

Directions for Registering with PSI and Information to Prepare for the Day of Your Exam

Registering for an Exam

It is recommended that you register for your exam as soon as you know when you would like to sit for the test as potential wait times for testing in Vermont are currently about 2 months. You can also take an exam at out-of-state test sites (such as NH, MA, NY), where wait times are currently about 1-2 weeks.

1. For Pollution Abatement Facility Operators (Wastewater):

You must be registered and approved by OPR to schedule an exam. Once you are approved to sit for the exam, OPR will send your information to the exam service PSI/AMP. The exam service will send you an email with information on how to register and schedule the exam. Please contact the exam service if you do not receive this information within 5 business days from when you were approved to sit the exam. For more information on registering with OPR, go to this link:

<https://sos.vermont.gov/pollution-abatement-facility-operators/operator-faqs/>.

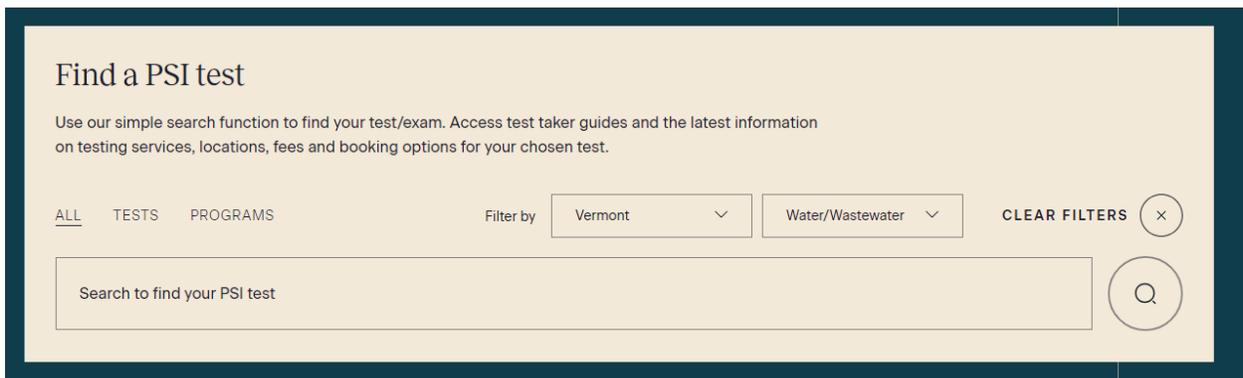
Once approved for the Pollution Abatement Facility Operators Certification (Wastewater) exam through OPR, go to <https://test-takers.psiexams.com/abc-vt> and click on “View available tests.” Click on the exam you are interested in. Now skip to step 4 in these directions.

For Vermont Drinking Water Operators:

If you are registering for an exam for Vermont Drinking Water Operator Certification, go to <https://www.psiexams.com/> and click on the button that says “I am a test taker.” Go to step 2 below.

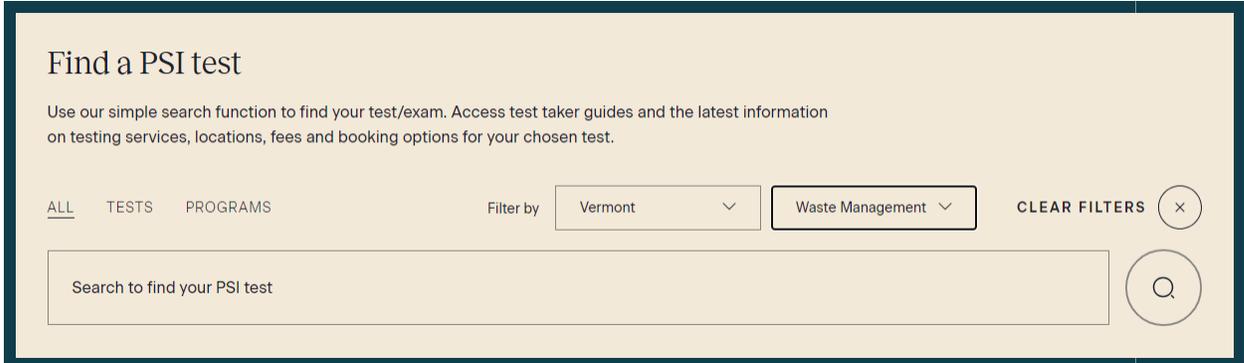
2. A search field will come up.

- a. **For Vermont Drinking Water Operators:** You can select “Vermont” as your state and select “Water/Wastewater” for the industry to filter your test search.

