

Water and Wastewater Operator Certification Electronic Exam Process

The following is information concerning the exam process. No more paper exams will be given at sites across the state.

1. You must complete an Exam Application. <http://www.iowadnr.com/water/files/examapp.pdf>
2. Be sure to Fill in “Exam Location and Date” with one of the following exam sites.

Field Office 1	Manchester	Field Office 4	Atlantic
Field Office 2	Mason City	Central Office	Des Moines
Field Office 3	Spencer	Field Office 6	Washington
3. Submit the application and \$30 exam fee to PO Box listed on Application.
4. If you want to expedite the process, you can fax the exam application to 515-725-0348 and send the hard copy and exam fee through the mail.
5. If you are eligible, you should expect a call to schedule your exam.
6. When the exam is scheduled, you will receive an eligibility letter with the date, location and time of the exam.
7. Please arrive at exam site at appointed time with picture ID. If you are unable to take the exam at the prescribed time, please call the number on the eligibility letter to reschedule the exam.
8. The exam proctor will sign you into the exam.
9. At the exam site, you will be supplied with formula sheets, calculators, scratch paper, and pencils to use for the exam.
10. When you are finished, the proctor will show you your exam score and you will receive the Exam Diagnostics.
11. In approximately ten days to two weeks you will receive a retest form or an application for certification.

For further information, contact Jane Enfield at 515-725-0463 or jane.enfield@dnr.state.ia.us

Well Contractor - Driller and Pump Installer Exam Process

1. Complete the Exam Application <http://www.iowadnr.com/water/files/contractapp.pdf>
2. Submit Exam Application and appropriate exam fee to the PO Box listed on the application.
3. If you want to expedite the process, you can fax the exam application to 515-725-0348 and send the hard copy and exam fee through the mail.
4. The exams will be given in Des Moines by appointment only. On your application be sure to include a work number where you can be reached to set an exam appointment when the staff calls.
5. You will be called in approximately two weeks to set an exam appointment.

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