

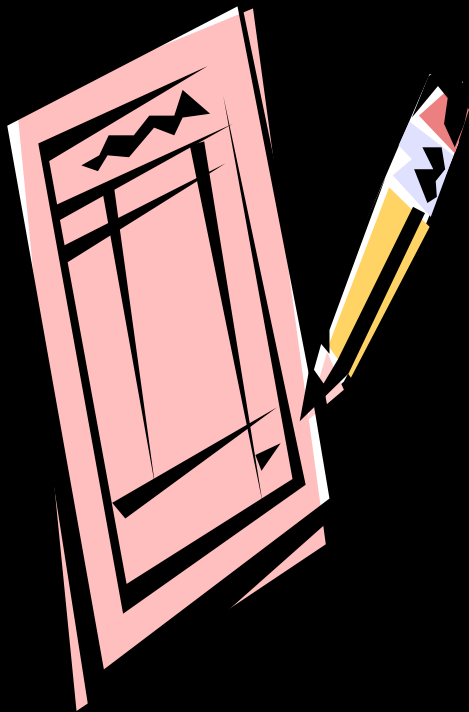


Environmental Compliance Inspector Certification

2012

Candidate

Handbook

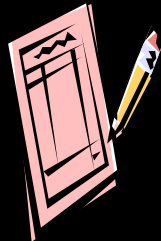


This booklet contains...

- Subject matter for the Environmental Compliance Inspector tests
- New KSA descriptions including KSA weighting
- Selected study references
- Certification policies
- Frequently Asked Questions

Environmental Compliance Inspector

2009
Candidate Handbook



This handbook contains information about the Environmental Compliance Inspector certification program. Please read this entire handbook to become familiar with certification procedures and policies. As a certificate applicant, you are responsible for knowing the contents of this handbook. If you have any questions please contact your Local Section Chair (listed in the TCP Application) or the CWEA office at 510-382-7800.

Statement of Non-Discrimination Policy

CWEA does not discriminate among applicants on the basis of age, gender, race, religion, national origin, disability, sexual orientation or marital status.

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Water Environment Association**

California Water Environment
Association
Technical Certification Program
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Introduction

The California Water Environment Association

CWEA's mission is to enhance the education and effectiveness of California wastewater professionals through training, certification, dissemination of technical information, and promotion of sound policies to benefit society through protection and enhancement of the water environment.

CWEA is a California Nonprofit Corporation and is a Member Association of the Water Environment Federation and a member of the National Organization for Competency Assurance.

The Technical Certification Program

The Technical Certification Program (TCP) was created to offer multilevel technical certification for individuals employed in the water quality field. Tests are written by vocational specialists and administered throughout the year in six different disciplines: Collection System Maintenance, Environmental Compliance Inspection, Laboratory Analyst, Plant Maintenance (Electrical/Instrumentation and Mechanical Technologist), Industrial Waste Treatment Plant Operator, and Biosolids Land Application Management.

CWEA first offered a certification program for operators of wastewater treatment plants in 1937. The program was administered by CWEA until 1973 when the State of California assumed responsibility for the program. During those 36 years, CWEA awarded 3,915 operator certificates.

In 1975 the first committees were formed to establish a new voluntary certification program for water quality professionals specializing in disciplines other than plant operation. Eventually, the Voluntary Certification Program (VCP) emerged with specialized certificate programs for Collection System Maintenance, Plant Maintenance, Environmental Compliance Inspection, and Laboratory Analyst with certifications first issued in April 1976. In the 1980s two more disciplines were added: Electrical/Instrumentation, and Industrial Waste Treatment Plant Operator.

Today CWEA offers certification in vocational programs with a total of 23 different certifications. About 2,000 certification applications are processed every year and over 5,500 certificates are held by individuals in California and neighboring states.

Environmental Compliance Inspector

The title of the Industrial Waste Inspector program has been changed to Environmental Compliance Inspector to more accurately reflect typical environmental compliance inspection duties and responsibilities. The two designations are equivalent and can be interchanged within the context of this handbook.

Important Information

The Certification Process

To become certified, **all applicants** must complete the Application For Technical Certification, pay the application fee, have suitable experience and education, and pass the computer-based test. Application instructions and fee schedules are listed on the application. After applications are received at the CWEA office, applicant information is compiled in the certification database and reviewed by CWEA staff and subject matter experts for the respective vocation applied for. If approved, the applicant will receive an acceptance letter. If the application is rejected, the applicant will be notified and asked if warranted to supply more information. After completion of the computer-based test and grading, applicants are mailed official test results. Those who pass the exam, are mailed certificates and blue wallet cards.

Code of Ethics

The Code of Ethics is intended to reflect the standards and behavior that California Water Environment Association certificate holders and applicants expect of each other as they perform their work protecting public health and the environment and that reaffirm the value of holding a CWEA certificate. The purpose of the Code of Ethics is to ensure public confidence in the integrity and service of professional water quality workers while performing their duties.

All California Water Environment Association certificate holders and applicants are expected to meet the following standards of professional conduct and ethics:

1. To protect public health, themselves, their co-workers, property, and the environment by performing the Essential Duties of the CWEA certified vocation safely and effectively, and complying with all applicable federal, state and local regulations.
2. To represent themselves truthfully and honestly throughout the entire certification process.
3. To adhere to all test site rules and make no attempt to complete the test dishonestly or to assist any other person in doing so.
4. To refrain from activities that may jeopardize the integrity of the Technical Certification Program.

Test Administration And Admission

Testing Dates and Sites: Tests are given throughout the year within four quarterly windows (see Application for Technical Certification for test schedule). Applicants who are eligible to take the test will be mailed an acceptance letter with instructions on how to schedule their exam.

Testing Window	Test Dates	Application Deadline
Spring	April 1 - June 30	February 28
Summer	July 1 - September 30	May 31
Fall	October 1 - December 31	August 31
Winter	January 1 - March 31	November 30



Test Site Admission: Certificate candidates are required to show at least one valid government issued photo identification (State driver's license or ID, or passport). Only after positive identification has been made by the testing proctor can a candidate be allowed to take a CWEA certification test. Candidates are not required to show their eligibility letters to enter the test site.

Test Security: All tests are computer-based. No reference material, laptop computers or cameras are allowed in the test site, see Pearson Vue (PV) policy (www.cwea.org/cbt). Candidates will have access to an onscreen calculator, however, candidates are welcome to bring pre-approved calculator (visit www.cwea.org/cbt). Candidates are not allowed to take any notes from the test site. Candidates who violate test site rules may be asked to leave the site and may be disqualified from the test. All violations of test security will be investigated by CWEA and appropriate action will be taken.

Test Design And Format

Test Design: All certification tests are designed to test knowledge and abilities required to perform *Knowledge Domains* listed at the end of the section with minimal acceptable competence.

The *Knowledge Domains* previously known as Essential Duties and Test Content Areas for each certification were determined by a job analysis and meta-analysis of job specifications by two independent psychometric consulting firms. The studies gathered data from onsite visits of over 31 water and wastewater agencies, interviews with 110 water and wastewater professionals, and analysis of more than 300 job specifications. All research was conducted under the guidance of the Technical Certification Program Committee, vocational sub-committees, and CWEA staff. All test questions are designed to measure at least one area of knowledge or ability that is required to perform an essential duty.

