

Maryland Certification Examinations for Water and Wastewater Operators and Superintendents

*A Guide to the Maryland Certification Process and Preparing for and Taking the
Examinations*

*Produced by the
Maryland Center for Environmental Training
in partnership with the
Water and Waste Operators Association of Maryland, Delaware and
District of Columbia*

Certification Process Overview

Who Must be Certified

Maryland law (COMAR 26.06.01.05A) and certification regulations require that all operators and superintendents of facilities be certified and defined as “operator” and /or “superintendent.”

26.06.01.05

.05 Certification.

A. General.

(1) An individual may not practice as an operator or superintendent in a works unless that individual has been certified by the Board in the appropriate classification.

You are an **operator** if you participate in the operation of:

- a water treatment plant,
- a water distribution system,
- a wastewater treatment plant,
- a wastewater collection system, or
- an industrial wastewater treatment plant (works).

You are “participating in the operation of” one of these facilities, and therefore are considered to be an operator, if you are responsible for tasks such as:

Making decisions regarding:

- the control of flow through the facility,
- the control of any of the treatment processes in the facility,
- the control of the discharge from the facility.

Determining processing requirements based on:

- observations of variations in operating conditions,
- interpretation of instrumentation data and test results.

Determining remedial action in emergencies.

Training and directing employees to maintain equipment.

In the absence of the superintendent, making operating decisions based on the superintendent’s directives.

You are a ***superintendent*** if you hold an Operator Certificate and are designated by your employer as the person “in responsible charge” of the facility. Not all Operator Certificate holders will be designated as superintendents. The certification regulations identify only two positions which must be filled by certified superintendents: 1) the superintendent and 2) the assistant superintendent. Employees filling other positions may be certified as superintendents, but these are the only two positions which require superintendent certification. In summary, if you are designated by your employer as “the responsible person in charge” of the facility, you must obtain superintendent certification.

26.06.01.05

.05 Certification.

A. General.

- (1) An individual may not practice as an operator or superintendent in a works unless that individual has been certified by the Board in the appropriate classification.
- (2) Unless the Department determines that a reasonable potential exists to adversely affect the quality of the receiving body of water or the environment, operators or superintendents working in the following categories need not be certified under this regulation:
 - (a) Petroleum storage and distribution facilities;
 - (b) Seafood processors;
 - (c) Vehicle washing facilities;
 - (d) Vehicle maintenance facilities;
 - (e) Sand and gravel facilities;
 - (f) Stone quarries;
 - (g) Industries dechlorinating supply water as their only treatment;
 - (h) Industries discharging only stormwater runoff; and
 - (i) Industries performing tank or pipe hydrostatic testing.
- (3) The Department may require certification of operators and superintendents working in the industrial wastewater works of any individual facility within the categories identified under §A(2)(a)—(i) of this regulation.
- (4) Certification of operators and superintendents working in pretreatment plants may be required only for those plants that are significant industrial users.

B. Individuals Who Shall Have an Operator or Grandparented Certificate.

- (1) Wastewater Treatment Plant and Water Treatment Plant. Individuals who are responsible for one or more of the following tasks shall be certified as water treatment plant or wastewater treatment plant operators:
 - (a) Makes decisions regarding the control of flow, and processing of raw and treated drinking water, wastewater, or sludge, or makes the adjustments that control flow or processing of raw or treated drinking water, wastewater, or sludge;
 - (b) Observes variations in operating conditions, and interprets meter and gauge readings and test results to determine processing requirements for treatment of drinking water, wastewater, or sludge; or
 - (c) In the absence of the superintendent or operator in responsible charge, makes operating decisions based on the superintendent's or operator in responsible charge's directives or on standard operating procedures.
- (2) Wastewater Collection System and Water Distribution System. Individuals who are responsible for one or more of the following tasks shall be certified as wastewater collection system or water distribution system operators:
 - (a) Determines remedial action in emergencies;
 - (b) In the absence of the superintendent or operator in responsible charge, makes operating decisions based on the

superintendent's or operator in responsible charge's directives or on standard operating procedures; or

(c) Makes the adjustments that control flow of treated drinking water or wastewater, unless directed by an operator in responsible charge or superintendent who is available on-site when the adjustment is made.

(3) Industrial Wastewater Works and Pretreatment Plants. An individual who is responsible for one or both of the following tasks shall be certified as an industrial wastewater works operator:

(a) Makes decisions on operation procedures;

(b) Trains and directs employees to maintain equipment operating procedures.

