

RENEWAL NOTIFICATION

Regulatory Restricted Certifications for any discipline is valid for two (2) years from the date of issuance and can be renewed with 5 wastewater related contact hours (0.5 CEUs) per grade, operators must still renew their full grade certification with contact hours and those hours may not overlap. If they fail to renew their full certification their restricted certification automatically becomes decertified.

Non-regulatory Restricted Certificates shall be valid for two (2) years and may be renewed in the same manner as Full Certifications. Full Certifications for any discipline are valid for two (2) years from the date of issuance and may be renewed no more than 90 days prior to the certification expiration.

Appropriate renewal applications and information will be mailed to the certificant prior to the certification expiration at the last known mailing address on record. It is the certificant's responsibility to renew their certification(s) in a timely matter.

Not receiving the renewal notification does not relieve the certificant's responsibility to renew their certification.

SECTION XVIII – CODE OF CONDUCT

The Professional Code of Conduct requires certificants holding Regulatory and Non-Regulatory Certification Program Certificates to act honestly and competently, to conduct him- or herself with integrity, and to use their knowledge and skill for the protection of public health and the environment. As a condition of obtaining and maintaining a Nevada certification, certificants must agree to:

- Be truthful and accurate in what they say, do, and write
- Adhere to all laws and regulations applicable to the profession
- Act with integrity and competence in their performance of duties
- Promote and encourage the highest quality of job performance
- Not misrepresent, nor permit misrepresentation of their qualifications or the qualifications of their associates
- Not conduct themselves in a manner that subverts, or attempts to subvert, the minimum requirements for certification, the application process, or the examination process
- Uphold and follow all certification policies and procedures

A separate affidavit form outlining the Professional Code of Conduct for all certificants will be included in every application for initial certification and every application for renewal. This form must be signed and returned or the application will be considered incomplete and will not be processed. Individuals refusing to agree to the Professional Code of Conduct shall not be certified. Certificants violating the Professional Code of Conduct shall be investigated and may be sanctioned. For potential causes and disciplinary actions, see Section X – Disciplinary Action and Enforcement.

SECTION XIX – DISCIPLINARY ACTION AND ENFORCEMENT

Individuals must sign a Professional Code of Conduct statement before the Certification Board will issue a new certificate or renew an existing certificate. Individuals refusing to sign the Professional Code of Conduct shall not be issued a certificate. A Professional Code of Conduct is a necessary part of the certification process to ensure the public that certificants are recognized for a standard of excellence in the competent and ethical execution of their profession. In the event that a certificant violates one or more principles of the Professional Code of Conduct, the Certification Board may recommend and/or impose sanctions on the certificant up to, and including, revocation of their certification. Actions for which a certificant may face sanctions include, but are not limited to, the following:

- Obtaining, or attempting to obtain, certification by misrepresentation, fraud, or deceit
- Misleading or lying to a government official or the Certification Board
- Gross negligence, misconduct, or incompetence in the execution of their duties
- Knowingly preparing false or fraudulent records or reports
- Misrepresentation, fraud, or deceit in record keeping
- Participating in sample tampering or selective sampling
- Acts of misconduct that endanger public safety, health, or welfare
- Acts of sabotage
- Failure to use reasonable care or judgment in the performance of duties
- Failure to comply with the disciplinary process
- Being disciplined by another certification jurisdiction
- Civil or criminal conviction the Certification Board determines undermines the certification.

The Certification Board serves in an advisory role in the disciplinary process for the Regulatory Certification Program but has sole authority for the disciplinary process for the Non-Regulatory Certification Programs in cooperation with the Board of Directors.

If a person believes that a certificant has violated the Professional Code of Conduct, they may submit a written complaint with the Certification Board. The complaint shall identify the facts of the alleged misconduct and provide any supporting documentation or witnesses to be considered as part of the disciplinary review. The Certification Board will notify NDEP and the Board of Directors

of disciplinary complaints. A disciplinary review consists of at least one (1) hearing and a formal recommendation.

If a formal complaint is received against a certificant in the Regulatory Certification Program, the Certification Board shall notify NDEP and Board of Directors of the complaint. The Certification Board will cooperate with NDEP with regard to hearing(s) or other actions deemed appropriate by NDEP and, as directed by NDEP, provide a formal recommendation to NDEP at the conclusion of the review process. NDEP will review the Certification Board's recommendation(s) and make the final disciplinary determination. NDEP will administer any disciplinary action it deems appropriate.

