

# ARKANSAS WATER OPERATOR LICENSING PROGRAM

Arkansas Department of Health – Engineering Section  
4815 West Markham, Slot 37, Little Rock, AR 72205-3867

## Water System Operator License Application Information

### PLEASE READ CAREFULLY!

We are pleased to furnish information concerning the procedure to make application for a water system operator license. There are two license types (Treatment or Distribution), with as many as five license grades. Please see the attached license determination charts to determine which license type and grade your job duties require. If more than one license is required, you may apply for both on the enclosed application or apply for each at different times on a separate application for each license. (The application form may be reproduced.)

To apply for a license, please fully complete the attached application and return it to the address shown on the application. You must enclose, with the application, the required **fee of \$35.00 for one license or \$70.00 for both licenses**. Fees cannot be refunded or transferred to another operator. The applicant's fees and application will be valid for one year from receipt of the application or last exam taken. If additional time is needed please request before the one year holding period ends.

The application must be filed, at least, 60 days before taking an exam to allow for adequate time to process the application. The addition of a criminal history review to the application process may require additional time for a criminal history review to process. For a listing of criminal offenses of concern, please internet search: Ark. Code Ann. §17-3-102 et. seq.

For licensing and training information to prepare for the license exam, please see this website:

[www.healthy.arkansas.gov/water-license](http://www.healthy.arkansas.gov/water-license)

The site provides exam preparation materials, mandatory exam training course information and exam session schedule.

All licenses require you to meet education requirements. Specific mandatory training courses must be attended prior to sitting for any license exam. Total course time ranges from 40 hours, for the lowest license grades, to 96 hours. You are required to have a High School Diploma or General Equivalency Diploma (GED). If you do not have a H. S. Diploma or GED, please contact the Certification Officer for details on possible waiver of the requirement by the Licensing Committee.

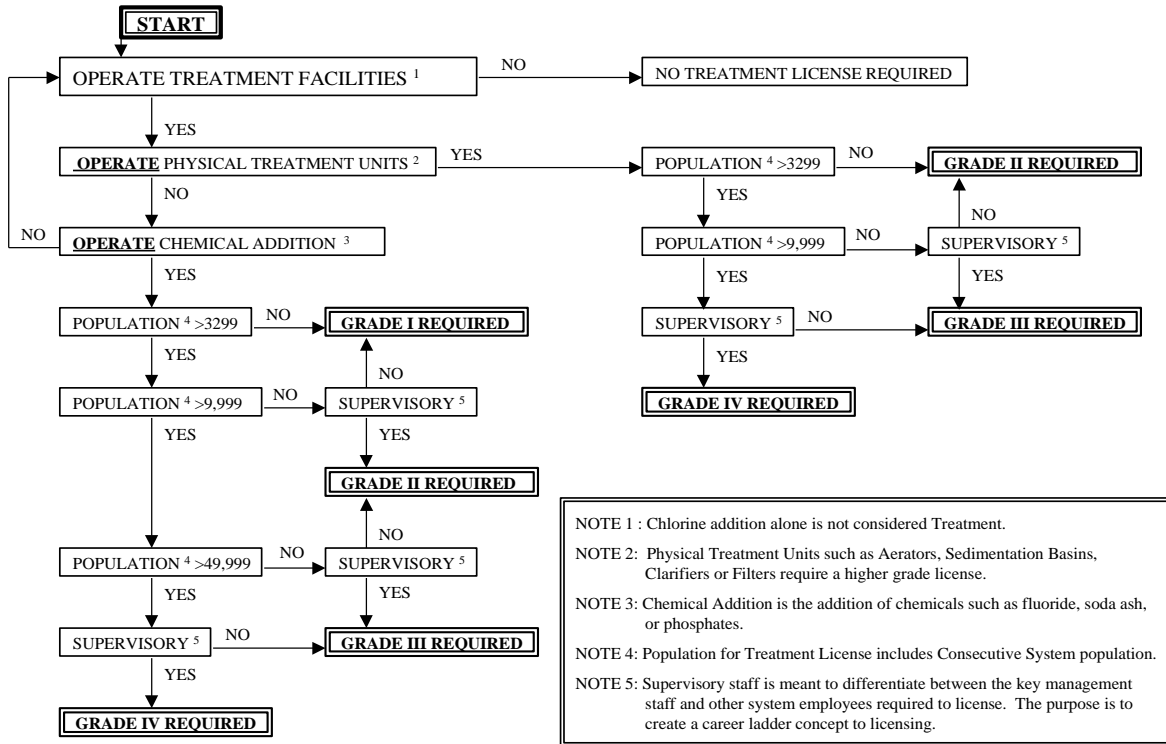
All licenses require you to pass a license exam. **Submitting this application does not register you for an exam. You must register for the exam at this web page: [www.healthy.arkansas.gov/water-license](http://www.healthy.arkansas.gov/water-license) . For paper-based exam, you must register 45 days prior to the scheduled exam session.** Failure to meet this deadline will result in a denied exam session. Computer based exams offer greater flexibility in scheduling your exam provided exam fee and mandatory training is documented. If you do not have internet access, please contact us by telephone at (501) 661-2623.