C. Individuals Who Shall Have a Superintendent Certificate. Individuals appointed to the following positions by an employing or appointing person, county, municipality, sanitary district, or this State shall be certified as superintendents:

(1) Superintendent of the works; or

(2) Assistant superintendent of the works.

D. Employment of Certified Personnel. A person, county, municipality, sanitary district, or this State may not operate a works unless all operators and superintendents as provided in this regulation are certified by the Board.

Certificates and Classification of Facilities

Certification regulations identify different “types” of certificates comprised of varying “categories” of certificates, and each certificate has different “classifications” of certificates.

Note: Certificates and their renewal cards must be available for inspection.

Types of Certificates Issued

Temporary Certificate - The Temporary Certificate is issued to a newly-hired operator or one transferring to a facility with a different classification. The Temporary Certificate holder, known as an Operator in Training, must work under the direction of a holder of an Operator or Superintendent Certificate. These certificates are issued for a specific classification.

Operator Certificate - The Operator Certificate is issued to an operator who has obtained the required education and experience and has passed the appropriate examination. These certificates are issued for a specific classification.

Superintendent Certificate - The Superintendent Certificate is issued to an operator who holds a valid Operator Certificate, has obtained the required education and experience for a superintendent, is appointed by an employer and completes the mandatory superintendent training program. These certificates are issued for a specific facility (for example, “Superintendent”—“Patapsco WWTP”).

Categories of Certificates

Five categories of certificates are issued (abbreviations used on renewal cards are shown in parentheses):

- Water Distribution (D)
- Water Treatment (T)
- Wastewater Treatment (W)
- Wastewater Collection (C)
- Industrial Wastewater Treatment (I)

Classifications of Certificates

Under the five categories, there are a total of twenty-three different classifications of certificates. These certificate classifications are determined by the classification of the facility or system in which the operator is employed.

Maryland classifies facilities according to treatment technology. In other words, each certificate is process-specific. This ensures that operators are technically-qualified for the process they are certified to operate. The operator and superintendent must have certification in the classification that matches the facility's classification.

Certain classifications of certificates also authorize the holder to operate other classifications of facilities. The tables below which outline the typical processes found in each classification of facility.

CLASSIFICATION OF WATER TREATMENT PLANT FACILITIES		
<i>Class of Plants</i>	<i>Type of Treatment Systems</i>	<i>Typical Processes Included in the System</i>
WD		Water Distribution System (one class only)
G	None	Sampling
1	Disinfection	Chlorination.
2	Chemical Treatment	Chlorination, pH control and fluoridation.
3	Simple Iron Removal	Chlorination, pH control, fluoridation, filtration and iron removal utilizing ion exchange or contact oxidation processes.
4	Complete Treatment	Chlorination, pH control, fluoridation, aeration, coagulation, sedimentation, filtration and complex iron removal.
5	Site Specific	Site specific—any alternative technology plants not covered under the classification system.

CLASSIFICATION OF INDUSTRIAL WASTEWATER TREATMENT PLANT FACILITIES

<i>Class of Plants</i>	<i>Type of Treatment Systems</i>	<i>Typical Processes Included in the System</i>
1	Basic Treatment	Petroleum base oil separators, liquid cooling and pH control.
2	Physical Treatment	Primary treatment, sedimentation, solids removal, pumping and land treatment.
3	Land Treatment	Chlorination, pH control, fluoridation, filtration and iron removal utilizing ion exchange or contact oxidation processes.
4	Biological Lagoons	Aerobic or anaerobic waste stabilization lagoons, disinfection and chemical addition.
5	Activated Sludge	Primary treatment, sedimentation, activated sludge and sludge handling.
6	Physical Chemical Treatment	Reduction of chemical and toxic substances including but not limited to cyanide and chromium, acid-alkali neutralization, coagulation and flocculation.
7	Site Specific	Plants not covered under the first six types of treatment yet covered under these regulations.

