

## **Rules Governing Certification**

**2015**

### **Definitions:**

The terms defined hereby apply explicitly to the California –Nevada Section, American Water Works Association (CA-NV Section) Water Use Efficiency Practitioner Certification Program

**1.1 Applicant** - An individual applying for initial, upgraded, or re-certification by submission of a standard application to the administrator

**1.2 Administrator** - The CA-NV Section Volunteer evaluating applications, administering examinations, issuing certificates, and performing associates duties.

**1.3 Certificate** - A certificate issued by the CA-NV Section AWWA attesting to the fact that a practitioner has proven his or her qualifications in the water use efficiency field, according to the requirements stated herein.

**1.4 Certification Director** - The person appointed by the Governing Board of the Section to present the certification programs.

**1.5 Certification Grade** - The level of practitioner certification as Grade I, II, or III, as defined within these Rules, corresponding to an applicant's degree of knowledge, experience and responsibility in the field of water use efficiency.

**1.6 Committee** - The CA-NV AWWA Section Water Use Efficiency Practitioner Certification Committee as appointed and administered by the Section via the Certification Board and charged with implementing the program for California and Nevada Practitioners.

**1.7 Section** - The California-Nevada Section, American Water Works Association (AWWA).

**1.8 Practitioner** - An individual performing water use efficiency activities in the potable water industry

## **2 GENERAL CERTIFICATION PROCEDURE**

**2.1** Applicants for certification upgrade or reciprocity must submit a completed application, as available from the certification Administrator or section office for evaluation at least 20 days prior to the time set for the examination. Applicant shall be notified of the time and place of the examination at least twenty (20) days prior to the date of the examination.

**2.2** Applicants will be notified within thirty (30) working days of passage or failure of the examination. Upon passage applicant is considered to be certified by the CA-NV Section of the AWWA.

**2.3** Wallet cards for any grade are valid for two years from the date of issuance. Updated wallet cards will be issued upon renewal.

### **3 CERTIFICATION FEES**

**3.1** The application fee for certification examination in any grade shall be payable to the AWWA CA-NV Section. The current application fee shall be posted on the application forms provided by the Section.

**3.2** The application fee must accompany the completed application form.

**3.3** Checks returned for non-sufficient funds (NSF) will be subject to a returned check

### **4 CERTIFICATION UPGRADE**

**4.1** Practitioners with current Grades I through II may apply for the next higher grade with submittal of an application and required fee.

**4.2** Applications will not be accepted from any individual requesting a grade more than one grade higher than they currently hold, or their present job duties or position justify.

**4.3** The Administrator's decision as to any practitioner's qualifications for upgrade may be appealed per Section 8 of these rules.

### **5 CERTIFICATION RENEWAL**

**5.1** Renewal notices are E-mailed six (6) months prior to a practitioner's expiration date. It is the responsibility of the Practitioner to notify the Section of a change in contact information.

**5.2** Practitioners failing to renew their certificate within three (3) months after their expiration date will pay a penalty equal to the amount of the renewal fee. Practitioners,

who have not renewed their certificates within six (6) months of their expiration date, will be removed from the current certification program files.

**5.3** Practitioners delinquent over six (6) months, yet less than one (1) year, may request reinstatement by submitting an application, the application fee, and show continued employment in the water industry and/or continued education.

**5.4** Practitioners delinquent over one (1) year must submit an application and pass the water use efficiency examination with a passing score.

**5.5** To be eligible for certificate renewal, certificate holders submitting renewal applications after April 1, 2016, shall complete continuing education contact hours since the previous renewal or issuance of the certificate pursuant to Table A. No more than 25% of the contact hours shall be safety courses.

**Table A - Required Continuing Education Contact Hours for Certificate Renewal**

<i>Cross-Connection Control Specialist (Sec.4)</i>	<i>Contact Hours Required</i>
Certificate	12

  

<i>Distribution Operators/Associates (Sec.5)</i>	<i>Contact Hours Required</i>
Distribution 1	12
Distribution 2	16
Distribution 3	24
Distribution 4	24

  

<i>Treatment Operators (Sec.5)</i>	<i>Contact Hours Required</i>
Treatment 1	12
Treatment 2	16
Treatment 3	24
Treatment 4	24

<i>Water Quality Laboratory Analysts(Sec.6)</i>	<i>Contact Hours Required</i>
Water Quality Analyst 1	12
Water Quality Analyst 2	16
Water Quality Analyst 3	24
Water Quality Analyst 4	24

<i>Water Use Efficiency Practitioners</i>	<i>Contact Hours Required</i>
Water Use Efficiency Practitioner 1	12
Water Use Efficiency Practitioner 2	16
Water Use Efficiency Practitioner 3	24

(a) The certificate holder shall retain proof of continuing education as supplied by the acceptable provider for a minimum of four years.

(b) Certificate holders possessing certificates in more than one CA-NV AWWA discipline may apply continuing education credits obtained within a renewal period to all current certificates.

(c) Full semester courses taken at an accredited college, related to the operation and maintenance of public water supply systems, including water use efficiency, shall be applicable for the hours listed in the accredited college's course outline.

(d) Any certificate holder selected for an audit of compliance with the continuing education requirement shall submit to the Section a copy of proof of completion provided to the applicant for renewal by the provider of the continuing education since the date of last certificate renewal, within 30 calendar days of notification of selection.

(i) The certificate for any applicant for renewal who is found to have not successfully completed the continuing education requirement of this article will be revoked.

