

RULES GOVERNING THE CERTIFICATION of Backflow Prevention Assembly Testers *Effective*

as of September 17, 2018

1 DEFINITIONS

The terms defined hereby apply explicitly to the California-Nevada Section, American Water Works Association (CA-NV Section Backflow Prevention Assembly Tester Certification Program).

- 1.1 Applicant** - An individual applying for certification by having submitted a standard application to the CA-NV Section Office.
- 1.2 Certificate** - A certificate issued by the CA-NV Section, American Water Works Association attesting that an individual has proven his/her qualifications for performing the field testing procedures and the troubleshooting of backflow prevention assemblies in accordance with the requirements stated in these rules.
- 1.3 Certification Director** - The person appointed by the Governing Board of the CA-NV Section to administer the certification programs.
- 1.4 Certified Backflow Prevention Assembly Tester** - A person meeting all the requirements of these rules whom is responsible for the field testing and the troubleshooting of the backflow prevention assemblies.
- 1.5 Committee**- The CA-NV Section AWWA Backflow Prevention Assembly Tester/Cross-connection Control Program Specialist Certification Committee is responsible for recommending the policies and the procedures that determine the technical aspects of the program.
- 1.6 Course of Instruction** - The equivalent of a semester length course which covers the Backflow Prevention Assembly Tester Expected Range of Knowledge.
- 1.7 Date of Issuance** – The date an applicant passed the certification examination.
- 1.8 Domestic/Potable Water System** - The public water supply as well as the potable water systems within the water consumers' premises.
- 1.9 Examination Monitor Proctor (EMP)** – The CA-NV Section volunteer(s) who administers the written examinations.

- 1.10 Field Test** - The physical examination and testing of a backflow prevention assembly.
- 1.11 Original Date of Issuance** - The date an applicant is issued their certification number.
- 1.12 Proctor** - The CA-NV Section volunteer(s) who administers the performance examinations.
- 1.13 Proctor-in-Charge (PIC)** - The CA-NV Section volunteer(s) who administers the certification examination.

2 GENERAL CERTIFICATION PROCEDURE

- 2.1** Applicants for certification must submit a completed application, as available from the CA- NV 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 fourteen (14) days prior to the date of the examination.
- 2.2** Applicants will be notified, upon completion of the examination, as to whether or not they pass.
- 2.3** Upon passage, new applicants are considered to be certified by the CA-NV Section and will be issued a temporary certification card.
- 2.4** A certificate will be mailed within seventy five (75) calendar days of the examination date.

3 CERTIFICATION FEES

- 3.1** The application fee for the certification examination shall be payable to the CA-NV Section. The current application fee shall be posted on the application form provided by the CA-NV 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 charge equal to the application fee.

4 RECERTIFICATION

- 4.1** Recertification notices are mailed six (6) months prior to a Tester's expiration date. This will be the only notice sent.
- 4.2** It is the responsibility of the Tester to notify the CA-NV Section of a change of address.
- 4.3** Recertification notices will include an examination schedule from which the Tester will be able to select the most convenient examination location(s) and date(s).
- 4.4** Testers requesting recertification will receive the following information;
 - a. A letter stating the examination location, date and time.
 - b. A list of equipment required to take the performance examination.
 - c. A notification of the backflow prevention assembly field test procedures accepted by the CA-NV Section.
- 4.5** Testers that do not re-certify by their expiration date are delinquent and are no longer certified.
- 4.6** Testers that are delinquent over six (6) months will have their names removed from the current certification program files.
- 4.7** A Tester recertifying after their expiration date and before the six months past their expiration date, shall maintain the same expiration date as if the Tester recertified prior to the expiration date.

5 EXAMINATION

- 5.1** The Section uses backflow prevention assembly Tester examinations prepared by the Committee and reviewed by the Certification Director. Examinations are modified regularly to ensure their confidentiality and reflect current practice.
- 5.2** Closed book examinations will be conducted at scheduled locations and dates within the section's geographic boundaries to meet the needs of the majority of Testers. Examinations are administered by a Proctor-in-Charge. Section Office

shall appoint an Exam Monitor Proctor (EMP) to administer the written examination.

- 5.3** Applicants who fail any part of the examination (Written or Performance) will be advised that they may apply to be re-examined under Section 2.1 of these rules. To retain a passing score from the initial examination, a re-application must be received within forty- five (45) days from the initial date of examination.
- 5.4** Retained examination scores shall be valid for the applicants' next re-examination only. Retained examination scores shall be valid for a period not to exceed six (6) months from the initial date of examination.
- 5.5** If an applicant fails to appear for a scheduled examination, without prior (two (2) business days) notification to the CA-NV Section office, he/she will be required to resubmit an application and fee for a future examination. See Section 2.1 for Certification Procedure.
- 5.6** Only one (1) reschedule will be allowed per application.

6 CERTIFICATES

- 6.1** Upon passing the certification written and performance examinations, a Certificate, issued by the Section, will state the type of certification, full name of the Tester, certification number, date of issuance, the official seal of the Section, and be signed by the Certification Director.
- 6.2** A currently certified Tester may request a replacement or duplicate certificate from the Section office for a nominal fee.
- 6.3** Certification is valid for three (3) years from the date of examination.

7 REVOCATION OF CERTIFICATE AND APPEALS

- 7.1** The CA-NV Section may suspend or revoke a practitioner's certificate for cause. Cause shall include a failure, in serious degree, to observe Section certification standards. A written complaint specifying the alleged reasons for revocation may be filed with the Certification Director, who, in consultation with the Committee Chair, shall determine whether the allegations in the complaint, if

true, would constitute cause for revocation. The revocation of a certificate shall occur only after the practitioner has been given a fifteen-day prior written notice of the proposed revocation and the reasons therefor. The practitioner shall have an opportunity to be heard, orally or in writing, not less than five days before the effective date of the discipline by the Certification Director, whose findings and conclusion shall be reviewed by the Committee and approved (or remanded to Committee Chair for further proceedings, as specified). Upon ultimate approval by the Committee, the revocation shall become final.

- 7.2** The Certification Director may suspend or revoke the credential for up to twelve (12) months from the decision to revoke.

8 EXAMINATION APPEALS

- 8.1** The Proctor-in-charge shall address all on-site appeals at the exam site. All other appeals (including the Proctor-in-Charge on-site determination) must be in writing Committee Chair. The Committee Chair shall, within thirty (30) days make an inquiry of the appeal and give an answer in writing. Any appeals of the Committee's determination must be in writing to the Certification Director, whose decision shall be final.

9 REVISION OF RULES

- 9.1** The Committee may recommend revisions to these Rules as necessary to institute new policies and improve the program to the Certification Board. Upon approval, the recommendations shall be sent to the CA-NV Section Governing Board for final review and approval. All revisions will be published sixty (60) days prior to their effective date.
- 9.2** The Certification Director and the CA-NV Section Governing Board Chair may render decisions on matters not explicitly covered in these Rules, after consulting the Committee.

10 GENERAL QUALIFICATIONS

Testers certified under this program must:

- 10.1** Be able to carry out all duties and responsibilities associated with the Backflow Prevention Assembly Tester Certification Program.

- 10.2** Be able to speak and comprehend the English language to the extent that effective communications can be had with co-workers and the public.
- 10.3** Have attained his/her 18th birthday.
- 10.4** Successfully complete a Course of Instruction (see Section 1.7) covering the Backflow Prevention Assembly Tester Expected Range of Knowledge; or show two years of experience in the field testing of backflow prevention assemblies (for example, a certificate issued by an agency having local jurisdiction)