Test Delivery Mechanism: All tests are computer-based format and are available in English language only.

Test Format: All TCP tests are in multiple choice format (see *Sample Test Questions* in this booklet for an example). The multiple choice format is considered the most effective for use in standardized tests. This objective format allows a greater coverage in content for a given amount of testing time and improves competency measurement reliability. Multiple choice questions range in complexity from simple recall of knowledge to the synthesis and evaluation of the subject matter.

Test Scoring

Scoring Method: All tests are electronically scored by Pearson VUE pending approval by CWEA. Most test items are valued at one point. Some test items requiring calculations are worth multiple points

varying from two to five (possibly more). After tests are scored, total points are compiled and an overall score is calculated as the sum of all points earned on the test. If the overall score is equal to , or greater than the established pass point, the candidate has passed the test. Total points possible for each test varies, but the average is 100 points plus or minus 25.

How Passing Scores Are Set: Each time a certification test is given the questions are changed resulting in a different test form. Since each form has different questions the difficulty level of the test may not be the same from form to form. The passing score is developed as an overall estimate of minimal acceptable competence in the Test Content Areas by subject matter and testing experts. Passing scores are determined by an overall passing score, not by performance on individual Test Subject Areas, and are independent of other candidate's scores. Partial credit will not be awarded for any test item answered incorrectly.

Test Rescheduling and Cancellation Instructions

Reschedule your Testing Window

To reschedule your application to a different testing window, you must submit a written request (a letter stating that you wish to transfer) to the adjacent (next) window once without a fee. An administrative fee of \$40 is required on the second/final transfer. There are no exceptions to this policy.

Reschedule your Test Appointment

If you already have a scheduled exam with our testing administrator, Pearson VUE (PV), and wish to reschedule your appointment, you must contact (PV) one (1) business day in advanced to avoid losing your exam fee.

Cancel your Application

To cancel your application you must submit a written request (a letter stating you wish to cancel your application) to CWEA. The written request along with a \$40 administrative fee must be received at the CWEA office before the approved testing window begins. Full refunds, less a \$40 administrative fee, will be made within 4 weeks after the scheduled date.

Item Appeals

Candidates who wish to appeal a specific test item must do so during the test by completing *Candidate Comment Review Screen* during the exam. Candidate comments will be evaluated and appropriate adjustments will be made to the test content. Candidates submitting comments will not be contacted in regards to the appeal.

Test Result Notification

Exam results are routinely mailed to certificate candidates approximately 4 weeks after the exam date. No results are given by phone, via fax or email. All results are confidential and are only released to the certificate candidate. There are no exceptions to this policy.



Issue of Certificate/Blue Wallet Card

Certificates and blue wallet cards are issued to all candidates who pass the test. Certificates and blue wallet cards are mailed within three weeks after result notifications are mailed.

Certificate Renewal

All certificates are renewable annually. The first renewal is due one year from the last day of the month in which the certification test was held. Certificate renewals less than one year past due are subject to the renewal fee plus \$25 late fee. Certificates more than two years past due are only renewable through retesting. Renewal notices are mailed to certificate holders two months before the due date. It is the responsibility of the certificate holder to ensure that his or her certificate(s) remains valid. Continuing education will be required for renewal after 2001.

Accommodations For Those With Physical or Learning Disabilities

In compliance with the Americans with Disabilities Act, special accommodations will be provided for those individuals who provide CWEA with a physician's certificate, or its equivalent, documenting a physical or psychological disability that may affect the individual's ability to successfully complete the certification test. Written requests for special accommodations must be made with the test application along with all supporting documents of disability.



Grade I Environmental Compliance Inspector

Environmental Compliance Inspector Grade I Certification is designed to demonstrate competency at the entry and basic working level. More specifically, Grade I certification implies competence in the *Knowledge, Skills, & Abilities (KSAs)* required to perform an entry Environmental Compliance Inspector Technologist.

Eligibility Criteria For Taking The Test

There are no experience or education requirements for Grade I certification. Completing the Application for Technical Certification, paying the appropriate application fee, and passing the examination are the only requirements. It is, however, *recommended* that Grade I candidates have at least one year of experience working as an Environmental Compliance Inspector or Technician performing the *Knowledge, Skills & Abilities* listed below. Many candidates without the recommended experience have difficulty successfully completing the computer-based test.

Knowledge, Skills & Abilities (KSAs) Of The Grade 1 Environmental Compliance Inspector

Individuals certified as Grade I Environmental Compliance Inspectors are expected to possess acceptable competency when performing the tasks that are necessary for entry level Environmental Compliance Inspectors. These necessary tasks are known as the *Knowledge, Skills & Abilities*.

Complexity Of Test Questions

At the Grade I level, certificate candidates are expected to have basic knowledge of the job and the ability to safely perform the *Knowledge, Skills & Abilities* listed above. Examinees will have to answer multiple choice questions that test knowledge, comprehension and application of the subject matter. The complexity of the questions will range from basic recall of previously learned material and the ability to understand the meaning of the subject matter, to being able to apply knowledge to new situations.

Understanding The KSAs

The key to success on the CWEA certification test is understanding the KSAs and having adequate training, education, and experience in those KSAs. Each KSA describes the competencies required of an individual to successfully perform the essential duties of the job at grade level. Although the KSAs do not correspond precisely to every individual Grade I position description, they do reflect the core competencies and essential duties required of any Grade I Environmental Compliance Inspector. The KSAs are developed from a job analysis that includes research of the essential duties at a representative cross-section of systems and facilities throughout California and other participating states.

This section outlines each KSA and includes descriptions of the general competencies, math competencies, and suggested reading for that KSA. Candidates are expected to understand the competencies described in this section and seek further educational opportunities to address those KSAs that have not been mastered. Although each candidate is encouraged to find educational opportunities that suits his or her needs best, typical educational opportunities include:

- On the job training
- Print or online training materials
- Manuals of practice, technical documents, regulations, etc.
- Mentoring
- Trade, vocational, or college courses
- Professional education sessions and seminars

Candidates seeking Environmental Compliance Inspector Grade I certification should review the KSAs presented in this section and seek to understand how they apply to everyday duties and responsibilities.



KSA Weight

KSA Weight is the approximate percent of the test content covered by a KSA. For example, a KSA with a weighting of 7% will have about 7% of all questions (or points) dedicated to that KSA, or 7% of the test is about that KSA. The KSA weight is approximate and shows the relative importance of a KSA compared to the other KSAs. The KSA weight on the actual certification test may vary slightly.

Suggested Reading

The Suggested Reading lists some materials that are representative of each KSA. Each reference includes chapters, sections, or pages that are representative of the KSA. This is not an exhaustive list of sources relevant to the KSA and candidates are strongly encouraged to seek additional material that covers each KSA especially in those KSAs where the candidate is not adequately prepared.

KSA 101

Weight: 7%

Use, as directed, appropriate sampling locations, equipment and procedures; collect representative samples in accordance with the District's quality assurance program of wastewater and water from industrial, commercial, residential, and institutional sources, various clarifiers or sumps, storm sewers, grease traps/interceptors and sample receiving waters affected by contaminants.

