



Colorado Department
of Public Health
and Environment

Facility Operator Certification Reciprocity Policy

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Amended April 30, 2013

Colorado Department of Public Health and Environment
Water and Wastewater Facility Operators Certification Board
4300 Cherry Creek Drive South
Denver, Colorado 80246-1530

Board Policy 13-1
Expires June 30, 2018

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Introduction

The Colorado Water and Wastewater Facility Operators Certification Board (the Board) has adopted this policy to clarify the requirements for consideration of certification based on reciprocity, to set forth the process for making a request of the Board, and to outline the general decision-making criteria that is used to evaluate a request for certification based on reciprocity.

Regulatory Requirements

Section 100.13.5(a)(i)-(ii) of Regulation No. 100, *Water and Wastewater Facility Operators Certification Requirements*, "Certificates by Reciprocity," states:

Certificates may be issued by the Board or its designee, without examination, on a case-by-case basis, to persons in a comparable classification who have met the following requirements:

- (i) Passed an adequate, validated examination and who hold a valid certificate from another state, territory or possession of the United States, or other country provided the requirements for certification of operators under which the person's certificate was issued do not conflict with the provisions of Article 9 of Title 25, C.R.S., and are of a standard not lower than that specified by these regulations.
- (ii) Obtained qualifying experience in the state, territory or possession of the United States, or other country in which they hold a valid certificate.

Request for Certification Based on Reciprocity

Required Information

Consideration for reciprocity will be given to applicants upon formal request. Incomplete submittals will not be processed. The following information must be submitted to the Board's designee by the reciprocity applicant in order for a request to be considered:

1. A letter outlining the specific type and level of certification being requested for reciprocity consideration.
2. A completed "Application for Certification Based on Reciprocity" form describing the applicant's work history, education and experience supporting the certification held and that is being requested. The form is available on-line at www.ocpoweb.com/index.cfm?p=forms or by calling 303-394-8994.

3. A copy of the existing Certificate for which reciprocity is being requested, including the date of issuance and expiration, type of certification (water, wastewater, distribution) and the level held (A, 1, or similar). Certifications that have expired will not be considered.
 4. A copy of the applicable regulations and references to such regulations that describe the experience and/or education requirements for certification by the Certificate's issuing agency at the time the certificate was issued. This should include the number of levels of certification currently authorized and reciprocity guidelines if current licenses have been granted on a reciprocal basis.
 5. A copy of the applicable regulations and references to such regulations that describe the current facility classification system that correlates with the Certificate's type and level.
 6. A brief description of the test taken for the certification including the following information:
 - Describe if the test was multiple-choice, essay, true-false or a combination of these types.
 - The approximate number of questions.
 - The general topics covered, e.g. safety, maintenance, math, administrative, operations.
 - The approximate percentage coverage for each topic area.
- If the applicant's current Certificate was granted based on reciprocity, information must be submitted regarding the examination taken for the certification upon which the issuance of that reciprocal certificate was based.
7. Contact information for the issuing agency's operator certification program, including a web site address if available.

Submittal of the Request Packet

Submit the completed submittal packet and the \$15 application fee to:

Operator Certification Program Office (OCPO)
2170 S. Parker Road #290
Denver, Colorado 80231-5711

Decision Criteria

The decision criteria for granting reciprocity will generally follow the Board-approved "Reciprocity Decision Flow Chart" and accompanying "Explanation of Additional

Considerations,” attached as Appendix A. Unique situations may warrant case-by-case-determinations which may deviate from the flow chart.

The reciprocity committee will review submittal packages for completeness and applicability. The committee will then make a written recommendation to the Board as to the appropriate reciprocal certification in Colorado for consideration within 60 days of receipt of the request.

