

# CWTP GRADE IV OPERATOR CANDIDATE ASSESSMENT PACKET

## GETTING STARTED

Please read/complete and sign (or initial as indicated) the enclosed informational materials and forms. You are encouraged to include additional documentation (Awards, Resume, Certificates, DD-214, ect.) along with your packet. **Make sure to save a copy for future use during the application process. Please print clearly.**

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## SCHEDULE AN INTERVIEW

Candidate interviews are conducted via phone and held Monday - Friday, 9:00 AM - 4:00 PM, excluding holidays. Please allow approximately 30 minutes. All information requested, herein, is required. When scheduling, make sure to allow sufficient time for delivery and review of your information.

### INTERVIEW REQUEST:

I would like to schedule a Candidate Interview. Please contact me as requested below. *\*Required*

\_\_\_\_\_  
\*Name

\_\_\_\_\_  
\*Email

\_\_\_\_\_  
\*Phone

\_\_\_\_\_  
\*Address

\_\_\_\_\_  
\*City/State/Zip

\_\_\_\_\_  
\*Requested Day, Date and Time

\_\_\_\_\_  
\*Alternate Day, Date and Time

\*Preferred Pathway:    Self Funded    Current Employee    WIOA Tuition Assistance

## SUBMIT YOUR INFORMATION

You are encouraged to include additional documentation (Resume, Certificates, DD-214, ect.) along with your packet. When scheduling your interview, please allow an additional 2-3 days for delivery and review of your information.

**By Fax:**                   (256) 782-5983

**By Mail:**                CWTP  
JSU Office of Continuing Education  
JSU McClellan Center  
100 Gamecock Drive  
Anniston, AL 36205

Again, congratulations on taking the first step towards becoming a Certified Water Treatment Professional. We look forward to meeting with you; answering your questions; and helping you down the pathway to a challenging and rewarding career. We will be with you... *every step of the way!*

*The CWTP Team*



# CWTP GRADE IV OPERATOR PROGRAM OVERVIEW

## PROGRAM OVERVIEW

Grade IV Operator is the highest certification level obtainable within the water and wastewater industry. The process of becoming certified may be broken into two separate, but equally important phases, education (*testing for and passing the state certification exam*) and experience (*time spent working as a Grade IV Operator*). For those already working within the industry, CWTP provides a proven training solution for career advancement to Grade IV status. For those outside the industry, CWTP internship additionally provides placement within a water facility, as well as up to 50% of the work experience required when approved by the Alabama Department of Energy Management (ADEM).

## ADMISSION REQUIREMENTS

- High school graduate (or GED)
- Current driver's license
- At least eighteen years of age to apply
- Proficient in reading and math at the 10th grade level - Testing by Jacksonville State University
- Complete the Jacksonville State University application and interview process
- Commit to the twenty-six week program and passing the Grade IV exam
- Must pass a drug screen and extensive background check - Administered by Jacksonville State University
- Intern interview and acceptance by facility manager

## PROGRAM TIME-LINE AND CURRICULUM

The program curriculum follows the material provided in Volumes I and II of the California State University (CSU), Sacramento, Water or Wastewater Treatment Plant Operation Field Study Training Program. Participants will be monitored by the Jacksonville State University Office of Continuing Education to ensure progress through the material and will proctor chapter exams.

Volume I will be completed by self-study and progress will be monitored by the Jacksonville State University Office of Continuing Education. The participant may choose to study at home or at the JSU McClellan campus. Volume I must be completed within three weeks. This includes passing all eleven chapter tests. After CSU certifies Volume I completion, the participant will be assigned to a water or wastewater treatment facility for a twenty-two week internship.

Study in Volume II will begin once the participant is on-site at the treatment facility. The participant will be required to complete all chapters in Volume II along with the accompanying tests. Participants, under the supervision of qualified operators, will learn both by reading and hands-on exposure to the tasks covered in Volume I. Participants will work up to twenty hours per week on-site. Scheduling will be at the discretion of the facility manager and may be on any shift.

In addition to the twenty-two week internship, the participants will be required to attend forty hours of classroom training. This training will consist of exam prep and tutoring in the participant's areas of need. Every effort will be made to source instructors and tutors from within the facility where the intern is working.

## COMPLETION AND CERTIFICATION

After completion of all elements, the participant will apply to ADEM to take the Grade IV Water or Wastewater exam.

Once ADEM approves their application, participants will be notified and may schedule their exam at an approved testing site. Participants receive their test results at the testing site and upon passing, an Operator Intern Number is immediately assigned. The Operator Number designates that participants are eligible for employment, as a Grade IV Intern, while completing any remaining work experience required for certification. Participants will have up to five years to complete the ADEM experience requirement without retaking the exam.

Having completed the prerequisite work experience, documentation is then sent to ADEM for review; the Grade IV Operator Certification is approved and the ADEM Certificate awarded; and JSU bestows the designation of **C**ertified **W**ater **T**reatment **P**rofessional.

I have read and understand the program requirements and structure, as outlined above, and that application does not constitute acceptance into this program.

Applicant Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_



## CWTP GRADE IV OPERATOR CANDIDATE QUESTIONNAIRE

Please provide the following information. Fields marked \* are required.