If a formal complaint is received against a certificant in the Non-Regulatory Certification Program, the Certification Board shall notify the Board of Directors, conduct the hearing(s) and make a formal recommendation at the conclusion of the review process. The Certification Board will administer any disciplinary action for the Non-Regulatory Certification Program in cooperation with the Board of Directors. In the event that the recommendation is for revocation of a certification or refusal to renew a certification, the decision must be made by a unanimous vote of the quorum. The quorum is defined as four (4) of the seven (7) Certification Board members.

SECTION XX – PAYMENT PROCESSING

The initial certification and certification renewal fees for the Regulatory Certification Program (Wastewater Treatment Plant Operator) may be credit card via NDEP epayments or paid by check directly to the Nevada Division of Environmental Protection (NDEP). All Regulatory Certification Program applications and fees should be mailed to the following:

Wastewater Operator Certification
Bureau of Water Pollution Control
Nevada Division of Environmental Protection
901 S. Stewart, Suite 4001
Carson City, NV 89701

Online payment: <https://epayments.ndep.nv.gov/>

The initial certification and certification renewal fees for the Non-Regulatory Certification Programs are payable to the Nevada Water Environment Association. Fees may be paid by check or credit card. Checks should be made payable to NWEA and mailed with the application. Individuals choosing to pay by credit card must indicate their preference by checking the box “Paying with a credit card” on their application. The applicant must provide a current telephone number on the application for credit card processing. The application and payment should be mailed to the following:

Nevada Water Environment Association (NWEA)
PO Box 98235
Las Vegas, NV 89193

Once the Program Administrator receives the application, the applicant will be contacted for credit card information. After the transaction has been processed, the credit card information will be destroyed.

For a current listing of all applicable fees, please visit the NWEA website (www.nvwea.org) or refer to the certification discipline application.

SECTION XXI – INFORMATION REQUESTS

Certification information provided publicly on the NWEA website (www.nvwea.org) includes the certificant's name, certification discipline and grade, certification status, certification expiration date, and employer. Information requests by other certification programs for the purpose of validating eligibility requirements for reciprocity will be provided upon request.

Third party requests for information specific to certificants in the Regulatory Certification Program (Wastewater Treatment Plant Operator) will be referred to NDEP.

Third party information requests for certificants in the Non-Regulatory Certification Program will be referred to the Certification Board Chairman and the NWEA President.

SECTION XXII – EXAM ADMINISTRATION – ADA COMPLIANCE

The Nevada Certification Board policy is to offer written (paper and pencil) exams at locations in Elko, Ely, Las Vegas, and Reno. The Certification Board will use exam locations that are publicly owned facilities and compliant with ADA accessibility requirements. In addition, the Certification Board will offer examinees the opportunity to take computerized certification examinations at testing locations approved by Applied Measurement Professionals (AMP). Upon advanced request, AMP testing locations may provide additional accommodations to candidates with qualifying conditions.

SECTION XXIII – EXAM PROCTORING POLICY

All certification exams administered by the Nevada Certification Board shall be taken under the supervision of an impartial and well trained proctor. The proctor ensures the credibility of the certification process by administering and monitoring the testing of individuals.

The Certification Board Chairman and Certification Board Vice Chairman shall be responsible for selecting local proctors to administer certification exams and for selecting appropriate testing locations. In the absence of the Certification Board Chairman or Certification Board Vice Chairman, another board member may act in their proxy.

Proctors shall have no vested interest in a testing candidate's exam performance. Sources of a conflict of interest include the following relationships with the testing candidate: coworker, employer, trainer, instructor, relative and/or any relationship that has reasonable potential to create the appearance of preferential or differential treatment.

Proctors shall disclose all affiliations that may constitute a potential conflict of interest prior to administering the exam. If a potential conflict of interest disclosed by the proctor is determined by the Certification Board to be an actual conflict of interest, the Certification Board Chairman and Certification Board Vice Chairman will select an alternate proctor to administer the exam(s). In the absence of the Certification Board Chairman or Certification Board Vice Chairman, another board member may act in their proxy.

To serve as an exam proctor, an individual shall agree to execute the following duties:

- Comply with *ABC Test Administration Instructions*.
- Agree to not disclose, use, or exploit confidential exam information and exam content.
- Carefully monitor testing candidates and testing room conditions during the exam session.
- Ensure that testing candidates do not receive any assistance while taking the exam; all certification exams are closed book.
- Enforce all certification program and exam procedure rules.
- Adhere to high standards of ethical conduct.

