



## Colorado Voluntary Biosolids Land Appliers Certification Examination Policies and Procedures Rocky Water Environment Association

### A. Background

The purpose of the Colorado Voluntary Biosolids Land Appliers Certification Examination Policies and Procedures document is to provide an explanation of the practices applicable to the administration of Biosolids Land Applier operator's certification examinations in Colorado. Persons with additional questions that are not answered by this document should contact the Biosolids Land Appliers Certification Program Administrator at 303-783-6843; our mailing address is Jim Medlock, 2900 S Platte River Dr. Englewood CO 80110.

### B. Certification Examinations Offered

Certification examinations are offered in two separate exam cycles each year.

#### **1. Biosolids Land Appliers Certification Exams**

Two examination cycles are offered each year for biosolids land appliers certification examinations, under the administration of the Rocky Mountain Water Environment Association (RMWEA). Examinations will be offered on several dates in March and August. The locations of the examinations are scheduled for the Denver Metropolitan (March) area and in Leadville (August).

### C. Application Process

#### **1. Application Deadlines**

Please refer to the Rocky Mountain Water Association's web site <http://www.rmwea.org> to confirm specific application deadlines for individual exam cycles. The deadlines for the biosolids land appliers certification examinations are December 1 for the Denver Metro area in March and June 1 for the Leadville exams. **Please note** that if a deadline would fall on a weekend or legal holiday, the deadline is extended to the next day that is not a Saturday, Sunday or legal holiday. **Please note that the application deadlines specified are the dates by which applications must be received by RMWEA, Biosolids Land Appliers Administration (RMWEA, BLAA).** Operators may submit applications by mail, fax or hand-delivery. Operators who choose to submit applications by mail are strongly encouraged to mail the application well before the deadline to ensure that it is received on time. Applications received after the deadline will not be processed; rather, the operator will need to re-apply to take an examination in a later exam cycle. On rare occasions, an issue has arisen where an operator has mailed an application that has apparently become lost in the mail. In such circumstances, the operator may be allowed to take the examination, at the discretion of RMWEA, BLAA, **if the operator can document that the application was mailed in a timely manner.**

#### **2. Specific Application Procedures**

Instructions for completing applications to take operator certification examinations are posted on the RMWEA's web site noted above, along with the application form. Application forms and instructions can also be obtained from the web site.

**All application forms must be filled out completely. Incomplete application forms will not be processed.**

Payment of the required \$15.00 application fee and the \$60.00 examination fee (for a total of \$75.00) **must accompany the application**. If the application is not approved, the \$60.00 examination fee will be refunded upon request after the examination cycle has been completed.

### **3. Review and Notification of Acceptance/Rejection**

Except as noted, the timing discussed in this section applies to certification examinations for both examination locations.

- Approximately three weeks following the application deadline, the operator will receive an initial notification whether the certification examination application has been approved or disapproved.
- If the application is approved, instructions will be provided regarding admission to the examination. If the application is disapproved, the operator may request a re-review of the application, including consideration of any clarifying information that the operator may choose to submit regarding the identified basis for disapproval. Any such request for re-review must be received by RMWEA, BLAA within two weeks of the date of the disapproval notification letter. All factual information supporting the application must be received with the re-review request.
- The operator will receive notification of the results of a re-review approximately two weeks after such requests were due.
- If an application is still disapproved after re-review, the operator may appeal this determination to the RMWEA, BLAA. Any such appeal must be received in the Administrator's office within two weeks of the date of the second disapproval notification letter. The appeal must include a supporting explanation as to why the operator believes the disapproval is in error.
- The Board will consider any exam application appeal at its next regularly scheduled meeting. (Please note that for treatment plant operator certification examinations, exam dates early in each exam cycle may fall before the date that the Board considers an appeal. If the Board grants an appeal in such circumstances, the operator will be allowed to take the certification examination on a later scheduled exam date.)