Each license has an experience requirement that must be met. The experience requirement ranges from no experience required for the Very Small System License to three years for a Grade IV License. The license will be issued when the exam has been passed and the experience requirement has been completed. When the exam is passed prior to completing the experience requirement, the operator is designated as an Operator-In-Training until the experience requirement is met.

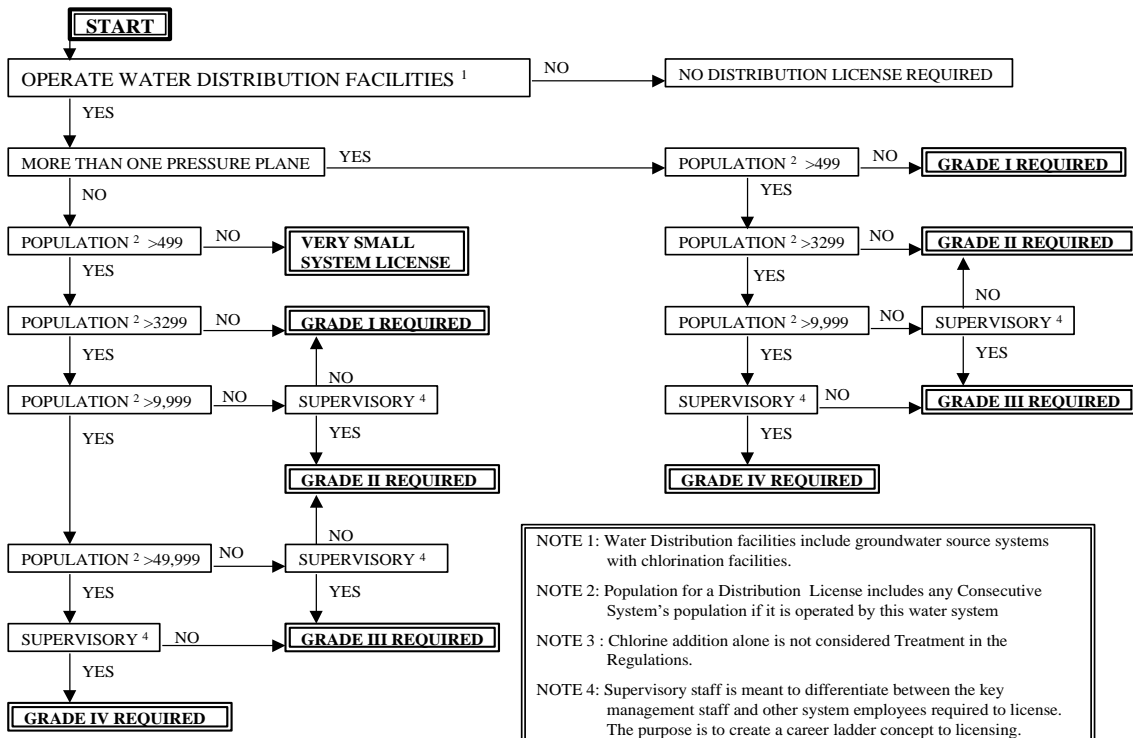
If you have any questions concerning the licensing program, please contact this office, by telephone at (501) 661-2623 or by e-mail at < ADH.Water.Licensing@arkansas.gov >.

(Please, remove and retain this sheet and the license determination sheet. Submit the two-page application.)

## TREATMENT LICENSE GRADE REQUIRED



## DISTRIBUTION LICENSE GRADE REQUIRED



(Please remove and retain this sheet and the license application information sheet. Submit the two-page application.)

# APPLICATION FOR WATER SYSTEM OPERATOR LICENSE

ARKANSAS DEPARTMENT OF HEALTH  
ENGINEERING SECTION

(Register for Exam: [www.healthy.arkansas.gov/water-license](http://www.healthy.arkansas.gov/water-license))

## FOR ADH OFFICE USE ONLY

Application Rec'd \_\_\_\_\_  
 Customer # \_\_\_\_\_  
 Pending # P \_\_\_\_\_ 2nd P \_\_\_\_\_  
 Exam Fee \_\_\_\_\_ License Fee \_\_\_\_\_  
 PWS # \_\_\_\_\_ Eng. Dist. # \_\_\_\_\_ Water Dist. \_\_\_\_\_

This application is submitted pursuant to Arkansas Code Annotated 17-51-101 et. seq.). The **fully** completed application should be filed at least 60 days prior to the desired exam session. All required **fees must be included** for it to be processed. Each license by exam or reciprocity requires a license fee (\$10.00) and either an exam fee (\$25.00) or reciprocity evaluation fee (\$25.00). This license application does not register you for your license exam.

Qualified applicants with disabilities, as defined in the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 may request any needed reasonable accommodations to participate in the licensing process.

