



State of New Jersey

NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF WATER SYSTEM ENGINEERING

EXAMINATION APPLICATION FOR LICENSE TO OPERATE

CHECKLIST

IMPORTANT: *Read carefully before submitting your application*

Incomplete applications will be returned without review by the Board of Examiners

All applicants must use the forms dated 2/2021 (older versions will be returned)

NOTE: Your application must be emailed to operatorexams@dep.nj.gov to facilitate review by the Board of Examiners. Only the mail in form and corresponding application fee should be printed and sent to the Department. The Department will not review unless both pieces are submitted in accordance with the directions below.

Submittal Checklist

- Has the Mail-In form with original signature, fee, and supporting documentation has been sent to the Bureau of Water Supply and Geoscience at the address listed below?

N.J. Department of Environmental Protection
Division of Water Supply & Geoscience
Bureau Water System Engineering
MAIL CODE 401-04Q
401 E. State Street, PO Box 420
Trenton, New Jersey 08625-0420

- Has the nonrefundable application fee of \$70 been enclosed?

Make check payable to: Treasurer, State of New Jersey

- Has a completed PDF application been submitted via email to operatorexams@dep.nj.gov?
 - Have you answered all questions? Admission to examinations shall be dependent upon information furnished on this application.
 - Does the subject of your email include your name and the license type and classification for which you are applying?
 - Have you attached copies of the supporting documentation?
 - Have you signed the application and mail in form?
 - Have you attached separate PDF files for Sections I, II, and III and your supporting documents to the email?
- Has a separate application been completed with the corresponding fee for each exam type requested?



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- Have you completed and submitted all required portions of the application?
 - Section I: Applicant Information

 - Section II: Education and Experience
 - Is proof of highest completed education included with your application(s)?
 - High School Diploma or Transcript
 - College Associate/Bachelor's Degree or Transcript
 - Have you attached a photocopy of Certificate of Completion for required courses? (include w/ every application)
 - Introduction to Water and Wastewater (any Class 1 license)
 - Advanced Wastewater (Class S)
 - Advanced Collections (Class C)
 - Advanced Water (Treatment & Distribution - T/W)
 - Industrial Course (N)

NOTE: If courses were obtained via California State Sacramento Correspondence:

- T1: Water Treatment Plant Operations Volume I
- T2: Water Treatment Plant Operations Volume I and Volume II Utility Management
- W1: Water Distribution System Operation and Maintenance
- W2: Water Distribution System Operation and Maintenance
Utility Management
- S1: Operation of Wastewater Treatment Plants Volume I
- S2: Operation of Wastewater Treatment Plants Volume I & II Advanced Waste Treatment
Utility Management
- C1: Operation & Maintenance of Wastewater Collection Systems Volume I
- C2: Operation & Maintenance of Wastewater Collection Systems Volume I & II
Utility Management
- N1-N4: Industrial Waste Treatment Volume I & II Utility Management

- Section III: Statement of Qualifications signed by the Licensed Operator in Charge
 - A Statement of Qualifications (Form ADM-035A) from each of the DEP approved licensed operators at the plant(s) listed on your employment record must accompany this application verifying your experience.