TREATMENT PLANT OPERATOR REQUEST FOR
PROFICIENCY OR PROGRESSION

❖ This information is to be used as a cover sheet/checklist for the progression packet after all requirements are met. Please retain a copy for your records.
❖ For all requirements refer to the "Treatment Plant Operator Progression and Productivity Program Criterion Document."
❖ All Progressions require successful completion of a competency exam administered by the department with a minimum score of 70%.
❖ For training opportunities view the current Development Training Course Catalog.
❖***Employees requesting progression, proficiency, or advanced certification increase must not be on a City Performance Improvement Plan at the time of the request.***

GENERAL INFORMATION: (Please Print)

Employee's Name: _____   Phone #: _____

Employee's Current Classification **(check one)**: TPO I ☐ - TPO II ☐ - TPO III ☐ - TPO IV ☐

Employee's Date of Hire: _____   Date Employee started current classification: _____

Supervisor's Name: _____   Supervisor's Title: _____

Phone #: _____   Length of time you have supervised the employee: _____

Below select and fill out which Progression, Proficiency, or Advanced Certification Increase you would like to be reviewed for:
Only select and fill out one request per progression packet. Mark the box below the requirement with an "X".

TPO I Proficiency	Experience as a TPO I	Development Training: Safe and Respectful Workplace	Accredited College Hours OR Approved Educational Equivalents	ODEQ Operator Certification
Water	Six (6) Months	One (1) Completed Credit	Six (6) Hours	Class D Water
Wastewater	Six (6) Months	One (1) Completed Credit	Six (6) Hours	Class D Wastewater

Progression to TPO II	Experience as a TPO I	Required License or Certification	Accredited College Hours OR Approved Educational Equivalents	ODEQ Operator Certification
Water	Twelve (12) Months	40-Hour HAZWOPER (Upon hire date)	Nine (9) Hours	Class C Water
Wastewater	Twelve (12) Months	Class B CDL (Within 90 days of hire)	Nine (9) Hours	Class C Wastewater

TPO II Proficiency	Experience as a TPO II	Development Training: Development for Personal Growth OR Communication and Interpersonal Skills	Accredited College Hours OR Approved Educational Equivalents
Water	Six (6) Months	One (1) Course Credit	Twelve (12) Hours
Wastewater	Six (6) Months	One (1) Course Credit	Twelve (12) Hours

TPO II Advanced Certification Increase	Experience as a TPO II	ODEQ Laboratory Operator Certification	ODEQ Operator Certification
Water	Twelve (12) Months	Class C Water	Class C Water
Wastewater	Twelve (12) Months	Class C Wastewater	Class C Wastewater

Progression to TPO III	Experience as a TPO II	Required License or Certification	Accredited College Hours OR Approved Educational Equivalents	ODEQ Operator Certification
Water	Twelve (12) Months	40-Hour HAZWOPER (Upon hire date)	Eighteen (18) Hours	Class B Water
Wastewater	Twelve (12) Months	Class B CDL (Within 90 days of hire)	Eighteen (18) Hours	Class B Wastewater

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TPO III Proficiency	Experience as a TPO III	Development Training: Computer Skills	Accredited College Hours OR Approved Educational Equivalents
Water	Six (6) Months	One (1) Course Credit	Twenty-Four (24) Hours
Wastewater	Six (6) Months	One (1) Course Credit	Twenty-Four (24) Hours

TPO III Advanced Certification Increase	Experience as a TPO III	ODEQ Laboratory Operator Certification	ODEQ Operator Certification
Water	Twelve (12) Months	Class B Water	Class B Water
Wastewater	Twelve (12) Months	Class B Wastewater	Class B Wastewater

Progression to TPO IV	Experience as a TPO III	Required License or Certification	Accredited College Hours OR Approved Educational Equivalents	ODEQ Operator Certification
Water	Twelve (12) Months	40-Hour HAZWOPER (Upon hire date)	Thirty (30) Hours	Class B Water
Wastewater	Twelve (12) Months	Class B CDL (Within 90 days of hire)	Thirty (30) Hours	Class B Wastewater

TPO IV Proficiency	Experience as a TPO IV	Development Training: Leveraging Data OR Business Leadership Skills	Accredited College Hours OR Approved Educational Equivalents
Water	Six (6) Months	One (1) Course Credit	Thirty-Six (36) Hours
Wastewater	Six (6) Months	One (1) Course Credit	Thirty-Six (36) Hours

TPO IV Advanced Certification Increase	Experience as a TPO IV	ODEQ Laboratory Operator Certification	ODEQ Operator Certification
Water	Twelve (12) Months	Class A Water	Class A Water
Wastewater	Twelve (12) Months	Class A Wastewater	Class A Wastewater

Checklist of Submitted Documentation:

Each Progression/Proficiency/Advanced Certification Increase "Packet" must provide a copy of the following:

☐ High School Transcript or GED Certificate **(If one is not on file)**

☐ College Transcript and/or Educational Equivalent Certificates

☐ Developmental Training Certificates (Proficiency Only)

☐ Applicable ODEQ Licenses/Certificates

☐ Class B CDL License (Wastewater Only)

☐ 40-Hour HAZWOPER Certification (Water Only)

☐ Pass Competency Exam (Progression Only)

I have submitted or attached all the required documentation as stated in the Treatment Plant Operator Criterion Document and corresponding policies and procedures to be used to evaluate my request for progression. I am performing the responsibilities required for my level and have completed the appropriate coursework, training, and certifications.

Employee's Name (Print and Sign): _____ Date: _____

Supervisor's Name (Print and Sign): _____ Date: _____