

**WATER DISTRIBUTION SYSTEM OPERATOR  
WATER TREATMENT OPERATOR  
BIOLOGICAL WASTEWATER TREATMENT OPERATOR  
PHYSICAL/CHEMICAL WASTEWATER TREATMENT OPERATOR**

**BOTTLED WATER  
WELL DRILLERS**

[www.llr.state.sc.us/pol/Environmental/](http://www.llr.state.sc.us/pol/Environmental/)

**(803) 896-4430**

#### **How to Apply for a License**

You must complete the application, and submit it along with a check or money order in the amount of \$50. (Nonrefundable fee). **The Board Cannot Accept Cash.** You can submit your application online by going to our website and following the ONLINE instructions or you can complete a paper application and submit by mail. The forms can be found on our website at: [www.llr.state.sc.us/POL/Environmental/](http://www.llr.state.sc.us/POL/Environmental/). You will also need to submit a **copy of your social security card, and driver's license.** Once the board has received your application, it will be reviewed and processed. You can check the status of your application by going on our website and clicking online services.

#### **Qualifications for Licensure for a System Operator**

You must be of legal age to work in South Carolina. You must provide all information requested on the application. If you have provided all the information requested on the application and meet all of the requirements, you will be issued a **Trainee Permit and Pocket Card** at the following Environmental Certification Board meetings, January, May, September, and November. Go to our website under Board Information-Meeting Calendar, for meeting dates, cancellations, etc.

#### **Trainee Permits**

Trainee Permits are good for two (2) years. Once you have been issued a trainee permit you have two (2) years to take and pass the **"D" level** examination before your permit expires. Trainees must pay an annual renewal fee each year. To avoid the \$200 penalty, payment should be made prior to June 30<sup>th</sup> of the current year. Refer to License Renewal Requirements/Reinstatement- Page 2.

#### **Examinations**

Examinations are administered by computer at over 150 Applied Measurement Professionals (AMP) assessment centers geographically located throughout the United States. The examinations are administered by appointment only, Monday-Saturday at 9:00 a.m. and 1:30 p.m. The cost of the exams is \$103 each, well drillers are \$85. A current listing of AMP Assessment Centers, including addresses and driving directions, can be found on AMP's website. Available dates will be indicated when scheduling the examination. Candidates are scheduled on a first-come, first served basis. Visit AMP's website for additional information and instructions.

[www.goamp.com/Pages/default.aspx](http://www.goamp.com/Pages/default.aspx)

**For Study Guidelines, refer to ABC's website:** [http://www.abccert.org/testing\\_services/default.asp](http://www.abccert.org/testing_services/default.asp)

**\*\*\*High School Diploma or GED\*\*\* Water Treatment, Water Distribution, Biological & P/C Wastewater**

After operators have taken and passed the **first level** of certification for their specific license categories, they will need to submit a copy of their High School Diploma or GED. **The board will need this information prior to promoting the operator to the first level of certification.**

#### **Promotion to an E, D, C, B, and A level licensed Water Treatment Operator**

You can take the E level examination as soon as you feel ready to do so. A passing grade for an examination is 70. You are not required to attend any classes before taking an examination. You can apply to take the next level examination as soon as you pass the examination for the previous grade level. However, even if you pass the examination for a higher level you will not be promoted to that level until you have obtained 6 months of actual operating experience for the "E", and an *additional* 6 months for the "D", totaling one (1) year of experience. You must obtain one (1) year of actual operating experience for each level of certification thereafter ("C", "B", and "A").

#### **Promotion to a D, C, B, and A level Water Distribution, Biological Wastewater Treatment, and Physical/Chemical Wastewater Treatment Operator**

You can take the D level examination as soon as you feel ready to do so. A passing grade for an examination is 70. You are not required to attend any classes before taking an examination. You can apply to take the next level

examination as soon as you pass the examination for the previous grade level. However, even if you pass the examination for a higher level you will not be promoted to that level until you have obtained one (1) year of actual operating experience for each level of certification.

### **Verification of Required Experience**

It is the responsibility of the licensed applicant to submit either electronically or by mail a completed Experience Verification form. The verification form is to provide the documentation for the actual operating experience that is required for each level of progression. This form must be forwarded to the Environmental Certification Board after the operator has met the experience requirements.

You cannot be promoted to the next level of certification until you have passed the examination and the Board receives the Experience Verification form. The form can be found on our website at:

[www.llr.state.sc.us/POL/Environmental](http://www.llr.state.sc.us/POL/Environmental)

After the trainee has obtained one year of actual operating experience and has passed the “D”, and “C” level exams, relevant educational credits may be substituted for additional experience. For such substitution to be considered an **official copy** of the trainee’s college transcript must be submitted to the Board of Environmental Certification.