CLASSIFICATION OF WASTEWATER TREATMENT PLANTS

<i>Class of Plants</i>	<i>Type of Treatment Systems</i>	<i>Typical Processes Included in the System</i>
1	Lagoons	Aerated or non-aerated lagoons, filtration, disinfection and land or wetland treatment.
2	Physical/Biological	Primary treatment, sand filter, land or wetland treatment and disinfection.
3	Package Activated Sludge Plants	Screening, activated sludge, sedimentation, filtration, disinfection, chemical addition, sludge handling, pumping and land or wetland treatment.
4	Trickling Filters Rotating Biological Contactors (RBC)	Preliminary treatment, primary treatment, sedimentation, trickling filters, RBC, chemical addition, disinfection, sludge handling and pumping.
5	Activated Sludge	Preliminary treatment, primary treatment, sedimentation, activated sludge, oxidation ditches, filtration, chemical addition, disinfection, sludge handling and pumping.
6	Site Specific	Other alternative technology systems not covered under this classification system.
S	Solids Handling	Chemical conditioning, sludge thickening, sludge digestion, thermal treatment, chlorine treatment, filtration, dewatering, composting and land application.
A	Advanced Wastewater Treatment	Filtration, activated carbon adsorption, nitrification, denitrification, phosphorus removal, ammonia stripping, chemical feeding and conditioning, coagulation and flocculation.

CLASSIFICATION OF WASTEWATER COLLECTION SYSTEMS	
Class	Type of Systems
1	Gravity Flow
2	Gravity Flow and Pumped or Vacuum Flow

Holding Multiple Certificates

Depending on the types of facilities in which you are employed and the scope and responsibilities of your job, you may be required to obtain several different “types,” “categories” or “classifications” of certificates. Renewal fees are based on the number of types or categories of certificates held. Each separate type and or category costs \$100 to renew. However, renewals are subject to a \$200 maximum renewal fee, during any 3-year renewal, regardless of the number of certificates held. Examples of multiple certificates renewal costs:

Example 1: You Operate	Certificate Required	Type of Certificate Required	Renewal Costs
Class 4 Water Treatment Plant	YES	Water Treatment Operator	\$100
Class 5 Wastewater Treatment Plant	YES	Wastewater Treatment Operator	\$100
Renewal Fee Total			\$200

Example 2: You Operate	Certificate Required	Type of Certificate Required	Renewal Costs
Class 5A Wastewater Treatment Plant	YES	Class 5A Wastewater Treatment Operator *	\$100
* Certificate carries two separate classifications but counts as only one category of certificate.			
Renewal Fee Total			\$100

Example 3: You Operate	Certificate Required	Type of Certificate Required	Renewal Costs
Class 4 Water Treatment Plant	YES	Class 4 Water Operator	\$100
Designated Superintendent	YES	Water Treatment Superintendent	\$100
Renewal Fee Total			\$100

Example 4: You Operate	Certificate Required	Type of Certificate Required	Renewal Costs
Water Distribution System	YES	Water Distribution Operator	\$100
Class 2 Wastewater Collection System	YES	Class 2 Wastewater Collection Operator	\$100
Designated Superintendent <i>for Water Distribution System</i>	YES	Water Distribution Superintendent	\$100
Designated Superintendent <i>for Wastewater Collection System</i>	YES	Class 2 Wastewater Collection Superintendent	\$100
* While four separate certificates – two different categories of certificates and two different types of certificates – should cost \$400 (\$100 x 4), regulations set the maximum renewal fee at \$200.			
Renewal Fee Total			\$200 *

Certification Sequence Flow Charts

The flow charts on the following pages identify the typical sequence of activities a person entering the water and wastewater field would undertake in obtaining certification. A handy “check-off box” appears in the upper left corner of each block in the flow charts to be marked as each step is completed.

Remember Maryland operator certification requirements consists of three elements:

- 1) education,
- 2) experience and
- 3) examination.

These three elements will be outlined in detail in the flow charts.

Application forms which are referenced are available from:

The Board of Waterworks and Waste Systems Operators

Maryland Department of the Environment

1800 Washington Boulevard

Baltimore, Maryland 21230

(800) 633-6101, x-3167 or (410) 537-3168.

Online Applications

Applications

- Link to the general MDE page for [Applications and Forms](#)
- [Application for an Operator in Training \(Temporary\) Certificate Form MDE/WMA/BWW/OIT](#)
- [Application for Operator Examination Form MDE/WMA/BWW/EXM](#)
- [Application for Superintendent Certificate Form MDE/WMA/BWW/SUP](#)
- [Application for Reciprocity Certificate Form MDE/WMA/BWW/REC](#)
- [Application for Training Program Approval Form MDE/WMA/BWW/TRN](#)

