

ARKANSAS WATER OPERATOR LICENSING PROGRAM

EXAM PREPARATION PACKET INFORMATION

This packet of information (also provided as a CD-ROM titled “Operator Information CD”) provides vital information to assist you in your exam preparation. Use this to guide you in preparing for success on your exam as well as providing program information.

Your packet contains the following exam preparation and information items:

- 1) **Arkansas Public Water System Compliance Summary** – This is a summary of water system compliance requirements related to complying with the Federal Safe Drinking Water Act, and Department of Health public water system requirements and policies. The Summary is an exam reference, used during exam preparation and mandatory training courses. The “Drinking Water Compliance Course” uses this reference extensively.
- 2) **Rules and Regulations Pertaining to Public Water Systems** – The Regulations ensure that public water systems provide ample quantities of safe, palatable water in compliance with the National Primary Drinking Water Standards. The Regulations are an exam reference used during exam preparation and mandatory training courses. The “Drinking Water Compliance Course” uses this reference extensively.
- 3) **Treatment, Distribution, or Very Small System “Need To Know Criteria” (NTK)** –The NTK is provided by the Association of Boards of Certification and is used to narrow down the areas of study. Included is the ABC Formula Sheet and math study aid to focus on needed areas of math preparation.
- 4) **Reference Manual List** – Provides information on the reference manuals referred to in the ABC Need To Know Criteria and information on how to obtain the manuals. The reference manuals are a critically needed exam preparation tool and are the primary textbooks used in the mandatory training courses. Many Public Water Systems already have the manuals. If you work for a system serving a population of 3300 or less a complete set of manuals may be available “free of charge” utilizing USEPA OpCert funds. Please contact the Water Licensing Program (contact info below) to determine eligibility and obtain the manuals.
- 5) **Meeting Mandatory Training Requirements** – Provides information on the requirements for the specific required mandatory training courses that must be attended or met utilizing the allowed alternate methods to meet the mandatory training requirements. The training must be obtained prior to sitting for the water license exam. Please review your records and the requirements to assure the requirements are met.

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- 6) **Mandatory Training Schedule** – The training schedule, with contact information for the training providers is provided to assist you in scheduling your mandatory training courses. Contact information is provided to assist you in registration for the courses or to be placed on the individual trainers' mailing list.
- 7) **Exam Schedule** – The exam schedule is provided to assist you in determining the best time and location to take an exam. Please note, you must register for the exam 45 or more days before the exam session date.
- 8) **Application Response Letter** – Verifies that your application was received in good order and for which license exam grade and type (Treatment or Distribution) it was processed.
- 9) **Internet Web Site** – Information on the Arkansas Department of Health, Engineering Section's web site is provided to assist you in taking advantage of a wealth of information and knowledge available via the internet. The Department's web site has information and downloadable forms for the Drinking Water Program and Water Operator Licensing Program. It also has an extensive list of Drinking Water related web site links.
- 10) **Water Operator Licensing Law and its Rules and Regulations Pertaining to Water Operator Licensing** – The Licensing Law and its Regulations are provided to offer you complete in-depth information pertaining to your chosen profession.

It is recommended that most of the materials provided in this packet be placed in a 3-ring binder type notebook. This will keep these materials handy for studying or for reference. The Compliance Summary provides inserts for the front cover and spine of a clear view style binder.

This packet, the recommended referenced study manuals and the mandatory training should provide you with the necessary materials and tools needed to properly prepare for and pass the exam. Of course, your level of commitment to exam preparation is the most important key to success.

The material in this packet and any other study materials or manuals will not be allowed into the test facility. A formula sheet identical to the one you have received will be provided at the exam site. Of course, a non-programmable calculator is allowed.

If any item listed above is missing, please feel free to contact the water operator-licensing program or download it from our website. Contact us by phone at (501) 661-2623 or by e-mail at <ADH.Water.Licensing@arkansas.gov>.

We hope this packet will be beneficial to you as you prepare to pass your exam.

PREPARATION WILL BRING SUCCESS