If an application to take an examination at a particular level is denied (e.g. due to inadequate experience) the operator will not be allowed to take a lower level examination in that same exam cycle, even if the operator's experience is determined to be adequate for that lower level exam. The reason for this practice is that it is not feasible to plan in advance for multiple exams at multiple levels for multiple operators, in an effort to anticipate all possible results of operator appeals.

#### **D. Experience Requirements**

There are 2 certification levels. **Class I - Field Operator** and **Class II – Manager**.

##### **Class I – Field Operator**

- High school diploma, GED or equivalent
- 2 years of acceptable experience in a Class I position
- Take and pass the Class I Biosolids Land Appliers Standardized exam with a score of 70% or above.

### **Class II – Manager**

- Must hold an active Class I Biosolids Land Appliers Certification.
- 1,800 contact hours (180 CEU's) of post high school education in the environmental control field, engineering or related science.
- 4 years of acceptable operating experience in a Class I Biosolids Land Appliers position.
- Take and pass the Class II Biosolids Land Appliers Certification exam with a score of 70% or above.

### **1. Substitution of Education and Experience**

RMWEA, BLAA permits substitution of the education and experience requirements. Substitutions may not exceed 50% of any requirement except as noted. Education or experience which has been used as a substitution may not be reused to meet the education or experience requirements. Decisions on the acceptance of substitutions will be made on a case-by-case basis.

#### **Experience for Education**

- For Class I and II, one year of operating experience may be substituted for one year of high school without limit.
- For Class II, a maximum of two years of experience in a Class II position may be substituted for 900 contact hours.

#### **Education for Experience**

- Education used as substitution for experience must be formal post-high school education in the environmental control field, engineering or related science.
- For Class I, a maximum of 450 contact hours may be substituted for one year of operating experience.
- For Class II, a maximum of 900 contact hours may be substituted for 2 years of experience.

#### **Related Work Experience**

- Related experience in another type of environmental control utility, in another non-municipal residuals land application facility, or in another environmental certification category may be credited toward the experience requirement.
- Related experience may only be substituted for up to 50% of the experience requirements.

### **E. Examination Procedures**

For admission to an operator certification examination, an approved operator must have (1) a copy of their Applicant Notification Letter and (2) a form of picture identification. Applicants should also bring with them one or more #2 pencils and a standard mathematical calculator. Any calculations must be made on the exam booklet; no scratch paper is needed or permitted.

Please note that all persons must check in at registration no later than 12:00 noon on full-day testing dates. All tests will be collected at the specified finish time.

Examinees taking the Class II exam 30 minutes will be allowed for lunch; however, applicants must bring whatever they plan on eating to the exam, as they may not leave the immediate area for lunch. Three ten-minute breaks are generally allowed, with exams held by the proctors while the applicant is on break.

Cheating of any sort will not be tolerated. Operators taking certification examinations are prohibited from having data transmission devices, including cell phones, in certification examination rooms. Pagers must be turned off or set on silent ring during the examination. Failure to comply with this policy may result in immediate exam revocation, and/or automatic exam failure.

#### **F. Notification of Examination Results**

Operators will be individually notified of the official results of a certification examination approximately six to eight weeks following an exam date. A list of operators who have passed examinations is generally posted, by exam location, on the RMWEA web site approximately three to four weeks following an exam date. Operators who have passed an examination need to pay a \$50.00 administration fee to RMWEA to obtain their new certificate, in accordance with instructions provided with the notification of examination results.

Operators who do not pass a certification examination will receive:

- A summary analysis of their individual performance on the different topics tested.
- A statistical summary of the overall performance of examinees on the topics tested.
- A list of study references for the topics tested.

Because of security requirements applicable to the standardized exams used, operators are not able to review their individual exam responses.