(ii) The applicant shall have the right to appeal such findings to the Section. An appeal shall be requested in writing to the Administrator of the discipline in question.

(e) When applying for renewal of a certificate, an applicant may request a waiver of all or part of the continuing education requirement. To be eligible for a waiver, an applicant shall verify the following in writing to the Section Office:

(i) Residence in another country for at least half the period since the certificate was issued or last renewed, and that this prevented completion of the continuing education requirements.

(ii) Absence from employment due to military service for at least half the certificate period since the certificate was issued or last renewed, and that this prevented completion of the continuing evaluation requirements.

(f) When applying for renewal of a certificate, an applicant may request a voluntary temporary suspension of the certificate. To be eligible for a voluntary temporary suspension, an applicant shall verify the following in writing to the Section Office:

(i) Illness or other good cause, verified by a corroborating statement from a licensed physician, that precluded completion of the continuing education requirements. Qualifying illnesses or causes include, but are not limited to:

a) Total physical and/or mental disability of the operator for at least half of the period since the certificate was issued, or if previously renewed, since it was last renewed; or

b) Total physical and/or mental disability of an immediate family member for at least half of the period since the certificate was issued or last renewed, where the applicant has total responsibility for the care of that family member.

(ii) A voluntary temporary suspension of a certificate can extend a maximum of two years. To end a temporary suspension, the applicant must supply verification from a licensed physician that corroborated the reason for the voluntary suspension that the condition has been mitigated and meet the continuing education requirements and pay all fees and penalties due.

**5.6** Each successfully renewed certificate shall be valid for a period of two years.

## **6 EXAMINATION**

**6.1** The Section utilizes water use efficiency practitioner examinations prepared by the Section's Water Use Efficiency Committee. The examinations are changed regularly to ensure their confidentiality and reflect current practice.

**6.2** Examinations of Grades I through III are written exams.

**6.3** Written examinations will be conducted at scheduled locations and dates within the state to meet the needs of the majority of practitioners, with the Section providing the information upon request. Exams are administered by a local proctor approved by the

Administrator. Written exams may also be given at the semi-annual Section conferences.

**6.4** If an applicant fails to appear for a scheduled exam, without prior notification to the Administrator and/or Section office, he/she will be required to resubmit an application and fee for a future exam.

**6.5** Applicants seeking a higher certification grade must be in good standing with the grade they currently possess.

## **7 CERTIFICATES**

**7.1** Upon passing the certification exam, a Certificate, issued by the Section, will state the type and grade of certification, full name of the practitioner, certificate number, date of issuance, the official seal of the Section, and be signed by the Certification Administrator or the Certification Board Director.

**7.2** A currently certified Practitioner may request a replacement or duplicate certificate from the Section office for a nominal fee.

## **8 REVOCATION/APPEAL**

**8.1** The Section may revoke any certificate issued under these rules, upon the submission of conclusive evidence from the water use efficiency committee that the holder of the certificate has been found to have obtained the certificate by fraud or deceit, or displays gross negligence, incompetence, or misconduct in the performance of his/her duties as a practitioner.

**8.2** All appeals and protests must be in writing to the Committee Chair. This notification shall be fifteen (15) days of the receipt of the Administrator's written determination. The Committee Chair shall, within thirty (30) days, make an inquiry of the protests and give an answer in writing. Any further appeals must be in writing to the Certification Director. Further appeal may be made to the Section Secretary who shall consult the Section Governing Board, whose decision shall be final. Appellant must send the original facts, then state in writing what part of the Director's decision is deemed improper, and why.

## **9 REVISION OF RULES**

**9.1** The Committee may recommend revisions to these Rules to the Certification Board from time to time, as it deems necessary to institute new policies and improve the program. Upon approval from the Section Governing Board, such revisions will be published sixty (60) days prior to the effective date.

**9.2** The Certification Director and the Section Chair may render decisions on matters not explicitly covered in these Rules.

## **10 GENERAL QUALIFICATIONS**

Practitioners certified under this program must:

**10.1** Have attained his/her 18th birthday.

## **11 GRADE QUALIFICATIONS**

### **11.1 Grade I Water Use Efficiency Practitioners**

**A. Job Description** – Performance of entry level water conservation duties such as residential and landscape water use surveys.

#### **B. Qualifications**

**1. Education**- High school diploma, GED, or demonstrated equivalent academic ability.

### **11.2 Grade II Water Use Efficiency Practitioner**

**A. Job Description** – Performance of water use efficiency duties such as non-residential water use surveys, public relations, drought response activities and program implementation strategies.

#### **B. Qualifications**

**1. Education** – High school diploma, GED, or demonstrated academic equivalent.

**2. Experience** – Three years in the water use efficiency field with High School diploma, or two years with AA degree or 18 months with BS/BA degree, and six months currently with Grade 1.

### **11.3 Grade III Water Use Efficiency Practitioner**

**A. Job Description** – Performance of water use efficiency duties such as project management, reports, benefit/cost analysis and program monitoring and evaluation.

#### **B. Qualifications**

**1. Education** – AA degree or completion of two years of college or demonstrated academic equivalent.

**2. Experience** – Four years experience in water use efficiency field with AA degree or three years in field with BA/BS degree, and six months currently with Grade II.

## **12 EQUIVALENCY OF EDUCATION AND EXPERIENCE**

The Administrator, Committee Chair, or Certification Director may consider that the educational and/or experience qualifications for any of the certification grades may be met other than as specifically cited.