



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

Test window (check only one):	Test dates in which you will take your test:	Application deadline (postmark):
<input type="checkbox"/> 2018 Fall	October 1 through December 31	August 31
<input type="checkbox"/> 2019 Winter	January 1 through March 31	November 30
<input type="checkbox"/> 2019 Spring	April 1 through June 30	February 28
<input type="checkbox"/> 2019 Summer	July 1 through September 30	May 31

**I. IMPORTANT TESTING INFORMATION FOR APPLICANTS**

*(Applicants are responsible for knowing the testing policies and procedures. Read and fill out this entire form to avoid a delay in your application.)*

1. Please send photocopies of all supporting documents for your testing eligibility to complete your application. Incomplete material will result in a delay for approval or denial to sit for the exam. **(We will not transfer information from old certification applications.)**
2. Applicants that are not approved will receive a refund of the application fee minus a \$40 administrative fee within 2 weeks of receiving notification.
3. Applications must be typed or printed neatly in ink. Illegible applications will be returned.
4. Non-Member rate includes one year CWEA membership. If you do not wish to take advantage of the membership, please note on application. **Membership is non-refundable.**
5. Candidates must meet minimum experience and education requirements at the time that they apply. Applications will not be approved if the candidate does not meet the eligibility requirements.
6. Under no circumstances are candidates allowed to sit for the same exam twice in the same window. Candidates that do not pass must skip a window before they are eligible to re-test.

**II. TECHNICAL CERTIFICATION APPLICATION INFORMATION**

VOCATION	GRADE LEVEL			
	1	2	3	4
<b>Member Discounted Rate (for current members only)</b>	<b>\$170</b>	<b>\$185</b>	<b>\$200</b>	<b>\$215</b>
<b>Non-Member Rate</b>	<b>\$358</b>	<b>\$373</b>	<b>\$388</b>	<b>\$403</b>
	Check test applying for (check only one):			
Biosolid Land Application Management				
Collection System Maintenance				
Environmental Compliance (Industrial Waste) Inspector				
Laboratory Analyst				
Operator, Industrial Waste Treatment Plant				
Mechanical Technologist				
Electrical/Instrumentation				

LAST NAME \_\_\_\_\_

FIRST NAME \_\_\_\_\_ MIDDLE INITIAL \_\_\_\_\_  
 (Your name must exactly match your government issued ID to be admitted to testing center)

**E-MAIL (required):** \_\_\_\_\_  
 (All notifications will be emailed to you)

EMPLOYER \_\_\_\_\_ JOB TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_  
 (Street) (Apt/Ste)  
 \_\_\_\_\_  
 (City) (State) (Zip)

WORK PHONE (\_\_\_\_) \_\_\_\_\_ HOME/CELL PHONE (\_\_\_\_) \_\_\_\_\_

**CWEA USE ONLY**

Received \_\_\_/\_\_\_/\_\_\_

By: \_\_\_\_\_

**Primary Review:**  
 Reviewer: \_\_\_\_\_  
 Approved: YES  NO   
 Date: \_\_\_\_\_

**SME:**  
 Reviewer: \_\_\_\_\_  
 Approved: YES  NO   
 Date: \_\_\_\_\_

**Application Appeal:**  
 Reviewer: \_\_\_\_\_  
 Approved: YES  NO   
 Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

**III. EDUCATION AND TRAINING**

College Graduate?  YES  NO Degree: \_\_\_\_\_ Major: \_\_\_\_\_

Date Granted: \_\_\_\_\_ Name and Location of School: \_\_\_\_\_

**ATTACH COPIES OF COLLEGE TRANSCRIPTS OR CERTIFICATES OF COMPLETION AS PROOF OF EDUCATIONAL CREDITS IF APPLYING FOR A GRADE 2 AND ABOVE.**

**IV. QUALIFYING EXPERIENCE HISTORY – (Complete if you are applying for a Grade 2 and above)**

Describe detailed work experience related to the vocation for which you are applying. Please attach additional documents with your application. Be sure to adequately describe your job duties to avoid rejection. **We do NOT have access to old certification applications.**

A. CURRENT EMPLOYER: \_\_\_\_\_ Phone: \_\_\_\_\_  
(include area code)

Job Title: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Duties (provide detailed description to avoid being rejected): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What portion of your time did these duties take? \_\_\_\_\_% Total Years: \_\_\_\_\_

**EMPLOYER VERIFICATION:**

I certify that the information stated above is true and correct to the best of my knowledge.

