



## Registering For Your A/B Operator Training and Exam

Owners and Operators of USTs are now required to present certification that they have been trained on new rules and regulations passed by the EPA by October 13th, 2018. In order to be in compliance by this date, UST Owners and Operators must both attend an Operator Class A/B training course through Rutgers University and pass an International Code Council (ICC) exam. We have written up below a step-by-step guide to registering for the training course and exam.

For additional information on requirements for compliance by October 13th, 2018, see this link: <https://www.nj.gov/dep/enforcement/docs/ust-operator-training.pdf>

### **STEP 1: REGISTER FOR RUTGERS TRAINING COURSE**

Please keep this “How to Register Online for an Office of Continuing Professional Education Course” link open while registering for your A/B Operator Training course. This link includes screenshots and step-by-step instructions for signing up for Professional Education classes through Rutgers: <http://www.cpe.rutgers.edu/how-to-register-online.html#step2>

1. **Open this link:** <http://www.cpe.rutgers.edu/brochures/intros/ust-AB.html>
2. Select a date and click the link
3. Click: “**register online**” button on the top left of the page
4. Click: “**Register/Sign In Now**” on the bottom right of the page
5. Click: “**Create Account**” under the **New Registrant** option
6. Fill out the information required on the page and click “**Yes**” in the last box **PROFILE CONSENT**
7. You should be redirected back to the registration page. At this time, choose your fee option
8. Enter “N/A” next to Professional License #, choose options for how you heard of the class and enter “NA” next to the source code. Click “Next”
9. Review your order a final time and check box that you read the refund policy. Click **PLACE ORDER** and enter in your payment information in the following window.

10. Make sure you print and save any confirmation email you receive. **Bring this with you to the training class.**

## **STEP 2: REGISTER FOR ICC EXAMINATION**

\*\*\*Registration for the ICC exam can be done immediately after registering for the Rutgers training course (link to register for the exam is on the Rutgers class date registration page). Proof of completion of the training course is not required in order to register to take the exam.\*\*\*

**Note:** Exams are **“open book”** format. You can bring your manual with you for reference while taking the exam. If you add any additional references from the internet to your Operator Training Binder; it must be bound by being stapled or placed in a three-hole binder. For a list of acceptable resources to bring with you, see the following link: [https://www.iccsafe.org/wp-content/uploads/UST-Exam-Reference-Listings\\_2018.pdf](https://www.iccsafe.org/wp-content/uploads/UST-Exam-Reference-Listings_2018.pdf)

1. **Open this link:** <https://www.iccsafe.org/certification-exam-catalog>
2. Click: **Sign In** tab on upper right
3. Once clicked you can either **“SIGN IN”** or **“REGISTER HERE”** for a new user
4. Follow the registration procedures
5. **After completed: go to myICC**
6. In the Catalog Search box, enter **“NJ”** in the “Search by Exam title” box and click **Search**
7. This should return the following exam: New Jersey Class A/B UST System Operator - NJ and show an \$85 registration fee
8. Click: **Register**
9. Under **Exam Format** use the drop down arrow to select “Computer-based (Pearson VUE)”
10. Click: **Add to Cart**
11. Click: **Proceed to Checkout**
12. Enter your Credit Card Information (make sure it matches your mailing address on your contact information)
13. After you have completed your purchase, you should receive a confirmation email similar to the image below, **THIS DOES NOT CONFIRM YOUR TEST DATE, ONLY YOUR PURCHASE OF THE EXAM**

ICC: New Order # [REDACTED]

ICC Store <order@iccsafe.org>

Wed 8/15/2018 3:45 PM

To: [REDACTED]



Hello, [REDACTED]

Thank you for your order # [REDACTED] (placed on August 15, 2018 12:43:30 PM PDT) Your order confirmation is below.

Thank you for purchasing an exam from ICC. Click <http://www.iccsafe.org/myicc> to return to myICC, where you can see all of the exams you've purchased and the status of those exams. From myICC, you can click on an exam to schedule it through either Pearson VUE or Yardstick, whichever you purchased. Please allow up to 5 minutes from purchase for this information to be available.

Thank you again for your business.

**Billing Information:**

[REDACTED]

**Payment Method:**

[REDACTED]

Item	Item #	Qty	Subtotal
NJ - New Jersey Class A/B UST System Operator	1790ENJP	1	\$85.00
Subtotal:			\$85.00
<b>Grand Total:</b>			<b>\$85.00</b>

For questions about your order, please visit our Customer Service webpage for helpful information and FAQs along with phone and email contact information if you need further assistance.

Thank you, **ICC**

If you would like to receive ICC's Award winning newsletter **ICCeNews** or other newsletters from ICC to stay up to date on the latest news and information, you may sign-up or manage your subscription [here](#).

[REDACTED]

**\*\*\*THIS EMAIL DOES NOT CONFIRM YOUR TEST DATE, ONLY YOUR PURCHASE OF THE EXAM\*\*\***

14. Once you receive the confirmation email, click the link provided in the email. This should take you to the sign-in page
15. After you have purchased the NJ Operator Class A/B Exam you will have to go back to myICC, the link is included in the body of your confirmation email
16. Click: **Your EXAMS**
17. The PAID for exam will show
18. Click to schedule your exam
19. Once the exam is uploaded you will be able to pick your testing location
20. Your Testing Date
21. Your Testing Time
22. **WARNING: There is a four-step process after choosing your testing location to complete to finally submit your confirmed test date.**
23. We recommend printing and bringing a copy of your confirmation email with you to the exam

## **DON'T FORGET: YOU CAN TAKE THE EPA PRACTICE TEST TO PREPARE FOR YOUR EXAM**

The A/B Operator exam may be challenging to some. We recommend taking the practice exam before taking the real test in order to fully prepare yourself for some of the questions that may be asked. Instructions for taking the practice test are below:

**\*\*Note: you are permitted to add notes to your own Operator Training Manual\*\***

1. Open this link: <https://www.epa.gov/ust/class-a-and-class-b-ust-operator#access>
2. Click: **“Comprehensive Exam”**
3. Click: **“View Exams”**
4. Register:
  - a. Your Email Address
  - b. First Name
  - c. Last Name
  - d. Type of Facility: **Marketer**
  - e. Your Designated Operator Class: **Both Class A & B**
  - f. Original Training or Retraining?: **Original Training**
  - g. How Many Years an Operator
5. Click: **“View”**
6. On the left of the screen you will be able to access 30 different tests that you can take by simply clicking on each one.
7. As you take the test – you will immediately know if you have answered the test correctly or not.