KSA 102

Weight: 5%

Complete appropriate documentation, including inspection reports and chain of custody documentation.

KSA 103

Weight: 4%

Perform field and laboratory tests and/or coordinate laboratory testing with appropriate lab personnel.

KSA 104

Weight: 9%

Inspect industrial and commercial pretreatment facilities for compliance with local wastewater discharge ordinances and permits, federal regulations and state regulations.

KSA 105

Weight: 9%

Inspect industrial and commercial businesses for compliance with federal, state and local regulations related to pollution prevention and storm water requirements.

KSA 106

Weight: 6%

Inspect pretreatment devices such as grease traps, interceptors, clarifiers, and silver recovery units (SRUs) for proper operation and maintenance.

KSA 107

Weight: 4%

Clean, inspect, and maintain sampling equipment, meters and related test apparatus.

KSA 108

Weight: 5%

Use sampling equipment, meters, related test apparatus, and other tools as instructed.

KSA 109

Weight: 3%

Assist in call-outs and investigate and trace the sources of illegal or nuisance waste discharges entering the control authority's storm water or wastewater collection systems.

KSA 110

Weight: 4%

Support customer service activities by responding to inquiries and/or referring them to the appropriate level; interacting cooperatively with internal and external customers; and, providing feedback to appropriate staff.

KSA 111

Weight: 8%

Observe proper safety procedures, rules, regulations, and practices, including use of personal protective equipment (PPE).

KSA 112

Weight: 6%

Record data and observations relating to commercial, industrial, and residential inspections.



KSA 113 **Weight: 6%**
Maintain equipment, materials, and worksites in an orderly and safe fashion, in accordance with policies and procedures.

KSA 114 **Weight: 3%**
Keep current on pertinent information and developments in environmental compliance functional areas.

KSA 115 **Weight: 5%**
Assist in maintaining program compliance with federal, state and local requirements through the issuing of permits and by guiding noncompliant users back to compliance.

KSA 116 **Weight: 4%**
Observe and record field conditions such as effluent, flow meter readings, pH, ORP, selective ion, atmospheric gas monitoring levels, and other field test results during a visit to the industrial and/or commercial user.

KSA 117 **Weight: 2%**
Collect information from commercial and industrial users needed to assess sewer impact fees; perform flow and other calculations necessary to determine such fees.

KSA 118 **Weight: 5%**
Provide input and assistance in the preparation of written and oral reports; update field inspection records.

KSA 119 **Weight: 5%**
Perform sampling of sanitary sewer overflows (SSOs) where appropriate.

Grade II Environmental Compliance Inspector

Environmental Compliance Inspector Grade II Certification is designed to demonstrate competency at the skilled or journey level. More specifically, Grade II certification implies competence in the knowledge, skills and abilities required to perform the *Knowledge, Skills & Abilities* of a skilled Environmental Compliance Inspector.

Eligibility Criteria For Taking The Test

The basic requirement is four years of full-time work in Environmental Compliance Inspection. You may also qualify by having two years of experience and holding an Environmental Compliance Inspector Grade I certificate for one year, **OR** having two years of full-time experience and holding an Associate's degree in a related field, **OR** having one year of full-time experience and holding a Bachelor's, or higher, degree in a related field.

Eligibility criteria are summarized in the table below. You may qualify by meeting either Education/Experience Combination **A, B, C,** or **D.** If you do not meet any of the combinations of experience and education, then you do not qualify for Grade II:

Combination	EDUCATION & CERTIFICATIONS	+	EXPERIENCE
A	None		4 full-time years in Environmental Compliance Inspection
B	Hold Grade 1 ECI Certificate for 1 year		2 full-time years in Environmental Compliance Inspection
C	AA/AS degree in a related field		2 full-time years in Environmental Compliance Inspection
D	Hold a BA/BS, or higher, degree in a related field		1 full-time year in Environmental Compliance Inspection

Qualifying With Your Education

Holding a college degree, or its equivalent, in a field related to your vocation will reduce the number of years required for your test (see the table above). Your degree must be in a field that is related to the certificate for which you are applying. If you are uncertain if your degree is related to your vocation you should still include your degree information in your application. The Technical Certification Program Committee will determine if your degree qualifies. If it does not, you will be accepted for the next highest grade level for which you qualify. Associate's and Bachelor's degrees in technical fields are usually accepted. Degrees are evaluated on a case-by-case basis upon receipt of the application. College credit without a degree is not accepted unless it can be demonstrated that the credit is equivalent to a degree.

Knowledge, Skills & Abilities (KSAs) Of The Grade II Environmental Compliance Inspector

Individuals certified as Grade II Environmental Compliance Inspectors are expected to possess acceptable competency when performing the tasks that are necessary for skilled or journey level Environmental Compliance Inspectors. These necessary tasks are known as the Knowledge, Skills & Abilities.

sewer service and/or capacity charges and information; reviews and analyzes information for sewer service refunds,

Complexity Of Test Questions

At the Grade II level, certificate candidates are expected to have the knowledge, skill and ability to safely and effectively accomplish most of the *Knowledge, Skills & Abilities* listed above. Grade II candidates are also expected to be able to be familiar with the Grade I Test Content Areas. Examinees will have to answer multiple choice questions that test comprehension, application and analysis of the subject matter. The complexity of the questions will cover the ability to basically understand the subject matter; to recall and apply principles, ideas, and theories; and to break down ideas and theories into their constituent parts.

Understanding The KSAs

The key to success on the CWEA certification test is understanding the KSAs and having adequate training, education, and experience in those KSAs. Each KSA describes the competencies required of an individual to successfully perform the essential duties of the job at grade level. Although the KSAs do not correspond precisely to every individual Grade II position description, they do reflect the core



competencies and essential duties required of any Grade II Environmental Compliance Inspector. The KSAs are developed from a job analysis that includes research of the essential duties at a representative cross-section of systems and facilities throughout California and other participating states.

This section outlines each KSA and includes descriptions of the general competencies, math competencies, and suggested reading for that KSA. Candidates are expected to understand the competencies described in this section and seek further educational opportunities to address those KSAs that have not been mastered. Although each candidate is encouraged to find educational opportunities that suits his or her needs best, typical educational opportunities include:

- On the job training
- Print or online training materials
- Manuals of practice, technical documents, regulations, etc.
- Mentoring
- Trade, vocational, or college courses
- Professional education sessions and seminars

Candidates seeking Environmental Compliance Inspector Grade II certification should review the KSAs presented in this section and seek to understand how they apply to everyday duties and responsibilities.

KSA Weight

KSA Weight is the approximate percent of the test content covered by a KSA. For example, a KSA with a weighting of 7% will have about 7% of all questions (or points) dedicated to that KSA, or 7% of the test is about that KSA. The KSA weight is approximate and shows the relative importance of a KSA compared to the other KSAs. The KSA weight on the actual certification test may vary slightly.