\_\_\_\_\_  
(Employer/Supervisor's Name--Please Print) (Title) (Date)

**Supervisor's Signature:** \_\_\_\_\_ Supervisor's Email: \_\_\_\_\_  
(Required for grade level 2-4)

B. PREVIOUS EMPLOYER: \_\_\_\_\_ Phone: \_\_\_\_\_  
(include area code)

Job Title: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Supervisor's Phone Number: \_\_\_\_\_

Job Duties (please provide detailed description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What portion of your time did these duties take? \_\_\_\_\_% Total Years: \_\_\_\_\_

C. NEXT PREVIOUS EMPLOYER: \_\_\_\_\_ Phone: \_\_\_\_\_  
(include area code)

Job Title: \_\_\_\_\_ Date Started: \_\_\_\_\_ Date Left: \_\_\_\_\_

Job Duties (please provide detailed description): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What portion of your time did these duties take? \_\_\_\_\_% Total Years: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

D. Total Qualifying Years of Experience: \_\_\_\_\_

E. Do you currently have valid CWEA certification in this vocation?  YES  NO  
If yes, give grade level and estimated years held: \_\_\_\_\_

**V. 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. *Please attach documentations with this application.*

**VI. 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.

**VII. NON-DISCRIMINATION**

It is the policy of CWEA that it shall not discriminate among applicants on the basis of age, gender, race, religion, national origin, disability, sexual orientation or marital status

**VIII. 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 understand that the exam to which I applied is confidential and protected by law. I am prohibited by law from disclosing, publishing, reproducing or transmitting the exam content in any form, verbal, written or electronic.  
***I have read and understand the CWEA Technical Certification Program Policy Description attached with this application.***

DATE: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**SEND YOUR COMPLETED APPLICATION, ALONG WITH THE APPROPRIATE FEE, DIRECTLY TO:**

**CWEA TCP  
7677 Oakport St., STE 600  
Oakland, CA 94621-1944**

**Email applications to: [MemberServices@CWEA.org](mailto:MemberServices@CWEA.org)**

**Fax to: 510-382-7810**

**Make checks payable to: CWEA  
Checks must be included with application and mailed to the address listed above.**

<b>Credit Card Information:</b>	
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 Authorized to Charge: \$ _____	
Card Holder Signature: _____	Print Name: _____
Type: <input type="checkbox"/> Agency	<input type="checkbox"/> Personal

## Certification Applicant Experience and Education Qualifying Combinations

This table shows you combinations of experience and education that qualify for each grade level. Qualifying experience and education is usually in the same field as your certification and reflects the Knowledge Skills and Abilities (KSAs) for that certification. For more info on the KSAs see the [KSA Gap Tool](#) or the appropriate [CWEA Study Guide](#) on [myCWEA.org](http://myCWEA.org).

GRADE 1		
Qualifying Combination	EDUCATION/CERTIFICATIONS	EXPERIENCE
	NONE REQUIRED TO TAKE TEST	NONE REQUIRED TO TAKE TEST
GRADE 2		
Qualifying Combination	EDUCATION/CERTIFICATIONS	EXPERIENCE
A	NONE	4 full-time years in vocation
B	Hold Grade 1 certificate in vocation for 1 year	2 full-time years in vocation
C	Associate's, or higher, degree in a related field	2 full-time years in vocation
D	Bachelor's, or higher, degree in a related field	1 full-time year in vocation
GRADE 3		
Qualifying Combination	EDUCATION/CERTIFICATIONS	EXPERIENCE
A	NONE	6 full-time years in vocation
B	Hold Grade 2 certificate in vocation for 2 years	4 full-time years in vocation
C	Associate's, or higher, degree in a related field	4 full-time years in vocation
D	Bachelor's, or higher, degree in a related field	3 full-time years in vocation
GRADE 4		
Qualifying Combination	EDUCATION/CERTIFICATIONS	EXPERIENCE
A	NONE	8 full-time years in vocation with 1 year supervising others
B	Hold Grade 3 certificate in vocation for 2 years	6 full-time years in vocation with 1 year supervising others
C	Associate's, or higher, degree in a related field	6 full-time years in vocation with 1 year supervising others
D	Bachelor's, or higher, degree in a related field	5 full-time years in vocation with 1 year supervising others



# CWEA Technical Certification Policies



## Exam Windows

The year is divided into four exam windows, each with an application deadline. Applications are valid for one year from the first date of the applicant's original exam window. Applicants may transfer exam windows throughout the year. The first transfer is complimentary, subsequent transfers are \$40. Applicants can request a transfer at any time. If an applicant does not test by the last date of their original exam window, CWEA will automatically initiate a transfer and the applicant will be notified via email.