**Mail application and make check payable to:**

**Licensing Office, Slot 29  
 Arkansas Department of Health  
 4815 West Markham  
 Little Rock, Arkansas 72205-3867**

**Check the fee that has been enclosed:**

- \_\_\_\_\_ License by Examination Fee - \$35.00 for each License (**Register for Exam: <http://healthy.arkansas.gov/eng>**)
- \_\_\_\_\_ Re-examination Fee – \$25.00 per Exam (save effort, use Exam Fee Invoice provided with failed exam letter)
- \_\_\_\_\_ License by Reciprocity Evaluation Fee - \$35.00 for each License  
 (Provide a copy of the license & proof it is current for License(s) being submitted for reciprocity evaluation.)

Applying for (circle grade): **Treatment License \***, Grade I II III IV and/or **Distribution License \***, Grade VSS I II III IV

Other Water License(s) Held \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

Name to appear on License certificate (**Print Clearly**): \_\_\_\_\_

Mailing Address for License Info: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Cell/Other Phone # (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ E-Mail: \_\_\_\_\_

- (A) Are you an active duty military service member stationed in the State of Arkansas? Yes \_\_\_\_\_ or No \_\_\_\_\_
- (B) Are you a returning military veteran applying within one (1) year of discharge from active duty? Yes \_\_\_\_\_ or No \_\_\_\_\_
- (C) Are you the spouse of a person meeting A above? Yes \_\_\_\_\_ or No \_\_\_\_\_ **or** B above? Yes \_\_\_\_\_ or No \_\_\_\_\_.
- (D) Have you ever pled guilty or nolo contendere or been convicted of a crime? YES \_\_\_\_\_ NO \_\_\_\_\_  
 If YES, provide the date, the state and nature of the offence: \_\_\_\_\_

For a listing of criminal offenses of concern, please see (internet search) Ark. Code Ann. §17-3-102 et. seq.

**Education Background** (Must complete):

High School Diploma: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, GED earned: Yes \_\_\_\_\_ No \_\_\_\_\_ \*\* Highest grade level completed \_\_\_\_\_

Name of School Attended: \_\_\_\_\_ Location \_\_\_\_\_

**List College Degree or Specialized Education Certificates for Evaluation of Experience Credit:**

Institution Name & Location	Degree/Course Name	# Yrs Attended	Degree Earned

Apply above degree(s) to: Experience requirement \_\_\_\_\_ or Mandatory Training Courses \_\_\_\_\_. See regulations for details.

\* Please see enclosed charts to determine which license type and grade your water system job duties require.

\*\* No HS Diploma or GED. Please contact Certification Officer for information on a possible waiver by the Licensing Committee.

**Employment:**

Water System Operated: \_\_\_\_\_ PWS ID # \_\_\_\_\_

If you operate additional water systems, please list their system information on back of this page and check this box.

Present Position Title \_\_\_\_\_ Office Phone # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Employment Background for Evaluation of Experience Credit Determination:** (Be sure to begin with your **present employment/job duties and start date**. List your water system operation, maintenance and/or management experience and job duties for each specific job duty/position held. Attach additional information, if warranted. This list of experience and the above listed education will be evaluated to determine your compliance with the experience requirement. I understand that a renewable Operator-In-Training wallet card will be issued to me, when the license exam is passed prior to meeting the experience requirement. Incomplete or vague descriptions may delay the issuance of your license.)

FROM: (MM/DD/YY)	TO: (MM/DD/YY)	Employer's Name	Describe All Job Duties Related To License (If Job Duties/Position Changed List Separate)
From:	To: <b>Present</b>		
Duties			
From:	To:		
Duties			

List additional experience to be considered for credit on the back of this page and check this box.

I, the below signed individual, authorize the release of my employment, education and license records to the Arkansas Department of Health, to the extent necessary to determine my eligibility to obtain a license. I understand my License and Application information, except for my Social Security Number, is available to the public under the Freedom of Information Act. I agree to perform my duties as a Licensed Operator or Operator In Training in accordance with all applicable State and Federal Laws. I understand that failure to do so can result in administrative and/or civil penalties and the loss of my license. I certify that the information in this application is true and complete to the best of my knowledge.

The license or OIT will be valid for the balance of the present two-year renewal period. (Each renewal period ends June 30 of odd numbered years.) A renewal fee of ten dollars (\$10.00) will be charged for each license renewed. In order to renew the certificate or license, I understand I must obtain at least twenty-four (24) hours of approved training for each two-year renewal period. (The first renewal period will be prorated at one hour per month the certificate or license has been held.) Also, I understand that all training must be certified by registering for the training courses attended and providing a written list of this training to the Drinking Water Advisory and Operator Licensing Committee with each renewal period's renewal documents and fee remittance.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_

**Experience Validation & Verification:** Must be SIGNED by Owner, Mayor, Board Chair, or System Management Representative. (If this section is not properly signed the application will be **denied**.)

The above-named license applicant has provided an accurate and complete description of their criminal history, work experience and education to the best of my knowledge. (The license applicant should not sign here.)

Print name: (not applicant) \_\_\_\_\_ Title: \_\_\_\_\_

Signature: (not applicant) \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_