Suggested Reading

The Suggested Reading lists some materials that are representative of each KSA. Each reference includes chapters, sections, or pages that are representative of the KSA. This is not an exhaustive list of sources relevant to the KSA and candidates are strongly encouraged to seek additional material that covers each KSA especially in those KSAs where the candidate is not adequately prepared.

KSA 201

Weight: 4%

Review and evaluate non-complex permit applications, self-monitoring reports, facility modifications and PT systems.

KSA 202

Weight: 2%

Generates permits following established practices, policies, procedures, internal guidelines and models.

KSA 203

Weight: 2%

Perform calculations related to industrial discharge permitting, including calculation of production-based limits per the applicable categorical standard.

KSA 204

Weight: 9%

Thoroughly inspect pretreatment systems, facilities, and processes of industrial, commercial, residential, and institutional establishments for compliance with Federal, State and local laws, rules, regulations, and codes that regulate wastewater pretreatment, pollution prevention, and stormwater management.



KSA 205	Weight: 2%
Determine sampling locations and methods when necessary to reflect changed conditions.	
KSA 206	Weight: 4%
Collect representative samples of water and wastewater from industrial, commercial, residential, institutional sources, and storm sewers.	
KSA 207	Weight: 4%
Use appropriate collection devices, containers and preservation techniques per Standard Methods.	
KSA 208	Weight: 4%
Perform basic field tests and/or coordinate with appropriate lab personnel on samples collected.	
KSA 209	Weight: 4%
Observe and record field conditions, meter readings, field test results, and other data relevant to sampling conditions and complete documentation.	
KSA 210	Weight: 4%
Respond to call-outs and investigate and trace the sources of illegal or nuisance waste discharges entering the control authority's stormwater or wastewater collection systems.	
KSA 211	Weight: 4%
Undertake appropriate response and enforcement action after identifying noncompliance with local limits and other industrial waste discharge permit requirements; participate in enforcement hearings and monitor follow-up action.	
KSA 212	Weight: 2%
Provide technical and other assistance to collections and operations personnel.	
KSA 213	Weight: 7%
Implement safety regulations and identify, correct and/or report unsafe conditions.	
KSA 214	Weight: 6%
Explain environmental compliance regulations, requirements, and policies to business owners/operators, other government agencies, and the public.	
KSA 215	Weight: 6%
Communicate professionally with customers and the public to report technical and/or specialized information clearly and concisely, and provide feedback, observations, education, and analysis related to stormwater and wastewater.	
KSA 216	Weight: 6%
Provide written notices of requirements and violations of regulations.	
KSA 217	Weight: 6%
Plan and participate in public outreach activities, including the development of user-specific best management practices, pollution prevention plans, and stormwater best management practices.	
KSA 218	Weight: 2%
Research compliance history of facilities.	
KSA 219	Weight: 2%
Keep current on pertinent information and developments in environmental compliance.	
KSA 220	Weight: 4%
Analyze and implement federal, state or local requirements as necessary to maintain approved pretreatment, pollution prevention, and stormwater programs.	



KSA 221

Weight: 6%

Review compliance monitoring reports, such as toxic organic management plans (TOPMs), stormwater pollution prevention plans (SWPPPs), spill prevention control and countermeasure plans (SPCCP), slug discharge control plans, baseline and self monitoring reports, 90-day reports, periodic reports of continued compliance, and monitoring reports for compliance with federal, state and local requirements.

KSA 222

Weight: 2%

Prepare written and oral reports and summarize requirements and regulations.

KSA 223

Weight: 2%

Research tenant occupancy use(s) and classification(s), and respond to inquiries concerning sewer impact fees.

KSA 224

Weight: 4%

Identify and verify wastewater strength, including calculating sewer impact fees.

KSA 225

Weight: 2%

Provide management with information and recommendations.



Grade III Environmental Compliance Inspector

Environmental Compliance Inspector Grade III Certification is designed to demonstrate competency at the lead or advanced technical level. More specifically, Grade III certification implies competence in the knowledge, skills and abilities required to perform the *Knowledge, Skills & Abilities* of a lead or advanced Environmental Compliance Inspector.

Eligibility Criteria For Taking The Test

The basic requirement is six years of full-time work in Environmental Compliance Inspection. You may also qualify by having four years of experience and holding an Environmental Compliance Inspector Grade II Certificate for two years, **OR** having four years of full-time experience and holding an Associate's degree in a related field, **OR** having three years of full-time experience and holding a Bachelor's, or higher, degree in a related field.

Eligibility criteria are summarized in the table below. You may qualify by meeting either Education/Experience Combination **A**, **B**, **C**, or **D**. If you do not meet any of the combinations of experience and education, then you do not

Combination	EDUCATION & CERTIFICATIONS	+	EXPERIENCE
A	None		6 full-time years in environmental compliance inspection
B	Hold Grade II ECI certificate for 2 years		4 full-time years in environmental compliance inspection
C	Hold an Associate's degree in a related field		4 full-time years in environmental compliance inspection
D	Hold a BA/BS, or higher, degree in a related field		3 full-time years in environmental compliance inspection

Qualifying With Your Education

Holding a college degree, or its equivalent, in a field related to your vocation will reduce the number of years required for your test (see the table above). Your degree must be in a field that is related to the certificate for which you are applying. If you are uncertain if your degree is related to your vocation you should still include your degree information in your application. The Technical Certification Program Committee will determine if your degree qualifies. If it does not, you will be accepted for the next highest grade level for which you qualify. Associate's and Bachelor's degrees in technical fields are usually accepted. Degrees are evaluated on a case-by-case basis upon receipt of the application. College credit without a degree is not accepted unless it can be demonstrated that the credit is equivalent to a degree.

Knowledge, Skills & Abilities (KSAs) Of The Grade III Environmental Compliance Inspector

Individuals certified as Grade III Environmental Compliance Inspectors are expected to possess acceptable competency when performing the tasks that are necessary for lead or advanced level environmental compliance inspectors. These necessary tasks are known as the *Knowledge, Skills & Abilities*. The certification test measures knowledge, skills and abilities required to perform the *Knowledge, Skills & Abilities*.

Complexity Of Test Questions

At the Grade III level, certificate candidates are expected to have the knowledge, skill and ability to safely and effectively accomplish and coordinate complex tasks as listed in the *Knowledge, Skills & Abilities* above. Grade III candidates are also expected to be familiar with the Grade I and II Environmental Compliance Inspector knowledge, skills and abilities. Examinees will have to answer multiple choice questions that test application, analysis and synthesis of the subject matter. The complexity of the questions will cover the ability to abstract in particular and concrete situations, to clarify and organize theories and ideas, and to put facts together to form new solutions.



Understanding The KSAs

The key to success on the CWEA certification test is understanding the KSAs and having adequate training, education, and experience in those KSAs. Each KSA describes the competencies required of an individual to successfully perform the essential duties of the job at grade level. Although the KSAs do not correspond precisely to every individual Grade II position description, they do reflect the core competencies and essential duties required of any Grade II Environmental Compliance Inspector. The KSAs are developed from a job analysis that includes research of the essential duties at a representative cross-section of systems and facilities throughout California and other participating states.