### **License Renewal Requirements/Reinstatement**

You must renew your license every year. The Environmental Certification Board will mail “reminder cards” the beginning of April. Licensees will have the option to **pay online** or **print a renewal notice** from our website; should you choose the second option, the form must be completely filled out and signed or it will be returned to you as unprocessed. Please note, the *Board Cannot Accept Cash*. Renewal fees must be paid on or before June 30<sup>th</sup> of the current year. If the fee is not paid by June 30<sup>th</sup>, the license expires. A licensee who allows his/her license to lapse by failing to renew may be reinstated upon payment of a penalty fee (\$200) and the renewal fee (\$30), provided application for renewal is filed within **365 days** of the expiration date of the license.

### **Continuing Education Requirements**

During every two-year period beginning July 1<sup>st</sup> of every other odd numbered year, you must obtain 12 hours of continuing education in the area of your license category.

Example: Two year period requiring 12 hours begins July 1, 2015 and ends June 30, 2017

Examples of approved subject matter for continuing education hours are listed on the web page

[www.llr.state.sc.us/POL/Environmental](http://www.llr.state.sc.us/POL/Environmental), and on the ABC Website: Need to Know Criteria.

[http://www.abccert.org/testing\\_services/default.asp](http://www.abccert.org/testing_services/default.asp)

**All operators** are responsible for meeting the twelve (12) hour CEU requirements. (This includes “Grandfathered” Water Distribution Operators)

**Note: Taking and passing the next level examination (in the area of your certification) during the 2-year period, counts as 12 continuing education requirements.**

Please **Do Not Send** originals or copies of verification of continuing education hours with your renewal forms. You will only be asked to provide these if you are audited. A percentage of operators who have renewed their licenses are **audited** at the end of each two year period to see if they have fulfilled their continuing education requirements.

### **Fees: (NO Cash will be accepted - Checks and Money Orders Only)**

Application fee \$50

Annual Renewal Fee \$30

Annual Renewal Fee-Well Drillers-\$50

**Penalty Fee for Late Renewals- \$200**

### **Training Providers**

Contact Your Local Technical Colleges

#### **Central Carolina Technical College**

506 N Guignard Drive Sumer, S.C. 29150

Registration: (803) 778-1961 ext. 256

Web Site: [www.cctech.edu](http://www.cctech.edu)

#### **Sacramento School**

Cal. State University School of Engineering

Sacramento, CA. 95819

(916) 278-6142

**South Carolina Rural Water Association**

P. O. Box 479  
 Clinton, South Carolina 29325  
 (864) 833-5566  
 WebSite: [scrwa@scrwa.org](mailto:scrwa@scrwa.org)

**Trident Technical College**

(843) 574-6152

**York Technical College**

(803) 981-7020 (888)

**360 Training**

360-8764 EXT 106  
[www.360training.com](http://www.360training.com)

**Digital-2000 Water/Wastewater CEU**

800-334-1523  
[www.publicagencysafety.com](http://www.publicagencysafety.com)

**Rogers & Callcott Engineers**

**Online Training** (864) 232-1556

**CEU Plan**

Online Training (Water/Wastewater CEU)  
[www.ceuplan.com](http://www.ceuplan.com)

**Additional Lists of Continuing Education Providers can be found on our website under:  
 Technical Colleges, and Trainers**

**BOTTLED WATER OPERATORS**

Complete an application, pay the \$50 fee, and take and pass the exam. A letter will be sent to the applicant, stating that a certificate and pocket card will be mailed following the next scheduled board meeting. (Refer to the board website for dates)

**WELL DRILLERS**

1. Complete an application, pay the \$50 fee, and take and pass the “D” level exam
2. Submit Proof of a \$25,000 Surety Bond
3. Submit a Bond Acknowledgement Form, listing driller’s name
4. If the board does not have an “original” bond (with a raised seal) on file, the driller or company will need to submit the bond.
5. If the board has the “original” bond on file, then the driller or company will need to submit only the bond acknowledgement form.
6. Sample Bond’s, and Bond Acknowledgement forms can be found on our website.
7. A letter will be sent to the driller to let them know a certificate and pocket card will be mailed following the next scheduled board meeting. (Refer to the board website for dates)
8. After a driller takes and passes the “C”, Rock, Environmental or Coastal exams, (whichever category applies to their licensure), they will be sent an Experience Verification form to be completed by their supervisor confirming they have met the one year experience to be promoted to the “C” level of certification.
9. The same procedures apply to the “B” Certification.

Revised 2/1/2016