and the date the advertisements were published with the circulation source. Include the pay range for the advertised certified operator position.
- 4) Explain in detail why a contract operator or company is not an option until a certified operator can be hired or a current employee can be certified.
- 5) Provide documentation of the operator's qualifications including education, training, and experience to demonstrate qualifications equivalent to the grade/level certification for which temporary certification is requested.
- 6) Explain why you believe issuing a temporary certification is the best solution to this situation and how temporary certification approval will ensure the protection of public health.
- 7) Provide the steps that will be taken to obtain permanent certification and provide a timeline in which each step will be accomplished.
- 8) Explain in detail the plan that will be implemented if the operator fails to obtain certification on the date indicated in question 7.

IV: General information:

- a) Approved temporary certification are valid for one-year. Applicants may request a one-year extension by reapplying to the Board sixty days before the expiration date.
- b) The Board may issue special conditions for any approved temporary certification in order to protect the public health.
- c) Temporary certification may be issued for any type or level certificate.
- d) Individuals may only apply for a temporary certification that is one level higher than their current certification level.
- e) Operators that are issued a temporary certification cannot be designated as the Operator in Responsible Charge for the facility/system.
- f) Temporary Certifications are site specific and non-transferable.
- g) Regional office must concur with the request for temporary certification.

<u>For Board Use Only</u>		
Fee Paid: _____	Approved: _____	Denied: _____
Reason: _____		
PWSS RO Comments: _____		