This section outlines each KSA and includes descriptions of the general competencies, math competencies, and suggested reading for that KSA. Candidates are expected to understand the competencies described in this section and seek further educational opportunities to address those KSAs that have not been mastered. Although each candidate is encouraged to find educational opportunities that suits his or her needs best, typical educational opportunities include:

- On the job training
- Print or online training materials
- Manuals of practice, technical documents, regulations, etc.
- Mentoring
- Trade, vocational, or college courses
- Professional education sessions and seminars

Candidates seeking Environmental Compliance Inspector Grade III certification should review the KSAs presented in this section and seek to understand how they apply to everyday duties and responsibilities.

KSA Weight

KSA Weight is the approximate percent of the test content covered by a KSA. For example, a KSA with a weighting of 7% will have about 7% of all questions (or points) dedicated to that KSA, or 7% of the test is about that KSA. The KSA weight is approximate and shows the relative importance of a KSA compared to the other KSAs. The KSA weight on the actual certification test may vary slightly.

Suggested Reading

The Suggested Reading lists some materials that are representative of each KSA. Each reference includes chapters, sections, or pages that are representative of the KSA. This is not an exhaustive list of sources relevant to the KSA and candidates are strongly encouraged to seek additional material that covers each KSA especially in those KSAs where the candidate is not adequately prepared.

KSA 301 **Weight: 4%**
Assist with the review and evaluation of highly complex permit applications, discharge reports, facility modifications and pretreatment systems.

KSA 302 **Weight: 3%**
Issue permits following established practices, policies, procedures, internal guidelines and models. Establish models and procedures when appropriate.

KSA 303 **Weight: 3%**
Assess the possible effects of a proposed discharge on the treatment plant and collection system, and initiate appropriate follow-up activities.

KSA 304 **Weight: 7%**
Inspect a variety of pretreatment systems, facilities and processes of industrial, commercial, residential, and institutional establishments for compliance with federal, state, and local regulations related to pretreatment, pollution prevention and stormwater. Report findings to the appropriate authority.



KSA 305	Weight: 4%
Verify user classification, research compliance history of facility, and collect data used to evaluate compliance with applicable standards and to establish sewer service charges.	
KSA 306	Weight: 3%
Assist with the development of appropriate inspection procedures, and sampling locations and methodology, for a broad variety of industrial users.	
KSA 307	Weight: 3%
Organize, plan, supervise, and review the activities, work and performance of supervised employees; use software programs to track and report performance.	
KSA 308	Weight: 3%
Assist management with employee development and training programs and division performance standards.	
KSA 309	Weight: 2%
Provide initial employee counseling and refer employee relations matters to the appropriate authority.	
KSA 310	Weight: 3%
Provide instruction and training to staff in the techniques of sampling and inspection, the application of laws, codes, ordinances and procedures governing implementation and enforcement of pretreatment regulations and other activities.	
KSA 311	Weight: 4%
Collaborate with POTW and collection systems personnel to resolve issues related to industrial discharge, sanitary sewer overflows (SSOs) and Waste Discharge Requirements (WDRs).	
KSA 312	Weight: 3%
Provide internal and inter-agency coordination based on information from the field, and analyze and make recommendations on additional actions; share technical and/or specialized information with staff.	
KSA 313	Weight: 3%
Supervise both scheduled and immediate investigations to trace sources of illegal waste discharges entering the collection system and enforcement activities related to illicit stormwater discharges.	
KSA 314	Weight: 2%
Respond to and coordinate call-outs; initiate and develop appropriate responses and enforcement activities.	
KSA 315	Weight: 2%
Represent the program and/or agency in meetings of regional task forces, committees, work groups, outside agencies and the public.	
KSA 316	Weight: 3%
Assist in the administration of a division's safety program; perform job hazard assessments and develop appropriate standard operating procedures (SOPs); perform field inspections for compliance with SOPs.	
KSA 317	Weight: 5%
Explain wastewater discharge permit conditions, and other environmental compliance regulations, requirements, and policies to industrial users, the general public and government agencies.	
KSA 318	Weight: 3%
Initiate and respond to oral and written communications to and from system users; provide detailed information on a variety of complex topics in a clear, concise manner using the appropriate approach and response for the situation.	



- KSA 319** **Weight: 5%**
Work with industries to identify and resolve discharge problems or serious violations of applicable permits, ordinances, and regulations.
- KSA 320** **Weight: 3%**
Initiate appropriate enforcements after identifying noncompliance with federal, state, and local requirements; prepare and issue written notices of requirements and violations of agency regulations; facilitate and participate in enforcement hearings and monitor follow-up action.
- KSA 321** **Weight: 2%**
Keep current on pertinent information and developments in environmental compliance.
- KSA 322** **Weight: 3%**
Work with the manager to ensure approved pretreatment, pollution prevention and stormwater programs are consistent with current federal, state and local requirements, and to adapt to potential changes.
- KSA 323** **Weight: 4%**
Design, implement, and document SOPs that ensure sample collection with uncontaminated equipment, correct sampling methods and correct preservation/holding methods.
- KSA 324** **Weight: 7%**
Evaluate complex compliance monitoring reports, such as toxic organic management plans (TOMPs), stormwater pollution prevention plans (SWPPPs), spill prevention control and countermeasure plans, slug discharge control plans, baseline and self monitoring reports, 90-day reports, periodic reports of continued compliance, and monitoring reports for compliance with federal, state, and local requirements.
- KSA 325** **Weight: 3%**
Supervise sampling and inspection of commercial and industrial facilities to determine processes and activities generating wastewater/stormwater.
- KSA 326** **Weight: 3%**
Evaluate data used in determining compliance with applicable standards and in establishing sewer service charges and capacity fees. Perform calculations required to complete the annual sewer-service charge, revenue, and compliance programs.
- KSA 327** **Weight: 3%**
Supervise recordkeeping activities and participate in the preparation of a variety of periodic and special reports, including monthly operation reports.
- KSA 328** **Weight: 2%**
Advise management of significant data or information related to the work of the division.
- KSA 329** **Weight: 5%**
Perform calculations related to industrial discharge permitting, including calculation of production-based and alternative discharge limits, capacity fees and assessment of stormwater fees.
- KSA 330** **Weight: 2%**
Assist in development of program budgets and fiscal reports.



Grade IV Environmental Compliance Inspector

Environmental Compliance Inspector Grade IV Certification is designed to demonstrate competency at the program manager level. More specifically, Grade IV certification implies competence in the knowledge, skills and abilities required to perform the *Knowledge, Skills & Abilities* of a management level Environmental Compliance inspector.

Eligibility Criteria For Taking The Test

The basic requirement is eight years of full-time work in Environmental Compliance Inspection. You may also qualify by having six years of experience and holding a Environmental Compliance Inspector Grade III Certificate for two years, **OR** having six years of full-time experience and holding an Associate's degree in a related field, **OR** having five years of full-time experience and holding a Bachelor's, or higher, degree in a related field. All Grade IV candidates must also demonstrate at least one year of experience supervising the work of others.