Operator Certification Sequence

Check boxes as requirements are completed

	Task	Description
<input type="checkbox"/>	Obtain employment	When you obtain employment in Maryland as an “operator,” you must obtain certification. In fact, employers are prohibited from employing persons as operators unless they are certified.
<input type="checkbox"/>	Immediately apply for Temporary Certificate	On the first day of employment, you (in conjunction with your employer) must submit to the Board an “Application for a Temporary Certificate” along with a \$100 fee for each category of certificate. Obtaining the Temporary Certificate “starts the clock” for the required experience you will need to obtain your Operator Certificate. The Temporary Certificate is valid for three years from the date it is issued; at which time, it may be renewed if you have not yet passed the certification exam and completed the education and experience requirements to obtain your Operator Certificate. With your Temporary Certificate, you will receive a “renewal card.” Keep this renewal card with your certificate, as it shows the expiration date of the Temporary Certificate.
<input type="checkbox"/>	Study for certification exam	Once you have your Temporary Certificate, you should prepare to take the certification examination. You must pass this certification exam to obtain your Operator Certificate. Although your on-the-job experience will help you acquire much of the required skills and knowledge that the examination will ask of you, only studying will prepare you for some topics on the exam. Many of the organizations in the “Resources” section of this Guide offer training and study materials to help you prepare for the certification examination.
<input type="checkbox"/>	Apply for and take certification exam	When you believe you are sufficiently prepared to take and pass the certification examination, submit to the Board an “Application for Operator Examination,” with a \$100 fee. Applications for examination must be postmarked or delivered to the Board at least 21 days before the date of the exam that you plan to take. A list of scheduled exams is available from the Board. The exams are currently offered once each month in the Baltimore–Washington–Annapolis area. In addition, during May and November, the exams are offered at several locations throughout the State. All classifications of exams are offered at every location. You must specify in your application the classification of exam and the scheduled date and location at which you wish to take the exam. After you apply, the Board will confirm with you in writing the time, date and location of your exam two weeks before the exam date.

Operator Certification Sequence Continued

<input type="checkbox"/>	If you <i>fail</i> , study and retake the certification exam	<p>You will receive a letter from the Board, along with an Examinee Report detailing the topical areas of the exam in which you need improvement. You should study these areas further and apply to re-take the exam when you feel ready. The \$100 fee is required each time you re-examine. Remember that if you haven't passed the certification examination during the three years your Temporary Certificate is valid, you will need to renew your Temporary Certificate. The Board allows you to renew your Temporary Certificate as many times as you need to pass the certification examination and meet the other operator certification requirements. Each temporary certificate renewal is valid for three years. Your certificate renewal date (shown as an expiration date) is indicated on the "renewal card" for that certificate. Prior to renewing your Temporary Certificate you must have: 1) attended "State-approved" training (detailed in item #8 below), 2) taken the certification examination at least once for the classification of certificate you are renewing and 3) submitted an "Application for Certification Renewal," with a \$100 fee per category of certificate.</p>
		<p>Note: Your total renewal fees may not exceed \$200 regardless of the number of certificates you are renewing. Furthermore, in order to renew the Temporary Certificate, you must take 1.5 times as much training as is required to renew the Operator Certificate. After the Board verifies that you have complied with all renewal requirements, you will receive a renewal card for the next three-year period.</p>
<input type="checkbox"/>	Pass certification exam	<p>You will receive a letter from the Board notifying you of your success. However, passing the exam is only one step toward obtaining your Operator Certificate. Remember, Maryland certification requirements consist of three elements: 1) education, 2) experience, and 3) examination.</p>
<input type="checkbox"/>	Complete education and experience requirements	<p>In addition to passing the appropriate examination, each operator certification classification has its own minimum education and experience requirements. See Education and Experience Requirements for Each Classification.</p>
<input type="checkbox"/>	Apply for Operator Certificate	<p>After you have passed the exam and met the education and experience requirements for your certification classification, submit to the Board an "Application for an Operator Certificate," with a \$100 fee. The Board will review your application and after verification of your education and experience, you will receive your Operator Certificate. The certificate is valid for three years, at which time you must renew it. With your Operator Certificate you will receive a "renewal card." Keep this renewal card with your certificate, as it shows the Operator Certificate expiration date.</p>

Operator Certification Sequence Continued	
<input type="checkbox"/>	<p>Renew Operator Certificate every three years</p>
	<p>Your Operator Certificate must be renewed every three years. Requirements for renewal are to attend “State-approved” training (described above) and submit to the Board an “Application for Certification Renewal,” with a \$100 fee per category of certificate.</p>
	<p>Note: Your total renewal fees may not exceed \$200 regardless of the number of certificates you are renewing.) Each renewal is valid for three years. The Board allows you to renew an Operator Certificate as many times as you want, even if you leave the water and wastewater field. After the Board verifies that you have complied with all renewal requirements, you will receive a “renewal card” for the next three-year period.</p>
<p>* The certification regulations provide a late renewal process for renewing a certificate that has expired, and a process for reinstating a certificate after the end of the late renewal period. Call the Board for details and forms.</p>	
<p>For most operators, renewing the Operator Certificate is the final (although repeatable) requirement necessary to maintain proper certification. However, if your employer appoints you as “superintendent,” you will have to comply with the following superintendent-related requirements in addition to the operator - related requirements listed above.</p>	

