

Tips for Submitting Your First Application Using WCS's Online Waterworks Certification Application

Create one profile for all your Washington State Waterworks Certification Applications. Use the links provided on the login page if you forget your username or password. You can edit any completed pages for an application **before** submitting a payment. After submitting a payment, changes can no longer be made to that application. General information will auto-save in your account to make future applications a faster process.

PLEASE NOTE! The email address you use to register with the Waterworks Operator Certification Application will be used as your personal email address. As a security feature of WCS's online Waterworks Certification Application, you cannot edit this field later in the application. This is important to note because **all correspondence from the Department of Health or Washington Certification Services regarding your certification will be sent to this email address only.** We highly recommend using a personal email, not one for your current employer.

Filling out your application completely and 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** this information in all lowercase (john b doe) or all uppercase (JOHN B DOE).

Currently Certified Washington State Waterworks 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. Be ready to also provide your Waterworks Operator Certification Number (do not include any zeros as the first digits).

Operators New to Washington State

You can choose Examination, Reciprocity, and/or Temporary/Examination. Applicants not currently Waterworks certified in WA who apply for "Operator In-Training Upgrade" 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 up to 3 certifications in one application!

1. Correctly mark the Application Type (you may choose more than one: Examination, Reciprocity, Temporary, or Operator In-Training Upgrade).
 - a. Operator In-Training Upgrade: Applicants who choose this must already be a certified WA Waterworks 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 a WDM 1 certification).

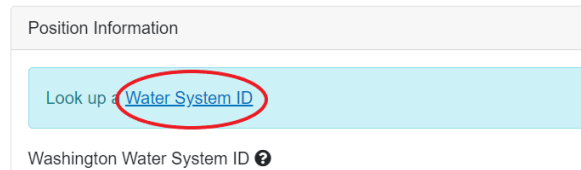
Types of Experience

1. Water System Experience

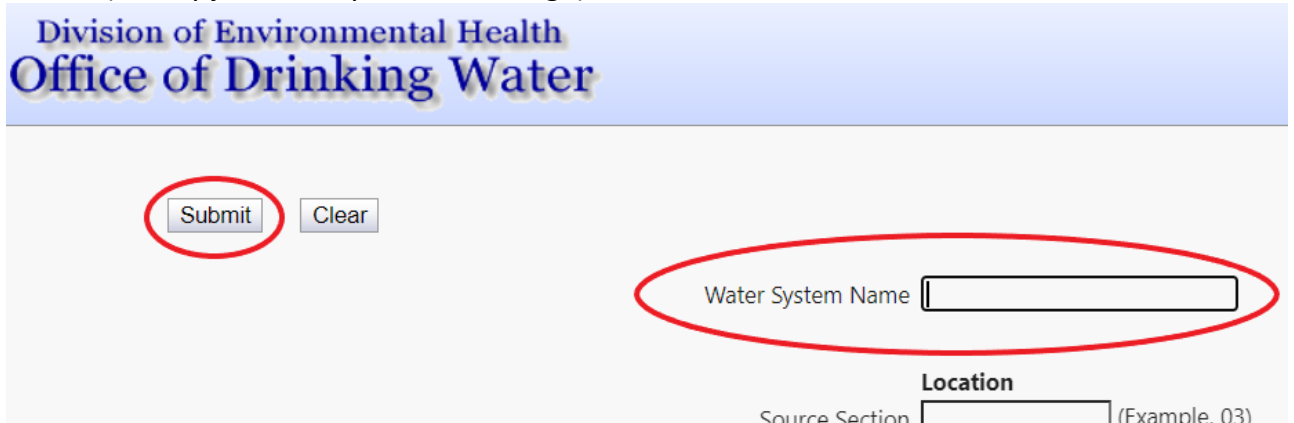
- a. Distribution certifications (WDS, CCS or WDM 1-4): If applying for only these water distribution certifications, you will only see the Distribution experience section.
- b. Treatment certifications (WTPO 1-4) : If applying for only these water treatment certifications, you will only see the Treatment experience section to fill out.
- c. **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.**
- d. Use the  button to add additional water systems or different job duties at the same facility.

*If you don't know your Washington State Water System's ID Number you can search for it by clicking "Water System ID":


Add Water System Experience



*Agree to their terms of copyright, and to not use the content for commercial purposes per Washington state law by clicking "I Accept" and "Submit". You can then enter your "Water System Name" (usually just the city name is enough) and click "Submit".:



2. Water-Related Experience

- a. Carefully review the definition of water-related experience noted in the online application. ([WAC 246-292-010\(52\)](#)).
- b. Use the  button to add additional water-related experience and Start/End dates. Duplicating experience already listed in the Experience section will delay processing.

Critical Information for Entering Experience:

Entering “Experience” and “Related Experience” sections’ information incorrectly causes extreme delay for processing your application and may lead to application denial.

1. Enter water-related experience for the same water system/dates that you entered in Distribution or Treatment in the water system “Experience” section only. If you remember later that there are water-related duties you performed for that water system during those dates, go back to the entry already made in the “Experience” section and enter the duties into “Other.” An example could be installation/replacement of water meters while also operating the water system. Detailed descriptions help expedite your application.
2. Enter each water system/utility and start/end dates of work **once** as water-related “Experience”. If you worked different dates for the same water system, enter each one separately with its corresponding dates.
3. If your duties for the water system changed (ex: you were moved from “water-related” such as meter reading to Distribution, or from Distribution to Treatment, etc.), enter them as different experiences with different start/end dates.