\_\_\_\_\_  
\*Name

\_\_\_\_\_  
\*Phone

\_\_\_\_\_  
\*Address

\_\_\_\_\_  
Alternate Phone

\_\_\_\_\_  
\*City/State/Zip

\_\_\_\_\_  
\*Email

- |                                                                       |                                |                                     |                                 |
|-----------------------------------------------------------------------|--------------------------------|-------------------------------------|---------------------------------|
| 1). In which career field are you interested?*                        | <input type="checkbox"/> Water | <input type="checkbox"/> Wastewater | <input type="checkbox"/> Either |
| 2). Have you ever worked in the water industry?*                      | <input type="checkbox"/> Yes   | <input type="checkbox"/> No         |                                 |
| 3). Are you, or will you be, 18 or older within the next six months?* | <input type="checkbox"/> Yes   | <input type="checkbox"/> No         |                                 |
| 4). Do you have a high school diploma or equivalent?*                 | <input type="checkbox"/> Yes   | <input type="checkbox"/> No         |                                 |

List advanced or elective (*other than required*) math and science classes you have successfully completed.

- |                                                                             |                                           |                                      |                                    |
|-----------------------------------------------------------------------------|-------------------------------------------|--------------------------------------|------------------------------------|
| 5). Are you a US Citizen?*                                                  | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 6). Are you a veteran of the US Armed Forces?*                              | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 7). Have you ever been convicted of a felony?*                              | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 8). Are you currently employed?*                                            | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 9). Are you willing to commit to a twenty-six week training program?*       | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 10). Are you willing to commit to a twenty-two week, non-paid, internship?* | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 11). Do you have a valid drivers license?*                                  | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 12). Do you have reliable transportation?*                                  | <input type="checkbox"/> Yes              | <input type="checkbox"/> No          |                                    |
| 13). How far are you willing to travel for intern training?*                | <input type="checkbox"/> 15 miles or less | <input type="checkbox"/> 16-30 miles | <input type="checkbox"/> 30+ miles |

Initial*	Date*



## CWTP GRADE IV OPERATOR CANDIDATE QUESTIONNAIRE

14). Are you willing to submit to a proficiency test?\*  Yes  No

15). Are you willing to submit to a background check?\*  Yes  No

16). Are you willing to submit to a drug test?\*  Yes  No

17). Are you physically able to perform the essential functions of a Grade IV operator as outlined below?\*

Treatment plant operators must be able to stand for prolong periods; lift and transport loads of over 40 lbs.; operate light and heavy equipment; climb stairways and ladders; and work both indoors and outdoors without respect to temperature, weather conditions, or unpleasant odors. Duties will include plant and equipment maintenance, housekeeping, safety and other related responsibilities.

Yes  No

18). Will you be applying for WIOA Assistance?\*  Yes  No

**Statement of Interest\*** - In 200 words or less, tell us why you are interested in a career in water management and what makes you a good candidate for training. Make sure to include skills and capabilities (*education, training and experience*) you think may be an asset. **IMPORTANT:** *Statement of Interest will also be used in determining Referral Waiver eligibility.*

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**NOTE:**  
Application does not constitute acceptance into this program.

I, hereby, certify all information provided herein to be true and correct and submit myself for consideration as a candidate for CWTP Training.

Applicant Name (Please Print): \_\_\_\_\_

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_



## CWTP GRADE IV OPERATOR EMPLOYMENT HISTORY

List all employers, starting with the most recent position. All information must be completed. You may attach a resume, but not in place of completing the required information.

**Most Recent Employer** Is this your current employer?  Yes  No May we contact this employer for references?  Yes  No

Employed From    Employed To    Job Title    Starting Salary    Ending Salary

Employer Name    Employer Address    Supervisor's Name    Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

### Next Most Recent Employer

Employed From    Employed To    Job Title    Starting Salary    Ending Salary

Employer Name    Employer Address    Supervisor's Name    Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

### Next Most Recent Employer

Employed From    Employed To    Job Title    Starting Salary    Ending Salary

Employer Name    Employer Address    Supervisor's Name    Supervisor's Phone

Job Duties and Responsibilities

Reason for Leaving

Initial\*    Date\*



# CWTP GRADE IV OPERATOR EDUCATION AND MILITARY SERVICE

**Education Information** Attach appropriate documentation with this form.

<b>High School</b>	Address	From	To	<input type="checkbox"/> Yes <input type="checkbox"/> No Diploma
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<b>Vocational/Business/Other</b>	From	To
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Major Studies	Degree, Diploma, License or Certificate <i>(List Type and Date)</i>
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<b>College/University</b>	From	To
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Major Studies	Degree, Diploma, License or Certificate <i>(List Type and Date)</i>
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<b>College/University</b>	From	To
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Major Studies	Degree, Diploma, License or Certificate <i>(List Type and Date)</i>
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<b>Graduate</b>	From	To
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Major Studies	Degree, Diploma, License or Certificate <i>(List Type and Date)</i>
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**Military Service** Attach DD Form 214 if separated.

<b>Branch</b>	<b>Highest Rank</b>	From	To
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Training
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Initial*	Date*
<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>