Eligibility criteria are summarized in the table below. You may qualify by meeting either Education/Experience Combination **A, B, C, or D**. If you do not meet any of the combinations of experience and education, then you do not qualify for Grade IV:

Combination	EDUCATION & CERTIFICATIONS	+	EXPERIENCE
A	None		8 years in Environmental Compliance Inspection with one of those years supervising others
B	Hold Grade III ECI certificate for 2 yrs.		6 years in Environmental Compliance Inspection with one of those years supervising others
C	Hold an AA/AS, or higher, degree in a related field		6 years in Environmental Compliance Inspection with one of those years supervising others
D	Hold an Bachelor's, or higher, degree in a related field		5 years in Environmental Compliance Inspection with one of those years supervising others

Qualifying With Your Education

Holding a college degree, or its equivalent, in a field related to your vocation will reduce the number of years required for your test (see the table, left). Your degree must be in a field that is related to the certificate for which you are applying. If you are uncertain if your degree is related to your vocation you should still include your degree information in your application. The Technical Certification Program Committee will determine if your degree qualifies. If it does not, you will be accepted for the next highest grade level for which you qualify. Associate's and Bachelor's degrees in technical fields are usually accepted. Degrees are evaluated on a case-by-case basis upon receipt of the application. College credit without a degree is not accepted unless it can be demonstrated that the credit is equivalent to a degree.

Knowledge, Skills & Abilities Of The Grade IV Environmental Compliance Inspector

Individuals certified as Grade IV Environmental Compliance Inspectors are expected to possess acceptable competency when performing the tasks that are necessary for management level environmental compliance inspectors. These necessary tasks are known as the *Essential Duties*. The certification test measures knowledge, skills and abilities required to perform the *Knowledge, Skills & Abilities*.

Complexity Of Test Questions

At the Grade IV level, certificate candidates are expected to have the knowledge, skill and ability to administer, coordinate and manage complex programs described in the *Knowledge, Skills & Abilities* above. Grade IV candidates are also expected to be familiar with the Grade I, II, and III Environmental Compliance Inspector knowledge, skills and abilities. Examinees will have to answer multiple choice questions that test analysis, synthesis and evaluation of the subject matter. The complexity of the questions will cover the ability to clarify and organize theories and ideas to put together facts to form new solutions and to make managerial level judgements.



Understanding The KSAs

The key to success on the CWEA certification test is understanding the KSAs and having adequate training, education, and experience in those KSAs. Each KSA describes the competencies required of an individual to successfully perform the essential duties of the job at grade level. Although the KSAs do not correspond precisely to every individual Grade II position description, they do reflect the core competencies and essential duties required of any Grade II Environmental Compliance Inspector. The KSAs are developed from a job analysis that includes research of the essential duties at a representative cross-section of systems and facilities throughout California and other participating states.

This section outlines each KSA and includes descriptions of the general competencies, math competencies, and suggested reading for that KSA. Candidates are expected to understand the competencies described in this section and seek further educational opportunities to address those KSAs that have not been mastered. Although each candidate is encouraged to find educational opportunities that suits his or her needs best, typical educational opportunities include:

- On the job training
- Print or online training materials
- Manuals of practice, technical documents, regulations, etc.
- Mentoring
- Trade, vocational, or college courses
- Professional education sessions and seminars

Candidates seeking Environmental Compliance Inspector Grade IV certification should review the KSAs presented in this section and seek to understand how they apply to everyday duties and responsibilities.

KSA Weight

KSA Weight is the approximate percent of the test content covered by a KSA. For example, a KSA with a weighting of 7% will have about 7% of all questions (or points) dedicated to that KSA, or 7% of the test is about that KSA. The KSA weight is approximate and shows the relative importance of a KSA compared to the other KSAs. The KSA weight on the actual certification test may vary slightly.

Suggested Reading

The Suggested Reading lists some materials that are representative of each KSA. Each reference includes chapters, sections, or pages that are representative of the KSA. This is not an exhaustive list of sources relevant to the KSA and candidates are strongly encouraged to seek additional material that covers each KSA especially in those KSAs where the candidate is not adequately prepared.

KSA 401	Weight: 5%
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Plan, organize, direct, and review the work of environmental compliance inspectors, division supervisors, technical, and office support staff.

KSA 402	Weight: 5%
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Provide technical services to users with non-domestic waste and groundwater discharges.

KSA 403	Weight: 5%
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Review and approve waste discharge plans and permits.

KSA 404	Weight: 5%
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Meet with users to inform them of any changes in Ordinance, State and Federal laws, and ensure compliance with waste discharge ordinances and state and federal requirements; manage enforcement activities.



- KSA 405** **Weight: 5%**
Execute, and prepare reports on, special studies requiring technical expertise and project management skills, such as local limits development, industry-specific industrial waste overviews, and potential impacts of new discharges.
- KSA 406** **Weight: 5%**
Manage special internal programs such as responses to program inspections and audits, inspection and monitoring program reviews, regulations reviews, and development of Best Management Practices (BMPs) and public outreach projects.
- KSA 407** **Weight: 5%**
Establish organizational controls to measure performance against approved objectives. Initiate improvements in work methods and procedures.
- KSA 408** **Weight: 3%**
Establish and ensure proper implementation of divisional goals and objectives.
- KSA 409** **Weight: 5%**
Establish program methods to monitor and control industrial and commercial wastewater sources entering the collection system.
- KSA 410** **Weight: 5%**
Review the work of consultants and administer various professional contracts.
- KSA 411** **Weight: 5%**
Disseminate management policies and division activities to staff and ensure compliance with management and administrative policies and procedures.
- KSA 412** **Weight: 6%**
Plan, develop, and participate in a variety of ongoing division-specific training programs and ensure that employees receive all other agency mandatory training.
- KSA 413** **Weight: 7%**
Direct and participate in the selection, review, and evaluation of division staff.
- KSA 414** **Weight: 5%**
Encourage professional growth, and investigate employee relations issues, implementing corrective actions or referrals as appropriate.
- KSA 415** **Weight: 5%**
Coordinate activities with other divisions and agencies and with outside organizations.
- KSA 416** **Weight: 4%**
Represent the program in meetings with governmental and regulatory agencies, technical committees and public and private organizations.
- KSA 417** **Weight: 5%**
Provide information, data and technical advice to staff, outside agencies and the public. Present data and other information related to the work of the division.
- KSA 418** **Weight: 4 %**
Administer the division's safety program.
- KSA 419** **Weight: 5%**
Coordinate field inspections for safety conformance and direct investigations of incidents.



KSA 420 **Weight: 5%**
Manage the overall implementation of new regulated/mandated programs to protect or improve stormwater and wastewater quality. Monitor technical and regulatory developments in the field of environmental compliance.

KSA 421 **Weight: 5%**
Monitor economic, environmental, sociopolitical, and technological developments that impact programs and services.

KSA 422 **Weight: 5%**
Direct recordkeeping activities and preparation of a variety of periodic and special reports.

KSA 423 **Weight: 5%**
Develop and administer the annual budget and routinely monitor expenditures and fiscal performance.

KSA 424 **Weight: 5%**
Understand the regulatory requirements and participate in the administration of the Stormwater pollution prevention plan.

KSA 425 **Weight: 5%**
Participate in the plan check of new construction projects to ensure regulatory compliance with Municipal Separate Storm Sewer Systems (MS4) and pretreatment requirements.