Exam Windows	Application Deadlines	Exam Dates
Spring	February 28 <sup>th</sup>	April 1 <sup>st</sup> - June 30 <sup>th</sup>
Summer	May 31 <sup>st</sup>	July 1 <sup>st</sup> - September 30 <sup>th</sup>
Fall	August 31 <sup>st</sup>	October 1 <sup>st</sup> - December 31 <sup>st</sup>
Winter	November 30 <sup>th</sup>	January 1 <sup>st</sup> - March 31 <sup>st</sup>

## Application Approval

Once an application has been approved, the applicant will receive a Certification Application Approval Notification via email. It is very important that applicants use a current email address when filling out the application. CWEA will only contact applicants in regard to their application status via email. The Certification Application Approval Notification will contain the certification exam the applicant has been approved for, the exam window and CWEA ID number. This ID number is needed when contacting Pearson VUE to schedule an exam appointment.

## Scheduling an Exam Appointment

Once an applicant receives the approval notification email, they will be eligible to schedule an exam appointment. Applicants can schedule an exam appointment through [Pearson VUE's website](#) by creating an account or by logging into an existing account. The applicant's CWEA ID number is needed when creating an account. The CWEA ID number can be found in the approval notification email. To schedule an appointment over the phone, call Pearson VUE at 888-749-3381. Test centers are conveniently located throughout the U.S. Locations can be found on [Pearson VUE's Test Center Search](#).

## Cancelling an Existing Appointment

To cancel an appointment, applicants must notify Pearson VUE 24 hours before their scheduled appointment time. Failure to notify Pearson VUE at least 24 hours before the existing appointment will result in a \$75 No Show fee. Pearson VUE will send applicants a Cancellation Confirmation to the email on file in their Pearson VUE account.

The following are considered No Shows and will result in a \$75 No Show fee:

- Failing to appear at a scheduled test appointment
- Arriving at the test center without a current, government-issued photo ID
- Arriving at the test center 15 minutes or later to a scheduled test appointment

Applicants must pay the No Show fee to schedule a new test appointment. Applicants should contact the CWEA office to reschedule.



# CWEA Technical Certification Policies



## Rescheduling an Exam Appointment

To reschedule an existing appointment within the same exam window, applicants must call Pearson VUE directly at least 24 hours before their existing exam appointment, for details see *Cancelling an Existing Appointment*. Applicants must contact the CWEA office to reschedule (transfer) an existing exam appointment to a different exam window. Before contacting CWEA, the applicant must cancel their existing appointment.

## Test Site Admission

Applicants are required to show at least one current, valid, government-issued photo identification, such as a state driver's license or ID, or passport. A temporary license is acceptable if there is an expiration date, or if it is accompanied by paperwork explaining an expiration date.

## Calculators Allowed

An onscreen calculator with basic and scientific capability is available on all CWEA exams. Applicants may bring a handheld calculator as long as it is from the CWEA approved calculator list:

Casio	All FX-115 models (any Casio calculator with FX-115 in its name)
Texas Instruments	All TI-30x and TI-36x models
Sharp	EL models <i>except</i> EL-W516B and EL-W535B

## Re-test Application

If the candidate does not pass the exam the first time, they can submit a Re-test Application along with the appropriate fees. The candidate will be required to skip at least one exam window before they are eligible to re-test. If the candidate tested within the first 15 days of a window, they are not required to skip an exam window. There are no exceptions to this policy. To be eligible to use the Re-test Application form, candidates must submit the application within one year of their original exam date. Re-test applicants are automatically approved as long as they are applying for the same grade level or a lower grade level.

## Appeal Policy

All appeals must be submitted within two weeks of the exam date. Appeals will be reviewed by CWEA staff and/or Subject Matter Experts. Candidates will be updated on the status of their appeal within 4-6 weeks, and they will be notified in writing when a decision has been made. Once an appeal has been processed, candidates cannot submit a new appeal for the same exam.

Candidates cannot submit an appeal simply because they did not pass the exam.

Candidates can appeal under the following justifications:

### Exam Delivery Appeal

To appeal conditions at the test center, such as test site issues, test administration issues or computer problems, simply fill out and submit an appeal form. CWEA staff will review the appeal and consult our exam administrator, Pearson VUE, to investigate the appeal if necessary.



