

STATE OF HAWAII BOARD OF CERTIFICATION OF PUBLIC WATER SYSTEM OPERATORS

DISTRIBUTION SYSTEM OPERATOR (DSO) CERTIFICATION APPLICATION

Type of Application

Regular Certification

Grade:  1  2  3  4

Temporary Certification

Grade:  2  3  4

Reciprocity Certification (current certificate required)

Grade:  1  2  3  4

Operator-In-Training

Exam Information

Exam Date:  4/28/2009 (application due 1/28/2009)

10/27/2009 (application due 7/27/2009)

Applicant Information

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

PWS ID: \_\_\_\_\_ Water System: \_\_\_\_\_

Work Experience

Summary of Distribution System operating experience (most recent first):

Water Purveyor	Job Title	From (month year)	To (month year)	Duration (years months)

Total Duration: \_\_\_\_\_

Each job listed in the summary requires a separate Work Experience Record. You may duplicate the Work Experience Record on the last sheet of this form as needed. Resumes or job descriptions will be considered optional information and will not substitute for the Work Experience Record. Additional information may be placed on separate numbered sheets and attached to the application.

**Education**

High School Attended: \_\_\_\_\_

Location: \_\_\_\_\_ Highest Grade Completed: \_\_\_\_\_

College, University, Graduate School or In-Service Training:

Name & Address	Course or Major Field of Study	Number of Hours or Credits		Degree, Diploma or Certificate
		Semester	Quarter	

Attach official copy of university or college transcripts for each institution attended, if you are using your college degree to reduce the amount of experience required.

**Certifying Signature**

*I certify that all the information contained in this application is true and correct to the best of my knowledge and belief. I understand that knowingly making false statements may result in revocation of any certificate granted to me under the provisions of Hawaii Administrative Rules, Section 11-25-9(a). I also consent to allow the Board to investigate and verify my employment record and other statements for the purpose of determining my qualifications for certification examination.*

Applicant Signature

Date

**Instructions**

Fee: Cashier's Check or Money Order payable to State of Hawaii. No personal checks accepted.

- Regular Certification Application \$20 (with Exam Registration total \$50)
- Temporary Certification Application \$40 (with Exam Registration total \$70)
- Reciprocity Certification \$50
- Operator-In-Training \$40

Due Date: Certification Application (\$20) & Exam Registration (\$30) are due 3 months before the exam date

Attachments (as required):

- Current out-of-state certificate with expiration date for Reciprocity Certification Application
- Work Experience Record(s) for all Certification Applications with Supervisor Signature
- Official copy of college transcripts if using college degree to reduce the amount of experience required

Submit

- by Mail to: Board of Certification of Public Water System Operators  
Hawaii Department of Health  
Safe Drinking Water Branch  
919 Ala Moana Blvd., Room 308  
Honolulu, HI 96814-4920
- by Fax to: 808-586-4351 (Fee & Certifying Signature must be mailed)
- by Email to: sdwb@doh.hawaii.gov (Fee & Certifying Signature must be mailed)

**Work Experience Record**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

From (month year): \_\_\_\_\_ To (month year): \_\_\_\_\_ Duration (years months): \_\_\_\_\_

Water Purveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Purveyor's Address: \_\_\_\_\_  
\_\_\_\_\_

Supervisor Name & Title: \_\_\_\_\_

*I certify that the applicant's work experience statement for this position is correct.*

\_\_\_\_\_  
Supervisor Signature Date

Operator Experience & Duties (Summarize your experience in your own words, attach additional sheets as necessary):

\_\_\_\_\_  
Average hours/day spent performing these duties: \_\_\_\_\_ Number of employees you supervise: \_\_\_\_\_

Size of water system: \_\_\_\_\_ Population served: \_\_\_\_\_

Number of water services: \_\_\_\_\_ Average daily water usage: \_\_\_\_\_

Water System Complexity (Provide a brief description of the water system. Describe source, transmission system & water treatment process):