



State of New Jersey

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DIVISION OF WATER SUPPLY & GEOSCIENCE

Mail Code 401-04Q

Water System Operations Element
Bureau of Water System Engineering

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PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

SHAWN M. LATOURETTE
Acting Commissioner

MEMORANDUM

TO: Candidates for Licensed Operator Exams

DATE: April 15, 2021

RE: **Submittal of New Licensed Operator Exam Applications**

As you are aware, the Covid-19 pandemic has altered and hampered the application review process and the previously scheduled exam opportunities. To alleviate the administrative hurdles caused by the pandemic and increase efficiency, the New Jersey Department of Environmental Protection (NJDEP) has established a new process to facilitate the electronic review and approval of applications to provide a pathway for licensure. This process will be overseen by the Bureau of Water System Engineering (BWSE), who will be managing the exam process moving forward as part of a transition from the Bureau of Licensing and Registration.

The NJDEP is pleased to announce that starting April 15, 2021, new applications are being accepted for water and wastewater licenses using the new process outlined below. Incomplete applications will be returned without review.

To submit an application(s), follow the [new submittal instructions](#) and complete the PDF application forms that are available online at <https://www.state.nj.us/dep/watersupply/wsw.html> in accordance with the following:

Complete and sign all applicable application forms.

- Print and Mail to the BWSE at the addressed specified above:
 - The application cover page.
 - A \$70 application fee, payable to "Treasurer, State of New Jersey"
- Email to operatorexams@dep.nj.gov:
 - The remainder of the application to facilitate review. Do not email a copy of the cover page containing your social security number.
 - Attach copies of course completion certifications and educational transcripts to verify experience.

Application forms are writeable PDFs that can be filled out electronically and digitally signed, or printed, signed, and scanned prior to emailing to NJDEP. A separate application/email must be submitted for each license type for which you are applying. If your application is approved, you will be contacted to schedule the approved test administered by Association of Boards of Certifications ("ABC").

Your cooperation and understanding of these matters is greatly appreciated. Should you have any questions, you may contact Chris Haviland christian.haviland@dep.nj.gov, Carolyn Rubinfeld carolyn.rubinfeld@dep.nj.gov or Tyler Rowe tyler.rowe@dep.nj.gov of the BWSE.