CWEA’s Santa Clara Valley Section Certification Preparation Session Tools & Tips for Preparing

Prepare for your upcoming CWEA certification exam by participating in this interactive session. Our trained moderators will share how to use the many resources and tools to get you on the path to your certification.

You’ll review the CWEA Path to Certification and delve into the knowledge, skills and abilities (KSA’s) that make up the core of your vocation. You’ll use the newly developed KSA Gap Analysis Tool to identify areas to focus on during your studying and prep.

After reviewing the tools and tips for preparing for your exam, you’ll divide into vocation focused groups and learn more about specific ways to study and prepare. You’ll be given an action plan tool for you to fill out and use throughout the day to track your action items and plan your next steps.

You’ll leave this workshop with a better idea of what areas you need to focus on as you prepare for your exam. Including some new tools:

- CWEA’s Certification Path
- KSA Gap Analysis
- Action Plan
- Resources to tap into

Learn how to make your Path to Certification a smooth one.

- What’s a KSA? How can you use KSA’s to assess your preparedness?
- How to use CWEA study guides?
- What’s your learning style? How can you determine the best study strategies?
- What resources should you tap into?

Register Early, Space is limited. Registration Fee Covers Entire Day

Saturday
February 8, 2014
8:00AM - Registration
8:30AM – 12:00PM Grades 1-2
12:45PM – 3:30PM - Grades 3-4

Four classrooms:
1. Collection Systems
2. Environmental Compliance
3. Laboratory Analyst
4. Mechanical Technologist

City of Burlingame Corporation Yard
1361 N. Carolan Avenue
Burlingame, CA 94010

Things to bring:
Paper
Pencil
Calculator
Study materials
Questions
Fresh brain

Get your study guide at CWEA.org/study

Questions about the Session
Contact:
Norm Domingo:
ndomingo@sbsa.org
(650) 832-6240

Space is limited, Register Online or visit: www.mycwea.org

Mail or fax: Complete the registration form on the reverse. Mail, scan/email or fax it to CWEA’s office in Oakland.

Online Registration Closes at 3pm, Wednesday, February 5th

Contact Hours: Earn up to 7.5 CWEA contact hours
CWEA’s Santa Clara Valley Section Registration Form
Certification Preparation Session • February 8, 2014 • City of Burlingame Corporation Yard

Name: ___________________________________________ Title: ___________________________________________

Agency / Company: ________________________________________________________________

Address: __________________________________________________________________________

City: _____________________ State: _______ Zip: ______________

Phone Number: __________ Fax Number: ___________ Participants e-mail: ___________________________

CWEA Member: I am member. My CWEA membership number is ___________. You must be a member of CWEA to qualify for membership discounted fees.

Special Services: ___ Please check here if you require accommodations to participate. Attach a written description of your needs.

Fee: Does NOT include lunch. Lunch is on your own.

**ONLINE Registrations must be received by 3pm on Wednesday, February 5, 2014**

- Full Time Students attend free, with proof of current enrollment of 9 units or more.
  - $40 Member Rate by February 5, 2014
  - $60 Non-Member Rate by February 5, 2014
  - $50 Member Rate AFTER February 5, 2014
  - $70 Non-Member Rate AFTER FEBRUARY 5, 2014

Please check in the appropriate prep classes box you plan to attend:

<table>
<thead>
<tr>
<th>Morning Session</th>
<th>Afternoon Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>(8:30AM – 12:00 PM) Register at 8AM</td>
<td>(12:45 – 3:30 PM) Register at Noon</td>
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<tr>
<td>Saturday, February 8th</td>
<td></td>
</tr>
<tr>
<td>Collection System (attending all 4 is recommended)</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Environmental Compliance (attending all 4 recommended)</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Laboratory Analyst (attending all 4 is recommended)</td>
<td>Grade 1</td>
</tr>
<tr>
<td>Mechanical Technologist (only grades 2-4 is offered)</td>
<td>Grade 2</td>
</tr>
</tbody>
</table>

Name of Account Holder: _____________________________________________________________

Credit Card #: ___________________________ exp date: _______ billing zip: ________________

Payment method (check one):  
- Check (payable to “CWEA SCVS Cert Prep Session 2014”)  
- MasterCard  
- Visa  
- American Express  
- Discover  
- Purchase Order (must be attached)

Full payment or purchase order is required to process registrations. If you have to cancel...Written cancellation notice is required and must be received at least 7 days prior to the workshop date. A 25% service fee shall be retained on all cancellations. No refunds shall be given for cancellations made less than 7 days prior to the workshop.

Register online by 3pm Wednesday, February 5th at [www.mycwea.org](http://www.mycwea.org) or complete this form and mail or fax to:

CWEA Certification Preparation Session  
7677 Oakport Street, Suite 600, Oakland, CA 94621  
Registration Questions: 510.382.7800 x 107  
FAX: 510.382.7810

Attending this certification prep session does not guarantee you’ll pass an exam; it is one tool to help you prepare.