Sample Test Questions

The following sample test questions are provided to help you become familiar with the multiple choice format. These questions reflect only a sample of the subject matter covered at each grade level.

Grade I Environmental Compliance

- Prohibited discharges from industrial users to POTWs, as stipulated in the Clean Water Act, are pollutants that:
 - create a fire or explosion hazard in the sewer or POTW.
 - have a pH lower than 6.0.
 - are released in such volume or strength as to inhibit chemical treatment at the POTW.
 - have a temperature that exceeds 100 F.
- A significant industrial user can be defined as:
 - discharging 20,000 gpd or more of process wastewater.
 - contributes 2.0 percent or more of the POTW's hydraulic or organic (BOD, TSS) capacity.
 - a federal categorical industrial user.
 - a user that generates hazardous waste.
- The following type of flow measuring device can be installed in a pipe flowing full:
 - Cipolletti weir.
 - Palmer-Bowlus flume.
 - Venturi.
 - Parshall.
- What kind of container and preservative is required for samples to be analyzed for oil and grease?
 - Plastic, Cool 4°C, H₂SO₄ to pH<2
 - Glass, Cool 4°C, NaOH to pH>12
 - Glass, Cool 4°C, H₂SO₄ to pH<2
 - Plastic, Cool 4°C, NaOH to pH>12

Grade II Environmental Compliance

- Alkalinity is reported as:
 - alkalinity, mg/L phenolphthalein
 - alkalinity, mg/L CaCO₃
 - mg/L alkalinity
 - alkalinity, mg/L acetic acid
- A POTW must retain Industrial User records for a minimum of:
 - 2 years
 - 3 years
 - 5 years

- The Federal Act that introduced the concept of cradle to grave manifesting for hazardous waste products is:
 - Comprehensive Environmental Response, Compensation and Liability Act (CERCLA).
 - Superfund Amendments and Reauthorization Act (SARA).
 - Toxic Substances Control Act (TSCA).
 - Resource Conservation and Recovery Act (RCRA).
- An industry has five sewer connections with the following discharge rates: 1) 300 gpd, 2) 75 gpd, 3) 725 gpd, 4) 1,200gpd, 5) 200 gpd. A flow-weighted composite sample of 5 liters is desired. How many milliliters of sample from each connection should be composited?
 - 1000, 1000, 1000, 1000
 - 0.60, 0.15, 1.45, 2.40, 0.40
 - 600, 150, 1450, 2400, 400
 - 120, 30, 290, 480, 80

Grade III Environmental Compliance

- The Electroplating Pretreatment Standards limit which pollutants in plants with flows of less than 10,000 gallons per day?
 - Amenable cyanide, cadmium, chromium, lead
 - Amenable cyanide, cadmium, lead, TTO
 - Cadmium, copper, lead, TTO
 - Cadmium, lead, mercury, zinc
- Which of the following methods are used to determine pesticides?
 - EPA Method 1664
 - Standard Methods 5230
 - Standard Methods 1664
 - EPA Method 608
- Review of an industrial discharge permit application indicates the discharger must comply with a Categorical TTO standard. What pollutants must the discharger sample and analyze for to comply with the TTO standard?
 - All pollutants listed in the standard.
 - Only the pollutants detected in previous sampling results.
 - Only the pollutants found in the raw materials used.
 - Only the pollutants that would reasonably be expected to be present



4. A white warning placard with the symbol "OXY" would be placed on a tank containing which chemical?
 - a. Hydrogen peroxide
 - b. Hydrogen sulfide
 - c. Hydrochloric acid
 - d. Sodium hydroxide
3. When developing a lesson plan, the following factor must be considered:
 - a. the trainees' current level of knowledge
 - b. the methods and materials used to gather the information
 - c. trainees' expectations
 - d. the manner in which achievement of the expectations will be rewarded

Grade IV Environmental Compliance

1. Learning styles can be classified:
 - a. Infant, Child, Adult, and Senior
 - b. Remedial, Standard, Superior, and Independent
 - c. Visual, Auditory, Reading, and Kinesthetic
 - d. Elementary, Technical, Academic, Recreational
2. A metal finishing facility regulated under the metal finishing federal pretreatment category samples their industrial discharge once per week. Assuming the performance of their pretreatment plant is at the national mean and variability level, would increasing their sampling frequency to ten samples per month be better or worse for their discharge compliance?
 - a. Worse because increased sampling could increase the chances of discharge violations
 - b. Better because increased sampling could increase the compliance rate of the monthly discharge
 - c. Worse because increased sampling increases the statistical possibility of violations of the monthly average
 - d. Better because more sampling enables better quality control of the pretreatment plant

4. Which of the following groups of parameters would most likely be the analytes for wastewater samples from glass manufacturing?
 - a. Metals, TSS, pH, VOC
 - b. pH, TSS, metals, TOC, COD
 - c. Phosphorus, fluoride, TSS, ammonia, nitrate
 - d. Phosphorus, COD, TSS, pH, lead

Answer Key

Question #	Grade I	Grade II	Grade III	Grade IV
1	a	b	c	c
2	c	b	d	b
3	c	d	d	a
4	c	c	a	d



Selected References

The following table lists references that may be useful when studying for the certification test. The table lists primary and supplementary study references. Primary study references are recommended as the best sources for studying for the certification test. Supplementary study references are recommended as sources that will help to further your understanding of the subject matter beyond the primary references.

For each reference a “P” indicates Primary reference and an “S” indicates a Supplementary reference. Check the Grade column that corresponds to the grade level you will be taking to determine if a reference is Primary or Supplementary. Blank boxes indicate that the reference is not appropriate for that grade level.