Out-of-State Operator Applicants - Certification by Reciprocity

Maryland’s certification regulations allow the Board to grant Operator Certificates to out-of-State applicants without requiring applicants to take Maryland certification examinations. To apply for certification by reciprocity, you must possess a valid certificate from another state (or from the Association of Boards of Certification).

Your out-of-State certificate, and the out-of-State examination that you passed to earn this certificate, must both be substantially equivalent to those which you are requesting through reciprocity. You need to be employed as an operator in Maryland or have employment pending (as soon as Maryland certification is granted). In addition, you must meet the appropriate education and experience requirements for the requested classification of Operator Certificate. See [Education and Experience](#). Submit to the Board a “Certification by Reciprocity” application and pay a \$100 application fee. Upon Board approval of the reciprocity request, you also are required to pay a \$100 “Operator Certificate” fee for each category of Operator Certificate granted. Only operator certification may be obtained through reciprocity. Superintendent certification cannot be obtained through reciprocity.

The Operator Certification Examinations

The Board uses certification examinations provided by the Association of Boards of Certification (or “ABC”), a testing service which provides certification exams and other certification-related services to many of the certifying boards in the US and other countries. ABC scores the exams for the Board and provides a statistical report on each examinee’s performance.

Each certification classification has its own exam created by ABC based on the Board’s instructions. Only questions pertaining to the processes included in the specific classification are on the exam, as well as generic topics such as maintenance, safety and math. All exams use only multiple choice questions with typically four answers from which to choose. Most of the exams have 100 questions, although some have only 75 and some only 50. The time allowed to complete an exam is 3 hours for the 100 question and 75 question exams and 2 hours for the 50 question exams. The minimum passing score for all exams is 70%.

After you take the certification exam, the Board sends your answer sheet to ABC for computerized scoring. ABC returns your results to the Board, which then sends you a letter stating whether you have passed or failed and an [Examinee Report](#) which details your performance on each topic of the exam. It typically takes about four weeks to receive results following the exam.

Note: Some of the industrial wastewater treatment exams are generated and scored by the Board (not ABC) and therefore do not conform to the above exam description.

Only the IWW Class 3, 4, 5, and 6 exams are provided by ABC (and the IWW Class 5 that's used is actually the Wastewater Treatment Class 5 exam—there is no specific IWW Class 5 exam). Therefore, only the IWW 3, 4, 5, and 6 exams conform to the standard ABC - type formats described in this handbook.

The IWW 1 and 2 exams are generated and graded by the Board and are **significantly** different from the ABC exams. The IWW 1 and 2 exams will cover basic information, including questions about your facility and treatment process. You'll need to be able to draw a diagram of your plant, to specify your permit limits, and to explain the consequences if you fail to comply. You'll also be asked to demonstrate the ability to do basic wastewater calculations, including calculating volumes, flow and measuring pH.

For more information concerning the IWW exams, we recommend contacting the Board directly.

