

# How to Become a Very Small Water System (VSWS) Licensed Water Operator

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Maine CDC Drinking Water Program • 11 SHS Augusta, ME 04330 •  
287-2070 [www.medwp.com](http://www.medwp.com)

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## Keep Your Drinking Water Safe:

✓ Protect Your Source ✓ Take Your Samples ✓ Maintain Your Treatment ✓ Inspect Your Pipes & Tanks



**Non-Community, Non-Transient (NTNC) and Community public water systems are required to have a licensed water operator oversee the operation of their water system.**

Licensed water operators are responsible for all water quality and quantity related actions and decisions for the water system. Generally, water systems that have minimal treatment and serve a population of less than 500 are considered Very Small Water Systems (VSWS). This document is intended to serve as guidance

for those individuals seeking to obtain a water operator license specifically for the purpose of operating a VSWS. Before proceeding with the steps necessary to obtain a VSWS water operator license, you should check with your Drinking Water Program (DWP) Public Water Inspector to verify the classification of the water system and the level of license required.

### STEP 1: Study for the Very Small Water System (VSWS) Exam

You will need to study for your Very Small Water Exam. Study material is available at <http://www.waterhelp.org/wv/basics/resources/>. Training providers host a variety of exam preparatory classes and exam review courses. To view a list of approved trainers please visit <http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/professionals/woTraining.shtml>. On the DWP Water Operator training page you will also see a training calendar. This calendar is updated regularly and may have exam preparatory courses.

### STEP 2: Register for the VSWS Exam

You will need to register to take the VSWS exam. You can register to take the exam through Applied Measurement Professionals, Inc. (AMP) online at <http://www.goamp.com> or by calling 1-800-345-6559. If registering online, select "water/wastewater," then "Maine board of licensure of water system operators," and finally, "very small water system." *Paper exams are currently offered as needed. To inquire about taking a paper exam, contact James Jacobsen, (207) 287-5695.*

### STEP 3: Take and Pass the VSWS Exam

The exam can be taken at any AMP exam location. The AMP exam location in Maine is: H& R Block, 125 Auburn St., Portland, ME 04103. There are satellite test sites in Presque Isle, Auburn, and Farmington which will appear as choices during the online registration process.

### STEP 4: Apply for Licensure with the State of Maine

Once you pass the exam, you will need to apply for water operator licensure with the State of Maine. The application can be found on the DWP website at <http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/wrt/documents/woLicenseApp.pdf> or by following the website navigation instructions in step 1. Complete and return your application to the DWP. Contact the DWP for a hardcopy of the application.

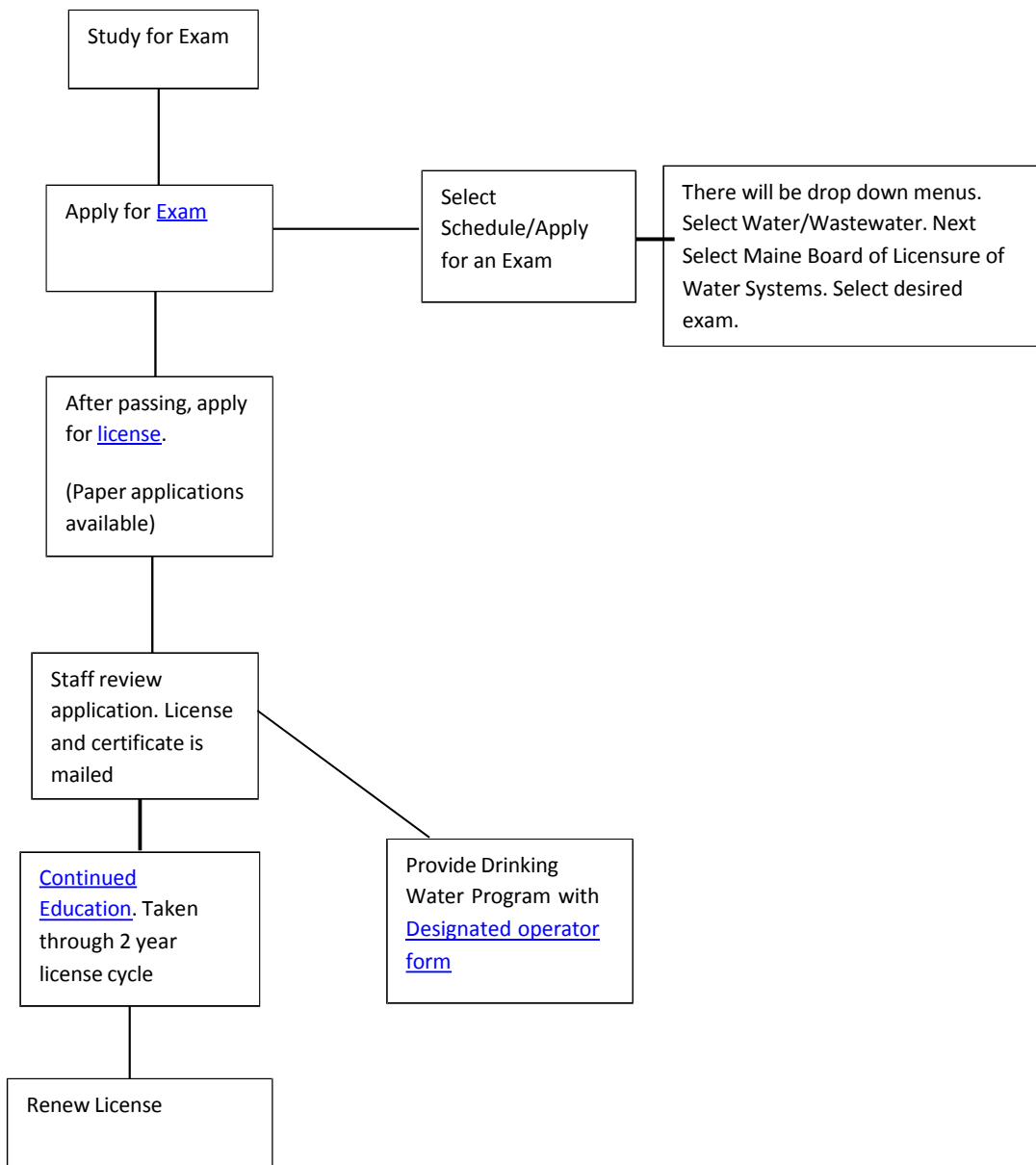
### STEP 5: Complete and Return a Designated Operator Form.

After your water operator application has been successfully processed, you will be issued a water operator license, certificate, and given a Designated Operator (DO) Form. The DO Form must be completed and returned to the DWP to verify that the water system has obtained a licensed water operator.

A copy of the Designated Operator Form can be found on the Drinking Water Program website:

<http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/fit/documents/DesignatedOperatorForm.pdf>

# Steps To Being An Operator



## For More Information

For more information and complete details on becoming a licensed water operator, visit:

<http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/professionals/howToBecomeOperator.shtml>

For questions, contact James Jacobsen, (207) 287-5695.

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