

**ENVIRONMENTAL MONITORING TECHNICIAN
REQUEST FOR PROGRESSION**

- ❖ NOTE: 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.

GENERAL INFORMATION: (Please Print)

Employee's Name: _____ Phone #: _____

Employee's Date of Hire: _____ Employee tenure in current position: _____

Supervisor's Name: _____ Phone #: _____

Supervisor's Title: _____ Length of time you have supervised employee: _____

NOTE: The following attendance information must be completed by attendance keeper.

Usage within the last 12 months: Sick Leave _____ hours LWOP _____ hours Sick Leave Accrual _____ hours

Signature of person verifying attendance: _____ Date: _____ Phone #: _____

REQUEST: I would like to be reviewed for the following:

- Environmental Monitoring Technician I, Proficiency Increase
- To become Environmental Monitoring Technician II
- Environmental Monitoring Technician II, Proficiency Increase

CHECKLIST OF SUBMITTED DOCUMENTATION:

- Original High School transcript or GED Certificate (check & circle)
- Completion of _____ hours of accredited coursework in the area of math, science and/or computers (circle or write in coursework area _____) **Must submit original accredited college transcript!**

Date to Class _____

- Proof of Training attendance: (Certificates) _____ (# enclosed or Training Partner List)
- Proof of a valid Oklahoma Class "D" Operator's License Date of Expiration _____
- Proof of a valid Class "C" Water Wastewater Laboratory Operators License Date of Expiration _____
- Proof of OSHA 40 hours Hazardous Waste Operator's Certification

- Demonstrated Skill Proficiency: Proficiency in intermediate technician function Pass competency exam
- Proficiency in advanced technician function Pass competency exam
- "Proficient" or above rating on final review

I have attached all the required documentation as stated in the Environmental Monitoring Technician Criterion Document and corresponding Policies and Procedures to be used to evaluate my request for a proficiency or progression increase. I am performing the responsibilities required for my level and have completed the appropriate coursework, training and/or other requirements.

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____