References	Grade			
	I	II	III	IV
California Water Environment Association web site. http://www.cwea.org/cwq_cweaglace_desc_mv.v.shtml	P	P	P	P
<i>Guidance Manual for the Use of Production-based Pretreatment Standards and the Combined Wastestream Formula</i> , US EPA (EPA 833-B-85-201),09/19/1985; http://www.epa.gov/npdes/pubs/owm0260.pdf .	S	P	S	S
Industrial Waste Discharge Permit Samples. - LA County Sanitary District: http://www.lacsd.org/info/industrial_waste/permit.asp . - Seacost Utility Authority: http://www.sua.com/pages/Wastewater-Pretreatment-Program . - City of Riverside: http://www.clerkoftheboard.co.riverside.ca.us/ords/800/843.pdf	S	P	S	S
<i>Developing Source Control Programs for Commercial and Industrial Wastewater</i> , WEF MOP OM-4. Alexandria, VA: Water Environment Federation;800-666-0206, www.wef.org	P	P	P	P
<i>Guidance Manual on the Development and Implementation of Local Discharge Limitations Under the Pretreatment Program</i> , (1987). Washington, DC: USEPA Office of Water Enforcement and Permits. EPA Water Library (202)267-7786 www.epa.gov	S	P	P	S
<i>Liveable Communities</i> , Water Environment Research Foundation. http://www.werf.org/livablecommunities/toolbox.htm	S	P	S	S
<i>National Pollutant Discharge Elimination System (NPDES): Pretreatment Program</i> . California State Water Resource Control Board website: http://www.swrcb.ca.gov/water_issues/programs/npdes/preteat.shtml	S	P	S	S
<i>Industrial User Inspection and Sampling Manual for POTWs</i> ,(1994). Environmental Protection Agency; Washington, DC; (202)272-0167 http://www.epa.gov/nscep/index.html ; (EPA 831-b-94-001). EPA Water Library (202)267-7786 www.epa.gov	P	P	P	S
<i>Industrial User Permitting Guidance Manual</i> , (1989). Washington, DC: USEPA Office of Wastewater Enforcement and Permits. EPA Water Library 202-267-7786 www.epa.gov	P	S	S	S
<i>Manage for Success: Effective Utility Leadership Practices</i> , 3rd Ed.1995; 1st Ed., Office of Water Programs, California State University Sacramento, (916) 278-6142.	S	S	P	P
<i>Industrial Users Inspection and Sampling Manual for POTWs</i> , April 1994, Ch.2; Office of Water Programs, Sacramento CA; (916)278-6142 www.owp.csus.edu	P	S	P	S
<i>Pretreatment Facility Inspection: A Field Study Training Program</i> , Volume I & II, 3 rd edition. Office of Water Programs;(916) 278-6142 www.owp.csus.edu	P	P	P	P
<i>Stormwater Programs</i> , Environmental Protection Agency, Washington DC (202)272-0167 www.swrcb.ca.gov/water_issues/programs/stormwater/	P	S	S	S
<i>Work Area Traffic Control Handbook</i> , American Public Works Assoc. www2.apwa.net/bookstore/details.asp?pc=pb.xwat	P	S	S	S
Effective Supervisory Practices: Better Results Through Teamwork, 4th Edition; International City/County Management Assoc.; 4 Edition (August 2005) Washington, DC http://bookstore.icma.org/BestSeller_P184.cfm	S	S	P	P
Industrial Wastewater Management, Treatment & Disposal, MOP FD-3 3rd Ed. (800) 666-0206, www.wef.org	S	S	P	S
<i>Utility Management</i> , 2nd Ed.; Office of Water Program, Sacramento, CA (916) 278-6142 www.owp.csus.edu	S	S	S	P
40 CFR 136; 40 CFR 405-471; 40 CFR 403.8 (f) Environmental Protection Agency, Washington, DC (202)272-0167; http://www.epa.gov/region9/qa/pdfs/40cfr136_03.pdf				P
<i>Statewide General Waste Discharge Requirements for Sanitary Sewer Systems</i> Order No. 2006-0003-DWQ. http://www.swrcb.ca.gov/rwqcb9/water_issues/programs/sso/docs/2006_003.pdf			P	
40 CFR 403 <i>General Pretreatment Regulations for Existing and New Source of Pollution</i> , http://www.epa.gov/npdes/regulations/straming_part403.pdf			P	



Preparing For Your Test

This section addresses a few possible methods for preparing for the certification test. Since you are most familiar with your own abilities, you are responsible for determining the best method for preparing for your certification test. Following the suggestions in this section does not guarantee you will pass the certification test.

Determining Your Preparedness: An individual's preparedness for the certification test depends on a number of things including amount of practical experience in the vocation and years of education. If you are unsure how prepared you are for the test review the *Essential Duties* and *Test Content Areas* for the test that you are considering. If you are not familiar with most of the *Essential Duties* and *Test Content Areas*, you should consider reviewing some of the material in the references listed for that grade level. You may also want to consider applying for a lower grade level if appropriate.

Using The Selected References: After evaluating how well prepared you are for the test you may want to review some of the Selected References. The references in this list may be used to review those Test Content Areas that you are not familiar with or those for which you have little background. Well prepared candidates may only have to brush up on a few topics while those less prepared may have to study extensively.

Study Sessions: CWEA Local Sections host at least two study sessions in various parts of California. All applicants will be mailed the date and location of the nearest preparation classes if provided by Local Section to CWEA staff. Usually these classes are given about two months before the test date and last a full day with Grades I and II material covered in the morning and Grades III and IV covered in the afternoon.

Using the Essential Duties and Test Content Areas as a Guide to Your Study: The Essential Duties (EDs) are a basic outline of the test subject matter. You can use the EDs as your study guide by referring to the EDs in the primary Selected References. For example, if you are preparing for the Grade II test, and you are not very familiar with ED #4 (Reviewing pollution prevention plans, etc.), you can look up "Pollution Prevention, Source Control" in the index of *Pretreatment Facility Inspection*. There you can read about pollution prevention and source control on pages 611-620. Similarly, you could read about Test Content Areas (TCAs) #212 and 224 (Pretreatment technologies and inspection), in the same reference. As you study you will find that many of the TCAs are closely related to the EDs. Each test question is written to address at least one TCA and its related ED.



FAQs

Frequently Asked Questions

Question: Is it required that I begin at the Grade I level then work my way up from there to higher levels?

Answer: No. You may take any test that you qualify for with your education and experience. However, if you are just starting out, you can see by the education and experience requirements that you can work your way up the grade levels faster if you become certified at Grade I, then achieve each successive certification as soon as you get the required education and experience.

Question: If I take a Grade II, III, or IV test will I have to know the Test Content Areas for the lower level tests?

Answer: Yes. The subject matter for each test builds on the subject matter for those tests below its grade level. A thorough knowledge of the Test Content Areas for the grade level that you are taking is most important to your preparation, but you should expect questions from any of the lower grade levels.

Question: If I am re-taking a test that I had previously failed do I need to re-submit a full application and the entire application fee.

Answer: No, you must complete the re-test application and pay the appropriate fees.

Question: Is continuing education required to renew my certification?

Answer: Yes. For any certificate earned on or after July 2002, you need to obtain 12 hours of continuing education every two years. For more information, visit www.cwea.org, or feel free to call the CWEA office.

Question: How long is the test?

Answer: All tests have about 75-100 questions and 3 hours are given for completion.

Question: Can I take more than one certification test at a same time?

Answer: Yes, but you can only take up to two at a same time (under a different vocation). You will be given a total of three hours to complete both tests.

Question: How do I get a receipt showing I paid for the test?

Answer: A receipt is sent to all applicants upon request. Hold on to this receipt until the certification process is over in case you have to submit it to your employer for reimbursement.

Question: If I am applying for the Grade IV, test do I need to be a supervisor?

Answer: No. You just need to have about one year of supervision experience, verified by your manager. You do not have to hold the title of "Supervisor."



Testing Window	Test Dates	Application Deadline
Spring	April 1 - June 30	February 28
Summer	July 1 - September 30	May 31
Fall	October 1 - December 31	August 31
Winter	January 1 - March 31	November 30

Other CWEA Certificate Programs

- Biosolids Land Application Management
- Environmental Compliance Inspector
- Laboratory Analyst
- Plant Maintenance
 - Electrical Instrumentation
 - Mechanical Technologist
- Industrial Waste Treatment Plant Operator



California Water Environment Association
 7677 Oakport Street, Suite 600
 Oakland, CA 94621



Have a question?
Give us a call at (510) 382-7800.