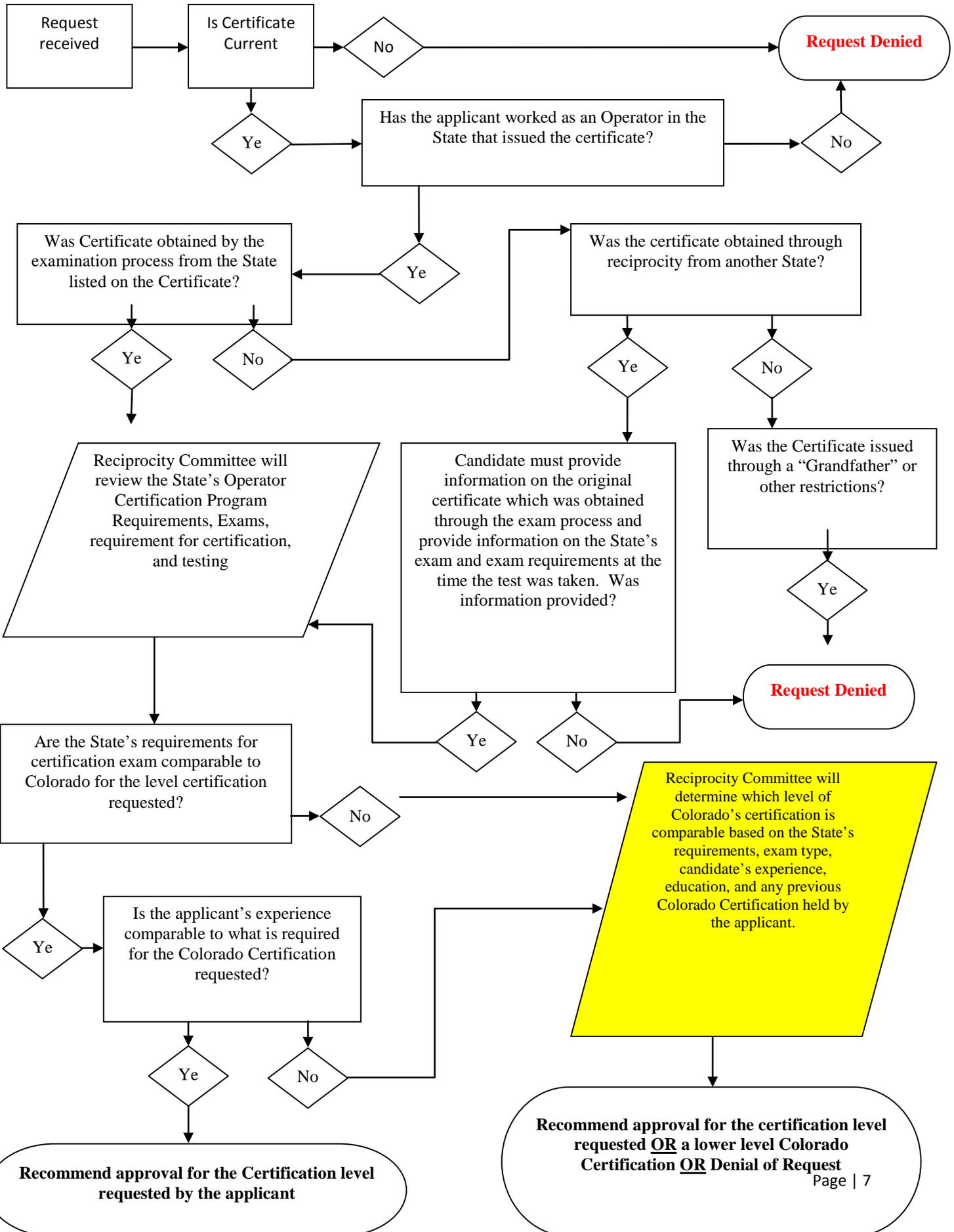
Certification Requirements

If certification based on reciprocity is granted, the applicant will receive written notification from the Board. Upon notification, the applicant must submit all applicable administration fees, as specified in section 100.19, Regulation 100, prior to issuance of the awarded certification.

Appendix A

Reciprocity Decision Flow Chart and Explanation of Additional Considerations

RECIPROCIITY DECISION FLOW CHART



Explanation of Additional Considerations

Consideration of applications for reciprocity will take into account the minimum requirements and substitutions for the various levels of Colorado water or wastewater certification as described in the *Water and Wastewater Facility Operators Certification Requirements*, Regulation 100, 5 CCR 1003-2.

Colorado began using standardized sequential exams in 2012 from the American Board of Certification (ABC). Certifications from those states that utilize standardized sequential ABC exams with a comparable pass ranking (P rating) will be recognized as equivalent to the comparable levels of Colorado Certification. Reciprocity can be granted in instances where an applicant holds valid certification in those states and upon confirmation of appropriate experience and/or education.

If the Reciprocity Committee is unable to obtain information on the applicant’s certification exam or if the exam requirements are not comparable to Colorado, then additional consideration of education and experience combinations will be given as follows:

Certification Requested	Existing Certification	Education	Work Experience
Water/Wastewater/ Industrial Wastewater Class A or Collection/ Distribution Class 4	Highest granted by state	BS in science or related field	4 yrs operating an ‘A’ facility <u>Or</u> Level 4 collection/distribution system
	Highest granted by state	AA in W/WW or related science	6 yrs operating an ‘A’ facility <u>Or</u> Level 4 collection/distribution system
	Highest granted by state		8 yrs operating an ‘A’ facility <u>Or</u> Level 4 collection/distribution system
Water/Wastewater/ Industrial Wastewater Class B or Collection/ Distribution Class 3	Equivalent level	BS in science or related field	3 yrs operating an ‘B’ facility <u>Or</u> Level 3 collection/distribution system
	Equivalent level	AA in W/WW or related science	4 yrs operating an ‘B’ facility <u>Or</u> Level 3 collection/distribution system
	Equivalent level		6 yrs operating an ‘B’ facility <u>Or</u> Level 3 collection/distribution system
Water/Wastewater/ Industrial Wastewater Class C or Collection/ Distribution Class 2	Equivalent level	BS in science or related field	1 yrs operating an ‘C’ facility <u>Or</u> Level 2 collection/distribution system
	Equivalent level	AA in W/WW or related science	2 yrs operating an ‘C’ facility <u>Or</u> Level 2 collection/distribution system
	Equivalent level		4 yrs operating an ‘C’ facility <u>Or</u> Level 2 collection/distribution system
Water/Wastewater/ Industrial Wastewater Class D or Collection/ Distribution Class 1	Equivalent level	Education equivalent to experience requirement	1 month operating a ‘D’ or higher facility <u>Or</u> Level 2 or higher collection/distribution system