EXPERIENCE VERIFICATION INSTRUCTIONS
Procedure for Verification of Actual Operating Experience
Form Instructions
1. In order to document the one (1) year of actual operating experience required for each level of promotion a supervisor must submit an Experience Verification form (EVF) for each level of certification requested. You only must wait a period of 7 business days to apply for the next exam directly with PSI. In order to receive a license upgrade, an EVF must be submitted. Taking and passing the exam alone will not initiate the upgrade process. The Association will not process an EVF or provide a certificate until a passing score has been received.

2. The required EVF MUST contain the following information. Incomplete forms will be returned unprocessed:

A. Operator’s Name
C. Current License Number and Level
D. Name and address of facility where operating experience was gained.
E. Name and title of immediate supervisor of applicant
F. Description of type of work performed at referenced facility
H. Average hours worked per week at referenced facility
I. Total time worked at referenced facility – both full time and part time- to be considered for this level of certification
J. Dates of employment at above-referenced facility that is to be considered for the one year’s experience for the requested level of licensure.
K. List the name of the Supervisor certifying that actual operating experience has been obtained.
EXPERIENCE VERIFICATION

Date: ________________

VCC00 ________________#

Name: _______________________________________________________________

First    Middle    Last

Name of Facility: _______________________________________________________

Business Mailing Address: _____________________________________________

Street    City

State    Zip Code

Phone: _______________________________________________________________

Email: _______________________________________________________________

Title: _______________________________________________________________

Current Level: _________  Requested Upgrade Level: _________________

Exam Passed Dated: _________________
Taking and passing the exam alone will not initiate the upgrade process.

Employment Dates From: _________________ To: _________________

Other work history relevant to the water or wastewater field:

______________________________________________________________

______________________________________________________________

______________________________________________________________
Level of Education completed:
☐ High School/ GED
☐ Associate Degree
☐ Bachelor’s Degree
☐ Master’s Degree
☐ Other ______________________

Are two years college degree in a course of study relevant to the water or wastewater field?
☐ No

☐ Yes, Subject to the approval of the Committee, two (2) Years of college or an Associate Degree or college degree in a course of study relevant to the water and/or wastewater field shall be considered equivalent to one (1) year industry experience towards the “D” and “C” certification experience levels, and/or equivalent to the supervisory or lead worker experience requirement of the “A” Certification level.

Date of Birth: ______________________
Must be at least eighteen (18) years of age.

Total actual operating experience required for this level of promotion: _______Years

Check all that apply:

☐ Works with gravity sewer mains

☐ Cleans sewer mains and laterals

☐ Cameras sewer mains and laterals

☐ Repairs sewer mains

☐ Maintains and repairs sewer force mains

☐ Operates and maintains a collection system

Other: __________________________________________________________
THE UNDERSIGNED, IN MAKING THIS VERIFICATION TO THE VOLUNTARY CERTIFICATION COMMITTEE OF THE WATER ENVIRONMENT ASSOCIATION OF SOUTH CAROLINA, SWEARS (OR AFFIRMS) THAT THE ANSWERS AND INFORMATION CONTAINED HEREIN ARE TRUE TO THE BEST OF HIS (OR HER) KNOWLEDGE AND BELIEF.

Print Name Applicant: __________________________________________________________

Signature of Applicant: __________________________________________________________

Immediate Supervisor of Applicant: ______________________________________________

Title of Immediate Supervisor: _________________________________________________

Supervisor Phone: _____________________________________________________________

Supervisor Email: ______________________________________________________________

Supervisor Certification Number if Applicable: __________________________

Signature of Supervisor: __________________________________________________________

Date Signed: __________________________
WASTEWATER COLLECTION SYSTEM OPERATOR REQUIREMENTS

Applicants in all classifications shall meet the following general requirements:

A. Be at least eighteen (18) years of age.

B. Be employed as an operator of a wastewater collection system; as a contractor/contractor employee working in the industry; or as a consultant or technician working in the industry.

C. Possess the required time and experience wastewater collection industry or a combination of education and experience required for the classification level sought.

D. Experience not directly corresponding to the certification class being sought will be considered but may be given a reduced amount of credit. Such experience must be submitted to the Committee in the initial application and confirmed by the applicant’s supervisor.

E. An applicant with experience in a vocation associate with wastewater operations will be given credit as determined appropriate by the Committee.

F. Subject to the approval of the Committee, two (2) Years of college or an Associate Degree or higher college degree in a course of study relevant to the water and/or wastewater field shall be considered equivalent to one (1) year industry experience towards the “D” and “C” certification experience levels, and/or equivalent to the supervisory or lead worker experience requirement of the “A” Certification level.

Wastewater Collection System Operator, Level “D”. For Level “D” certification, the minimum requirement is six (6) months of experience working in a collection system or associated industry, possess at least a tenth-grade education, pass the Level “D” certification Exam with a score of 70 percent or better.

Wastewater Collection System Operator, Level “C”. For Level “C” certification, the minimum requirement is that the applicant must hold a Level “D” Certification, have two (2) years documented actual experience as a collection system operator, possess at least a tenth-grade education and pass the Level “C” Certification Exam with a score of 70 percent or better.

Wastewater Collection System Operator, Level “B”. For Level “B” Certification, the minimum requirement is that the applicant must hold a Level “C” Certification, have three (3) years documented actual experience as a collection system operator, possess at least a high school diploma or GED, pass the Level “B” Certification Exam with a score of 70 percent or better.

Wastewater Collection System Operator, Level “A”. For Level “A” Certification, the minimum requirement is that the applicant must hold a Level “B” Certification, have four (4) years actual documented experience as collection system operator, possess at least a high school diploma or GED, pass the level “A” Certification Exam with a score of 70 percent or better.