# CWEA Technical Certification Policies



## Exam Question Appeal

If the candidate wishes to appeal specific exam questions, they may flag the question during the exam using the Flag to Enter a Comment function. Candidates are allowed to add comments about any question as long as there is time remaining. All comments are reviewed for feedback, but candidates must submit an appeal form within two weeks in order for those comments to be considered for an appeal of exam results.

Non-substantive appeals or appeals without just cause will be automatically rejected. If candidates are not satisfied with the outcome of their appeal, they may request a review by the Technical Certification Program Executive Committee. Their decision will be final.

The appeal form can be accessed here: [CWEA Exam Appeal Form](#).

## **Exam Result Notification**

Applicants will see their score on the screen immediately after the exam is submitted. An Unofficial Score Report will be printed out and given to the applicant before they leave the test center. To request an emailed copy from Pearson VUE, please call 888-749-3881. All results are confidential and will only be released to the applicant. No results will be given over the phone, by fax or email. CWEA will mail an Official Score Report no more than four weeks after the exam date.

## **Renewal and Recertification**

All certifications must be renewed annually. Certifications expire one year from the last day of the month in which the certification was earned. Renewal notices are mailed to certification holders three months before the expiration date. Certification holders can pay their renewal online by logging into their [mycwea.org](#) account or by mailing their renewal notice with a check or credit card information to the CWEA office. Certification holders are required to meet continuing education requirements. This requirement is met by completing 12 contact hours (1.2 CEUs) of vocation-related education or training every two years. For more information about earning contact hours please download the [Technical Certification Program Candidate Handbook](#).

## **Privacy**

CWEA is committed to protecting privacy. Exam results and any other information regarding an application are confidential and will only be released to the applicant. Basic certification information is available on our [Certification Registry](#). Employers can use the registry to verify an individual's certification status.

## **Accommodations**

In compliance with the Americans with Disabilities Act, reasonable 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 reasonable accommodations must be submitted with the application. Language barriers and lack of familiarity with computers are not covered under ADA laws.

Please be sure to review CWEA's Technical Certification Program Handbook, which contains CWEA's certification procedures and policies. Applicants and certification holders are responsible for understanding all certification policies. The TCP Handbook can be downloaded for free in our [Online Store](#).

## Pearson VUE Candidate Rules Agreement

Please review and sign the following test rules agreement. Contact the TA if you have any questions. The term TA will be used in this document to mean test administrator, invigilator, and proctor.

- 1. No personal items, including but not limited to, mobile phones, hand-held computers/personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, firearms or other weapons, hats (and other non-religious head coverings), bags, coats, jackets, eyeglass cases, books, and/or notes, pens or pencils are allowed in the testing room. You must store all personal items in a secure area as indicated by the TA or return them to your vehicle. If you refuse to store your personal items, you will be unable to test, and you will lose your test fee.**

All electronic devices must be turned off before storing them in the designated secure area. You will be asked to empty your pockets for the purpose of allowing the TA to verify that nothing is in them. If you have hair that covers your ears, you may be asked to show them for the purpose of allowing the TA to verify that no Bluetooth devices are present. The TA may also ask you to roll up your sleeves to verify that you have no writings on your arms. Before you enter the testing room, you will be asked to pat yourself down (for example: arms, legs, waistline) to show there is nothing hidden on your body. The test center is not responsible for lost, stolen, or misplaced personal items. **Studying IS NOT allowed in the test center.**
- 2. Some test program sponsors require TAs to collect a digital photograph and/or digital signature for the purposes of verifying each candidate's identity and to protect the security and integrity of the test; if required, the TA will obtain this information from you before you enter the testing room. You understand that if there are discrepancies during the check-in process, you may be prohibited from entering the testing room, you may not be allowed to reschedule your test appointment, and you may forfeit your test application fee.**

