



Department of Public Health

Monroe County, New York

Adam J. Bello
County Executive

Marielena Vélez de Brown, MD, MPH
Commissioner of Public Health

Bureau of Public Health Engineering

NYS OPERATOR CERTIFICATION PROGRAM **APPLICATION PROCEDURE & INSTRUCTIONS**

1. The Application Package for initial certification must include the following completed forms and related information:
 - [] **Form DOH-354** - Application for Certification
 - [] **Form DOH-353** - Application for Water Operator Certification Course
 - [] **Proof of Completion of Training Level Course** – Copies of certificates
 - [] **Employment Letter of Verification** – Detail length of employment and related experience / duties
 - [] **Proof of Education Level** – Copies of diplomas, transcripts, or acceptable NYS professional licenses
 - [] **MCDPH Fee – \$80.00**
2. Applicant submits all items listed above to:

Monroe County Department of Public Health
111 Westfall Road – Rm 844
Rochester, New York 14620
Attn.: Brett Gobe
3. Following complete application submission, the MCDPH will contact the applicant to schedule an on-site assessment
4. MCDPH staff conduct the On-Site Assessment with the applicant and complete **Form DOH-4302** - On-Site Assessment of Water Treatment Plant and/or Distribution System Operators
5. MCDPH submits the Application Package to the New York State Department of Health - Bureau of Water Supply Protection for approval
6. Applicant receives notification of status from the NYSDOH

References:

10 NYCRR 5-4 "Classification and Certification of Community and Non-Transient Non-Community Water System Operators"
10 NYCRR 5-1 "Public Water Systems"
ADM 2 - "Enforcement and Sanitary Code Compliance at Regulated Facilities"
PWS 212 – "On-site Assessment of Water System Operators"
WSP 213 – "Water System Operator Certification"
PWS 239 – "Public Water System Significant Non-compliance"

Revised: 6.2.2025

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