#### **G. Renewals**

Certifications are valid for a period of 3 years. An active certification may be renewed without having to test again for a \$50.00 administration fee. A Class I Certification requires 1.8 Training Units in Biosolids or Wastewater Treatment, Safety or Driving related courses. A Class II Manager Certification requires 3.0 Training Units in Biosolids or Wastewater Treatment, Safety or Driving related course. Certifications must be renewed within 60 days before their expiration date. To renew a certification mail a copy of your certification to RMWEA –

Jim Medlock  
8375 W Massey Dr  
Littleton CO 80128

Enclose a check or money order payable to RMWEA for \$50.00.

Enclose a copy of your Training Certificates indicating hours attended.

# RMWEA Biosolids Land Appliers Application

**COMPLETE ALL SECTIONS FULLY AND ACCURATELY.**

| SECTION I: IDENTIFICATION AND CONTACT INFORMATION <i>(Please type or print)</i> |                      |                      |                                |  |                      |
|---|----------------------|----------------------|--------------------------------|--|----------------------|
| First Name:   |                      | MI:                  | Last Name:                     |  |                      |
| Mailing address (number and street):  |                      |                      |                                |  |                      |
| City:   |                      | State:               |                                | Zip:   |                      |
| Country (if out side the U.S.A.):   |                      |                      |                                |  |                      |
| Work telephone number:  |                      |                      | Home or cell telephone number: |  |                      |
| FAX number:   |                      |                      | Email:                         |  |                      |
| Birth Day   | <input type="text"/> | <input type="text"/> | Birth Month                    | <input type="text"/>                         | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> | Birth Year                     | <input type="text"/>                         | <input type="text"/> |
|   |                      |                      |                                | Social Security Number (last 4 digits only)* | <input type="text"/> |
|   |                      |                      |                                |  | <input type="text"/> |

\*For U.S. citizens/residents only. If outside the U.S., provide the last 4 digits of your government issued national identification number in the space provided.

| SECTION II: APPLICATION TYPE AND CLASS LEVEL                                     |  |
|--|--|
| <p>Application Type (check one):</p> <p><input type="checkbox"/> Examination</p> | <p>Application Class Level (check one):</p> <p><input type="checkbox"/> Class I</p> <p><input type="checkbox"/> Class II</p> |

| SECTION III: CURRENT LEVEL OF CERTIFICATION. <i>If you are currently certified in Biosolids Land Application, submit a copy of your current certificate and complete the following.</i> |                  |
|---|------------------|
| Are you currently certified in Biosolids Land Application? <input type="checkbox"/> Yes <input type="checkbox"/> No   |                  |
| Type and level of certification:  |                  |
| Certificate Number:   | Expiration date: |
| Name of Certifying Agency:  |                  |

| SECTION IV: EDUCATION. <i>Check your highest level of education. Provide a copy of your diploma verifying the highest level of education obtained. Class II applicants must also provide a transcript of post high school education.</i> |  |
|--|--|
| <input type="checkbox"/> High School Diploma   | <input type="checkbox"/> Associates Degree (2 year degree) |
| <input type="checkbox"/> GED or Equivalent   | <input type="checkbox"/> BA/BS Degree (4 year degree)      |
| <input type="checkbox"/> Some College (no degree earned)   | <input type="checkbox"/> Graduate Degree                   |





# RMWEA Biosolids Land Appliers Application

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## SECTION VIII: ACKNOWLEDGMENT

I, the undersigned, certify that I am the above applicant; that all statements made and information contained in this application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility for certification or revocation of any certificate granted. I understand that the enclosure is nonrefundable and that an additional processing fee may be charged if the application is completed incorrectly or is unreadable. Further, should I have received the certification under false circumstances, I will immediately surrender the certificate to RMWEA. I also consent to a thorough investigation of my application for the purpose of verification of my qualifications for certification. I also understand that by signing below I give RMWEA the authority to use and report this information and my test results. I waive all claims and agree to indemnify and hold harmless RMWEA for any action taken pursuant to the rules and standards of RMWEA with regard to my application, the RMWEA examination(s) and or my certification except claims based on gross negligence or lack of good faith.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Mail completed application to:

Jim Medlock

8375 W Massey Dr

Littleton CO 80128-6239