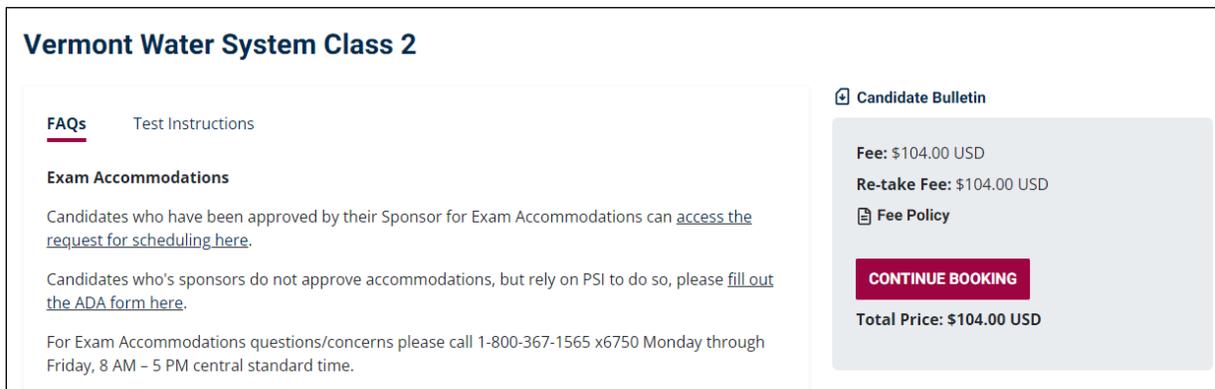


The screenshot shows a search interface titled "Find a PSI test". Below the title is a descriptive sentence: "Use our simple search function to find your test/exam. Access test taker guides and the latest information on testing services, locations, fees and booking options for your chosen test." There are three tabs: "ALL", "TESTS", and "PROGRAMS", with "ALL" selected. To the right, there are two filter boxes: "Filter by" with a dropdown menu showing "Vermont" and another dropdown menu showing "Water/Wastewater". To the right of these filters is a "CLEAR FILTERS" button with an "X" icon. Below the filters is a large search input field with the placeholder text "Search to find your PSI test" and a magnifying glass icon on the right.

- b. **For Pollution Abatement Facility Operators (Wastewater):** You can select “Vermont” as your state and select “Waste management” for the industry to filter your test search.



3. Next select the exam you are looking for. Exams are typically listed as “Vermont Drinking Water Operator Certification Program” (Drinking Water) or “Vermont Office of Professional Regulation of Pollution Abatement Facility Operators” (Wastewater). Below these titles you will see the specific class or grade listed.
4. When you find the correct exam, click on the title. This will take you to a page that has information about test taking at PSI. You will also see two tabs towards the top titled “Tests” and “Program info.” Click on the red button to “Login/Register” and complete the steps to register if you do not yet have log in information.
5. Once logged in, navigate back to the exam that you would like to sign up for. There will be a button on the right to “Continue Booking.”



6. The next page will confirm that you are seeking an in-person examination, and the language of the exam is English.
7. Next you will enter in your personal details and contact information. Click on “Continue Booking.”

- The next screen will bring up a field that allows you to enter your zip code or town to “Find Your Nearest Test Center.” Enter your town and zip code and increase the radius to 100 miles. Click “Find.” In addition to Burlington, you may see exam locations such as Albany, Concord, and Watertown. You may sign up for one of these locations if it is more convenient for you.

Find Your Nearest Test Center

City, province, or postal code Radius

Waterbury, VT 05676 100 Miles



1 South Burlington - Burlington Technical Center (21.92 MI)
265 Aviation Avenue, 2nd Floor, South Burlington, VT, US

[View available time slots](#)
First date in March: **Wednesday March 6**

- When the results come up, click below the location to “View available time slots.”
- Select an available date on the calendar and a time, then click the “Book this time slot” button.
- This will take you to the payment page where you will confirm the price and enter in billing information. Click “Continue.”
- The final step will ask you to review and confirm this information. You should keep all confirmation documents on file for your exam.

Continue to the next page for information on preparing for the day of your exam.

On Your Exam Day

You must arrive at the testing center at least 30 minutes prior to the scheduled exam time in order to be admitted to take your exam.

Location:

There is only ONE testing center in Vermont that administer water/wastewater exams. It is located adjacent to Burlington airport. These directions pertain to the Vermont location. However, if a testing center in another state is convenient, you may sign up to take your exam at one of those locations.

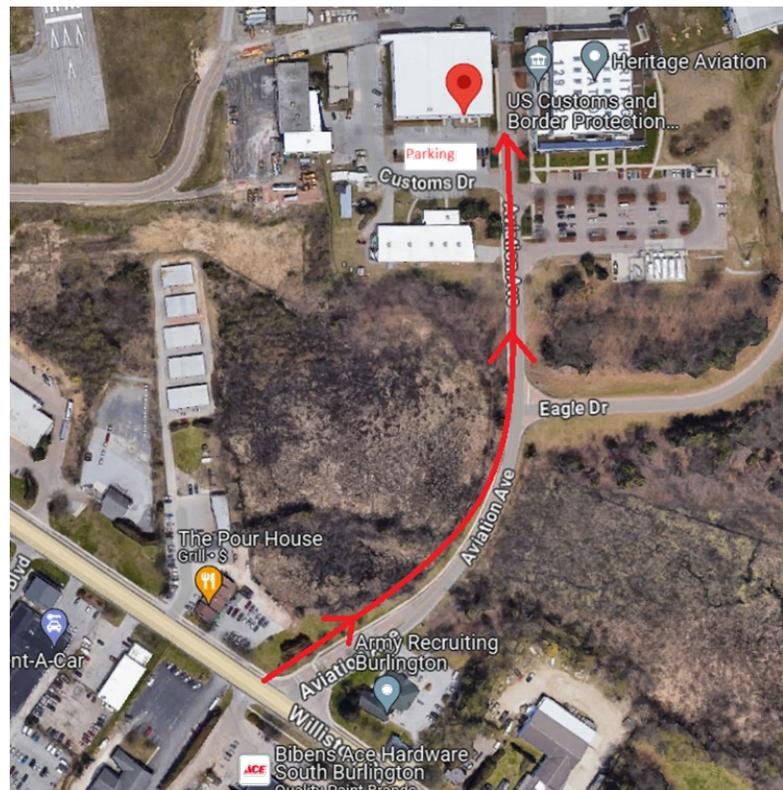
When mapping directions to the test center, enter the address below:

South Burlington - Burlington Technical Center
265 Aviation Avenue, 2nd Floor, South Burlington

*If you type “PSI Test Center” into Google Maps without the address, it will likely send you to a different test center.

Directions:

From Williston Road, turn on Aviation Road (you will see a sign with an arrow that says “International Arrivals”) and continue straight.



Turn right into the parking lot just past Customs Drive.

You can park in the lot in front of the white building with the number “265” on it in large letters. There is signage in this lot for “Heritage Aviation” and “Permit Only.” This is also parking for the test center.

If you are looking at the building from the parking lot, the entrance to the test center is on the right side of the building and is shared with Heritage Aviation.



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You must have proper identification to gain admission to the Test Center.

Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your testing fee.

Identification Requirements:

- To gain admission to the Test Center, you must present two forms of identification. The primary form must be a current government issued form of identification that includes your name, signature, and photograph. No form of temporary identification will be accepted. You will also be required to sign a roster for verification of identity.

- Examples of valid primary forms of identification are current: driver's license with photograph, state identification card with photograph, passport, or military identification card with photograph.
- The secondary form of identification must display your name and signature for signature verification (e.g., credit card with signature, social security card with signature, employment/student ID card with signature).
- If your name on your registration is different than it appears on your identification, you must bring proof of your name change (e.g., marriage license, divorce decree or court order).

What else do I need to bring?

- Proof of identity as stated above
- Calculator – Only non-programmable calculators that are silent, battery operated, do not have paper tape printing capabilities, and do not have an alphabet keyboard will be allowed in the examination site. Graphing calculators and calculators on cell phones are not allowed.

Do not bring the following items to your exam:

- Food
- Drinks
- Watches
- Large bags or backpacks
- Hooded sweatshirts and jackets

Prior to your examination, the testing center proctor will ask you to remove all items from your pockets and put personal belongings in a sealed bag, which will remain on your chair for the duration of the examination. You will be asked to show your wrists and any material brought into the testing center will need to be checked prior to use. In the testing center you will be monitored at all times with a closed-circuit video surveillance system. Please be courteous and silence all cellular phones and keep voices low while in the testing center.

What can I expect during my exam?

A good way to prepare for your exam experience is to watch this video on PSI testing centers: <https://psi.wistia.com/medias/3321yp1ic8>. It will review the check-in process and show you what the test-taking environment looks like.

Formula Sheets

You may receive multiple math formula sheets. Check the year of the formula sheet (located on the bottom center of the page) and use the most recent version.

Examination Restrictions

- Pencils and formula sheets will be provided during check-in.

- You will be provided with one piece of scratch paper at a time to use during the examination, unless noted on the sign-in roster for a particular candidate. You must return the scratch paper to the proctor at the completion of testing, or you will not receive your score report.
- Only silent, non-programmable calculators without alphabetic keypads or printing capabilities are allowed in the testing room.
- No documents or notes of any kind may be removed from the Test Center.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking, or smoking is not permitted in the Test Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Special Arrangements for Candidates with Disabilities

PSI will provide reasonable accommodation for candidates with disabilities. A disability as defined by the American Disabilities Act is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment.

Possible accommodations that PSI might offer are:

- Screen reader
- Interpreter
- Translator
- Extra time
- Private room
- Food and drink
- Paper and pencil exam
- Large font exam
- Braille exam
- Screen magnifier
- Other, like special equipment or seating

Candidates can use the following link to request accommodations [here](#).

For Exam Accommodations questions/concerns please call 1-800-367-1565 x6750 Monday through Friday, 8 AM – 5 PM central standard time.

Inclement Weather/Power Failure/Other Emergency

In the event of inclement weather or unforeseen emergencies on the day of an examination, PSI will determine whether the test will be canceled and rescheduled. You may visit www.psonline.com/openings prior to the examination to determine if PSI has been advised that any Test Centers are closed. If an examination is canceled, all scheduled candidates will receive notification following the examination regarding rescheduling. If power to a Test Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact.

Updated on September 27, 2024