**Tips for Completing the Online Waterworks Certification Application**

***You must use Internet Explorer to enter and complete a waterworks certification application. Other browsers may cause errors that may prevent you from completing the application or the payment transaction required to submit your waterworks application.***

If you leave the online waterworks certification application, it will remain accessible in the system for a maximum of 90 days. You can access or edit any completed pages as long as you have not passed the Acknowledgement/Payment pages.

**PLEASE NOTE!** The email address you used to register with Secure Access Washington (SAW) is automatically inserted into your application and will be used as your personal email address. As a security feature of SAW, you cannot edit this field later in the application. This is important to note because any correspondence from the Department of Health or Washington Certification Services regarding your certification will be sent to your personal email address we have in your operator file.

Filling out your application correctly will prevent processing delays and ensure accuracy.

**Contact Information**

Enter your names/initials and postal address in “title case.”

Example

John B Doe

1234 Whitehaven Rd

Anytown, WA

**DO NOT ENTER** contact information/postal address in all lowercase (john b doe) or all uppercase (JOHN B DOE).

**Current Waterworks-certified operators**

Enter your name on the application exactly how it appears on your current Waterworks validation card. (Example: Mike P Smith). Any deviation from what’s on your validation card delays processing.

**New operators applying for Washington Waterworks certifications**

You can choose Examination, Reciprocity, and/or Temporary/Examination. Applicants not currently Waterworks certified that apply for “In-training Upgrade w/o Exam” will have their application type changed to “Examination” and will need to pass the exam to become Waterworks certified.

**Certification Levels**

You can apply for more than one certification in the application.

1. Correctly identify Application Type (you may choose more than one: Examination, In-training Upgrade w/o Exam, Reciprocity, Temporary certification).

2. In-training Upgrade w/o Exam – Applicants that choose this application type are already Waterworks-certified as an Operator-in-Training. (Example: John Doe is a WDM-IT 1 and now has the required 12 months of water system experience to upgrade to the WDM 1 certification).

**Types of Experience**

*Water System Experience*

* Distribution certifications (WDS, CCS or WDM 1-4) – If applying for only water distribution certification, you will only see the Distribution experience section.
* Treatment certifications (WTPO 1-4) – If applying for only water treatment certification, you will only see the Treatment experience section to fill out.
* **If applying for both Distribution and Treatment certifications – Do NOT fill out both sections for the same facility and same date range. Only fill out the Treatment experience section.**



* Use the button to add additional water systems or different job duties/dates at the same facility.

*Water-Related Experience*

Carefully review the definition of water-related experience noted in the online application. ([WAC 246-292-010](https://app.leg.wa.gov/wac/default.aspx?cite=246-292-010)(52)).



Use the button to add additional water-related experience and Start/End dates.

**Do Not** enter water-related experience for the same water system/dates that you entered in Distribution or Treatment in the Water System Experience section. If there are water-related duties you performed for that water system during those dates, go back to the Water System Experience tab and enter the duties into “Other.” An example could be installation/replacement of water meters while also operating the water system.

Enter each water system/utility and start/end dates of work **once** as either Water System Distribution or Treatment or as Water-Related experience. If you worked different dates for the same water system, enter each one separately, with its corresponding dates.

If your duties for the water system changed, you were moved from “Water-Related” (such as meter reading) to Distribution or Distribution to Treatment, etc., enter them as different experiences with different start/end dates.