



RE-TEST ONLY

Application for Technical Certification
CALIFORNIA WATER ENVIRONMENT ASSOCIATION
7677 Oakport Street, Suite 600 • Oakland, CA 94621-1935
(510) 382-7800 • (510) 382-7810 fax • www.cwea.org

Application Test Date (please check one):

- January 26, 2008
(10/31/07 application deadline)
- July 26, 2008
(4/30/08 application deadline)

INSTRUCTIONS TO APPLICANTS

- This form can only be used if you are re-taking a test you have taken no more than one year ago.**
- Mail this form, a check or money order in the amount of the application fee, and all supporting documents to CWEA TCP, 7677 Oakport St. #600, Oakland, CA 94621-1935. Make your check payable to CWEA-TCP. You will be mailed an application receipt about 3 weeks after the application deadline. Test eligibility notifications are mailed about 4 to 6 weeks after the application deadline.

Fees:	Certificate Grade	Association Members*	Non-Members**
	1	\$105	\$215
	2	\$120	\$230
	3	\$135	\$245
	4	\$150	\$260

****Check here if you would like to apply your non-member fee to a one year association membership. (If you do not check this box, you will not become a member.)**

*Must be a CWEA/MWEA/AWWMA/HWEA member in good standing.

3. You must choose a test site at which you would like to take your test. A list is on the second page of this application.

Enter the name of the test site you have chosen here:

I. APPLICATION INFORMATION

A. This is an application for technical certification in (check one):

	1	2	3	4
Collection System Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Compliance (Industrial Waste) Inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Laboratory Analysis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operator, Industrial Waste Treatment Plant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
Plant Maintenance (Grade I only)	<input type="checkbox"/>	-	-	-
Plant Maintenance Mechanical Technologist (Grade II, III or IV)	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plant Maintenance Electrical/Instrumentation (Grade II, III or IV).....	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. NAME _____
(Last) (First) (Middle)

C. AGENCY _____

D. MAILING ADDRESS _____
 Home Address (Street)
 Work Address

 (City) (State) (Zip +4)

E. WORK PHONE _____ HOME PHONE _____
(Include area code)

E-MAIL (optional): _____ (to receive certification updates)

F. I AM CWEA/MWEA/AWWMA MEMBER NUMBER : _____
If you do not know your number leave this space blank.

OFFICE USE ONLY

CK# _____
 AMT:\$ _____
 Agency Personal M/O
 DE: _____

Local Section Review:
 Reviewer: _____
 Recommended: YES NO
 Date: _____

State/Vocation Review:
 Reviewer: _____
 Recommended: YES NO
 Date: _____

II. REASONABLE ACCOMMODATIONS FOR THOSE WITH DISABILITIES

Do you have a physical or psychological disability that may affect your ability to successfully complete the exam?

YES NO

If yes, please state the nature of your disability: _____
Reasonable accommodations will be provided for those individuals who provide CWEA with a physician's certificate, or the equivalent, documenting the disability 3 weeks prior to the test..

III. DATE OF LAST TEST : _____

Please enter the date of the last time you took this test (it must be no more than one year ago).

IV. CODE OF ETHICS

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.

IV. SIGNATURE OF APPLICANT

I, the undersigned, certify that I am the above named applicant; that all statements made and information contained in the above application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility of the examination being applied for or revocation of any certificate granted.

I have read and understand the CWEA Technical Certification Program Code of Ethics.

I also consent to a thorough investigation of my employment records and other qualifications in related activities for the purpose of verification of my qualifications for the certificate for which I have applied. I have read and understand the policies listed below.

DATE: _____ Signature of Applicant: _____

Credit Card Payment Information (Complete only if you are using a credit card):	
Choose one: <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express	
<input type="checkbox"/> Visa <input type="checkbox"/> Discover	Card Number: _____ Exp. Date ____ / ____ / ____
Total Amount to Charge:\$ _____	Your Signature: _____

IMPORTANT TECHNICAL CERTIFICATION PROGRAM POLICIES

Exam Postponement & Cancellation Instructions: Beginning 9/01/07, you may only postpone an exam for July 2008. To postpone your application you must submit a signed written request (a letter stating that you wish to postpone), with a \$35 administrative fee. The written request **and** payment must be received at the CWEA office no later than six (6) days after the scheduled test date Applicants postponing a July 2008 exam will be given full refund less a \$35 administrative fee.

To cancel your application you must submit a signed written request (a letter stating you wish to cancel your application) to CWEA. The written request must be received at the CWEA office no later than six (6) days after the scheduled test date. Full refunds, less a \$35 administrative fee, will be made within 4 weeks after the scheduled test date. There are no exceptions to this policy.

Acceptance and Rejection of Application: Applicants will be notified of acceptance or rejection within approximately 6 weeks after the application deadline. Rejected applicants may appeal the decision to the TCP Director. If appropriate, rejected applicants may choose to apply for a lower grade level within the same vocation. If rejection is the final outcome of the application process, the applicant will be refunded the full amount of the application fee.

Exam Result Notification: Exam results are mailed to certificate candidates no later than 6 weeks after the exam date. No results are given over the phone, via fax or email. All results are confidential and are only released to the certificate candidate.

Issue of Certificate: Certificates will be issued to all candidates who pass the exam. Certificates are mailed about two to three weeks after result notifications have been mailed.

Renewal of Certification: All certificates must be renewed annually. The first renewal is due one year from the last day of the month in which the certification exam was held. Certificate renewals more than one month past due are subject to the renewal fee plus a penalty fee. The penalty fee is a flat fee that graduates the longer the certificate holder waits to renew. Certificates more than two years past due are not renewable. Re-testing is required to reinstate certificates more than two years past due. 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.**

Americans with Disabilities Act: 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 examination. Written requests for special accommodations must be made no later than 3 weeks before the examination date.

Alaska Test Sites

Anchorage (AK)

California Test Sites

Colorado River Basin (CORBS)
Central San Joaquin (CSJS)
Desert and Mountain (DAMS)
Golden Empire (GES)
Los Angeles Basin (LABS)
Michigan (MICH)
Monterey Bay (MB)
North Coast (NC)
Northern San Joaquin (NSJ)
Northern Sacramento Valley (NSVR)
Northern Sacramento Valley (NSVY)
Redwood Empire (RED)
Sacramento (SAC)
Santa Ana River Basin (SARP)
Santa Ana River Basin (SARF)
Santa Clara Valley (SCV)

Location

Anchorage, AK

Location

Palm Springs, CA
Kingsburg, CA
Victorville, CA
Bakersfield, CA
Los Angeles, CA
Saginaw, MI
Marina, CA
Eureka, CA
Modesto, CA
Redding, CA
Yuba City, CA
Petaluma, CA
Sacramento, CA
Perris, CA
Fountain Valley, CA
Burlingame, CA

California Test Sites (Cont.)

San Diego (SD)
San Francisco Bay (SFB)
Sierra (SRA)
Tri-Counties (TRIL)
Tri-Counties (TRIV)

Hawaii Test Sites

Honolulu (HI)

Missouri Test Sites

St. Charles (MOSC)
Springfield (MOSP)
Kansas City (MOKC)
St. Joseph (MOSJ)

Location

San Diego, CA
Martinez, CA
Truckee, CA
Lompoc, CA
Ventura, CA

Honolulu, HI

St. Charles, MO
Springfield, MO
Kansas City, MO
St. Joseph, MO

*Test Sites are subject to change. Visit CWEA's web site at www.cwea.org for the latest information about test sites and maps. Click on Technical Certification.

Certification Test Sites