The identification requirements used during the check-in process are defined by the test sponsor, and the TA has no flexibility to add, delete, or alter this process. Upon entering and being seated in the testing room, the TA will provide you with those materials authorized by the test program sponsor for your use during the test to make notes or calculations on, and you will be provided any other material as specified by the test program sponsor. **You may not remove any of these materials from the testing room or begin writing on your noteboard until your test has been started.** If you need new or additional materials during the test, you must raise your hand. You must return all items and materials to the TA immediately following the test.
- 3. The TA will log you into your assigned workstation. You will verify that you are taking the intended test that you registered to take. Unless otherwise instructed, you must remain in your assigned seat until escorted out of the testing room by a TA.**
- 4. Once you have entered the testing room, you may not communicate with other candidates. Any disruptive, threatening, or fraudulent behavior in the testing room may be grounds for terminating your test, invalidating your test results, or result in disqualifying you from taking the test at a future date.**
- 5. You understand that eating, drinking, chewing gum, smoking, and/or making noise that creates a disturbance for other candidates is prohibited during the test.**
- 6. To ensure a high level of security throughout the testing experience, you will be monitored at all times. Both audio and video may be recorded.**
- 7. Break policies are established by the test program sponsor. Some tests may include scheduled breaks, and if so allowed, instructions will appear on the computer screen at the appropriate time; it is important to note that whether or not the test time stops depends on the test program sponsor's policy. If you take an **unscheduled break** at any other time or if you take a break during a test in which the test program sponsor has not scheduled a break, the test time will **not** stop. The TA will set your workstation to the break mode, and you must take your ID with you when you leave the room. The TA will check your ID before escorting you back to your seat and will then resume your test.**



<p><b>8.</b> If you are taking <b>any break</b>, you <b>MUST receive permission from the TA PRIOR to accessing personal items that have been stored</b> (with the exception of comfort aids, medication, and food, which you may access without permission). Unless specifically permitted by the test program sponsor, personal items that cannot be accessed during <b>any break</b> include but are not limited to mobile phones, test notes, and study guides.</p>
<p><b>9.</b> You must leave the testing room for all breaks. <b>If you want to leave the test center building during any breaks, verify with the TA whether your test program sponsor permits you to leave the building.</b></p>
<p><b>10.</b> You must follow all of the appropriate check-in and check-out processes as defined by your test program sponsor. This may include the need to show identification when leaving and re-entering the testing room. Before re-entering, you will be asked to pat yourself down again (arms, legs, waistline) to show there is nothing hidden on your body. Unless otherwise instructed, the TA will escort you to your assigned workstation and resume the test for you so that you may continue with your test.</p>
<p><b>11.</b> If you experience any problems or distractions or if you have other questions or concerns, you must raise your hand, and the TA will assist you. The TA cannot answer questions related to test content. If you have concerns about a test question or image, make a note of the item (question) number, if available, in order for the item to be reviewed.</p>
<p><b>12.</b> A Non-Disclosure Agreement or other security statement may be presented to you before the test begins. If so presented, you must read, acknowledge, and agree to the terms and conditions of such document, within the specified time limit, if applicable, in order to begin your test. Should you not agree, you will not be permitted to proceed with taking the test and you may forfeit your test fee. If you select “DECLINE,” your test session will immediately end.</p>
<p><b>13.</b> After you finish the test, you may be asked to complete an optional onscreen evaluation.</p>
<p><b>14.</b> Unless otherwise instructed, after you have completed the test you must raise your hand, and the TA will come to your workstation and verify that your test session has ended properly. Depending on the type of test taken, the test program sponsor may display your test score on the computer screen after you have completed the test; or you may be provided with a printed score report; or you may be provided with a confirmation notice indicating that you have completed the test program sponsor's test. If printed information is to be provided to you, you must present your ID again to the TA and along with returning any and all materials supplied to you prior to the beginning of your test. You must not leave any materials at your testing workstation after you have completed your test.</p>
<p><b>15.</b> You may not remove copies of test questions or test answers from the testing center, and you may not share or discuss with anyone all or any of the test questions or test answers you saw or viewed during the taking of the test. If you do not abide by these rules, if you tamper with the computer or if you are suspected of cheating, appropriate action will be taken, including the possibility of the test program sponsor taking action against you.</p>

**Your Privacy:** Your test results will be encrypted and transmitted to Pearson VUE and the test sponsor. The test center does not retain any information other than when and where your test was taken. The Pearson VUE Privacy and Cookies Policy provides additional information, which you can obtain by visiting the Pearson VUE website at [www.pearsonvue.com](http://www.pearsonvue.com) or by contacting the Pearson VUE call center.

**Candidate Statement:** By signing below or providing a digital signature, I give Pearson VUE my explicit consent to retain and transmit my personal data and test responses to Pearson VUE located in the U.S. and to the test sponsor (either of which may be outside of the country in which I am testing). I understand the information provided above and agree to follow these rules in addition to any other program rules I may have agreed to during my registration for this test. If I do not follow the rules or I am suspected of cheating or tampering with the computer, this will be reported to Pearson VUE and the test sponsor, and I acknowledge and understand that my test may be invalidated, and the sponsor may take other action such as decertifying me, and I will not be refunded my test fee.