Superintendent Certification Sequence

Check boxes as requirements are completed

	Task	Description
<input type="checkbox"/>	Apply for Superintendent Certificate	Every facility must have one or more designated superintendents, and only Operator Certificate holders may become superintendents. Furthermore, the Operator Certificate must authorize you to operate the classification of facility for which your employer has designated you as superintendent. In conjunction with your employer, submit to the Board a "Superintendent Certificate Application," with a \$100 fee. Ensure that your employer has properly designated you as superintendent of the facility identified on the application. This formally designates you as the facility superintendent.
<input type="checkbox"/>	Complete education and experience requirements	Each superintendent certification classification has its own minimum education and experience requirements. See Education and Experience Requirements for Each Classification .
<input type="checkbox"/>	Receive initial Superintendent Certificate	Under the August 1997 revisions to the regulations, you may now receive an initial Superintendent Certificate if you have satisfied all of the requirements except completion of the Superintendent Certification Training. You will receive a "renewal card," which is valid for one year.
<input type="checkbox"/>	Attend superintendent certification training within one year	In place of an examination, the Board requires that all applicants for superintendent certification attend and complete a Board-sponsored training session that highlights management and regulatory topics. After the Board has verified your education and experience, it will schedule you for the next superintendent certification training session. These training sessions are held approximately every six months. You will be notified of the date and location of the training session and will be invoiced by the hosting community college for the cost of the training. Cost for this training varies, since the hosting community college may charge various supplemental fees.
<input type="checkbox"/>	Receive superintendent Certificate renewal automatically	Following successful completion of the superintendent certification training described above, you will automatically receive your Superintendent Certificate renewal. Keep the renewal card with your certificate, as it shows the expiration date of the Superintendent Certificate.
<input type="checkbox"/>	Attend State-Approved training sufficient to maintain certification	Your Superintendent Certificate has its own "State-approved" training requirement for renewal, similar to, but not the same as, your Operator Certificate. The major difference is that the training must be specifically approved for "superintendents" in the category of your Superintendent Certificate. Typically, this type of training is not approved for renewal of your Operator Certificate. However, if it is approved for renewal of both Operator and Superintendent Certificates, you are permitted to apply the training units to only one of the certificate renewals— not both .

Superintendent Certification Sequence Continued



Renew Superintendent Certificate every three years

Your Superintendent Certificate must be renewed every three years. Both your Superintendent and Operator Certificates will renew on the same date. Requirements for renewal are to attend “State-approved” training (as described above) and submit an “Application for Certification Renewal.” For superintendents, since you will be simultaneously renewing both a Superintendent and Operator Certificate, the total fee will be \$150. Each renewal is valid for three years. After the Board verifies that you have complied with all the renewal requirements, you will receive a “renewal card” for the next three year period. The Board allows you to renew a Superintendent Certificate as many times as you want. However, the Superintendent Certificate becomes invalid immediately if your employer withdraws designation of you as a superintendent. The Superintendent Certificate also becomes invalid if you leave the facility for which the certificate is issued, since the certificate is “site-specific.”

Note: To maintain your superintendent certification, you must also maintain your operator certification.

3.27 WATERWORKS AND WASTE SYSTEM OPERATOR CERTIFICATION

Information on Becoming a Water or Wastewater Certified Operator or Superintendent

Why do I need to be certified?

This certification helps to protect public health and the environment by setting minimum education, experience, and examination standards that applicants must satisfy. It is required for operators and/or superintendents of water treatment plants, water distribution systems, wastewater treatment plants, wastewater collection systems, certain pretreatment facilities that discharge to sanitary sewers, or industrial wastewater facilities.

What laws or regulations give MDE the legal authority to issue this approval?

STATE: Environment Article, Title 12; COMAR 26.06.01.

What is the process to get this approval?

1) Submit completed application form for a certificate and the application fee to the Board of Waterworks and Waste Systems Operators.

2) Pass necessary certification examination(s).

3) Complete experience and education requirements.

4) Submit a completed application for full certification and the application fee to the Board.

APPLICATIONS & OTHER INFO

[Application for a Temporary Certificate](#)

(Form MDE/WMA/BWW/TMP)

[Application for Operator Certification](#)

(Form MDE/WMA/BWW/OPR)

[Application for Operator Examination](#)

(Form MDE/WMA/BWW/EXM)

[Application for Superintendent Certificate](#)

(Form MDE/WMA/BWW/SUP)

[Application for Reciprocity Certificate](#)

(Form MDE/WMA/BWW/REC)

[Application for Training Approval](#)

Are there any other requirements? PRE-

APPROVAL: A minimum of a high school education and six months to three years of related work

experience (varies according to the specific work certification) and passing the appropriate written examination.

POST-APPROVAL: The triennial renewal requires completion of a specified number of hours of Board-approved training (see COMAR 26.06.01.13). There are additional education, experience, and examination requirements for superintendent certification. The Department should be contacted for the details.

How long should I expect it to take to get this approval once I submit a complete application?

Type of Certificate	Turnaround Time
New certificates	45 days
Renewal certificates	30 days

Once I get this approval, how long will it last? Maximum of three years

How much will this approval cost?

Type of Fee	Fee
Examination	\$100
Application fee for a temporary, operator or superintendent certificate	\$100
Renewal for the first certificate	\$100
Renewal fee for each additional certification category	\$100 each with a cap of \$200 during any 3 year renewal

Do I need to know any additional information?

Exams are given monthly. Examination applications must be submitted at least three weeks before the date of the examination.

Who do I contact with additional questions?

MDE Board of Waterworks and Waste Systems Operators (410) 537-3167