Examinations shall be administered in accordance to the terms provided in the *ABC Test Administration Instructions*. It is the responsibility of the proctor to aggressively ensure the security

of the exam and its contents at all times, and to immediately report any security breaches that occur before, during, or after an examination to the Program Administrator. The proctor shall ensure the security of all testing materials at all times, which shall include, but is not limited to, the following:

- Securely store examinations prior to and following administration.
- Require valid picture identification of all testing candidates and ensure that no one, other than the actual testing candidates, is permitted in the testing site.
- Ensure that all examination material, including all scratch paper, is not removed from the test site at any time during the examination.
- Ensure that no cheating is permitted during an examination.
- Ensure that examination material is not stolen, reproduced, copied, photographed, or recorded.
- Ensure that all exam material, including all scratch paper, is collected and accounted for prior to testing candidates leaving the test room.
- Maintain the security of all exam materials and ensure that all exam materials, including all scratch paper, are returned to the Program Administrator by secure, traceable carrier no later than one day following the exam session.

Proctors are not permitted to view the content of exam books at any time other than when transcribing a challenged question onto the exam administrator report.

All proctors shall sign a form stating that they agree to comply with this policy and the *ABC Test Administration Instructions*. This form shall be kept on file by the Nevada Certification Board.

Any breach in examination security has significant repercussions for the Certification Program, including the costs of replacing questions and developing new exams. The Nevada Water Environment Association reserves the right to pursue damages from a security breach, including remuneration for the costs of replacing compromised questions and developing new exams arising from security breaches while the examination material was in the proctor's possession.

All computerized testing centers and computerized exam proctors approved for use by the Association of Boards of Certification, both within and outside of Nevada, are approved for administering all computerized ABC standardized certification exams offered by the Nevada Water Environment Association.

SECTION XXIV - EXAMINATION PROCTORING AGREEMENT

SEE NEXT THREE PAGES

Examination Proctoring Agreement

Nevada Board of Certification for Wastewater Treatment Plant Operators

All certification exams administered by the Nevada Board of Certification shall be taken under the supervision of an impartial and well-trained proctor. The proctor ensures the credibility of the certification process by administering and monitoring the testing of individuals.

The Certification Board Chairman and Certification Board Program Administrator shall be responsible for selecting local proctors to administer certification exams and for selecting appropriate testing locations. In the absence of the Certification Board Chairman or Certification Board Program Administrator, another board member may act in their proxy.

Proctoring selection shall be made in accordance with the following guidelines:

- Proctors shall have no vested interest in a testing candidate's exam performance. Sources of a conflict of interest include the following relationships with the testing candidate: coworker, employer, trainer, instructor, relative and/or any relationship that has reasonable potential to create an appearance of preferential or differential treatment.

Proctors shall disclose all affiliations that may constitute a potential conflict of interest prior to administering the exam. If a potential conflict of interest is disclosed by the proctor or is determined by the Certification Board, the Certification Board Chairman and Certification Board Program Administrator will select an alternative proctor to proctor said exam(s). In the absence of the Certification Board Chairman or Certification Board Program Administrator, another board member may act in their proxy.

To serve as an exam proctor, an individual shall agree to execute the following duties:

- Comply with *Instructions for Administering ABC Examinations*.
- Agree to avoid disclosing, using or exploiting confidential exam information and exam content.
- Carefully monitor testing candidates and testing room conditions during the exam session.
- Ensure that testing candidates do not receive any assistance while taking the exam; all certification exams are closed book.
- Enforce all certification program and exam procedure rules.
- Adhere to high standards of ethical conduct.

Examinations shall be administered according to the terms provided in the *Instructions for Administering ABC Exams*. It is the responsibility of the proctor to aggressively ensure the security of the examination at all times and to immediately report any security breaches that occur before, during or after an examination to the Assistant Program Administrator. The proctor shall ensure the security of all testing material at all times, which shall include, but is not limited to, the following:

- Securely store examinations prior to and following administration.
- Require picture identification of all testing candidates and ensure that no one other than the actual testing candidate is permitted in the testing site.
- Ensure that examination material, including all scratch paper, is not removed from the test site at any time during the examination.
- Ensure that no cheating is permitted during an examination.
- Ensure that examination material is not stolen, reproduced, copied, photographed or recorded.
- Ensure that all exam material, including all scratch paper, is collected and accounted for prior to testing candidates leaving the test room.
- Maintain the security of all exam materials and ensure that all exam materials, including all scratch paper, are returned to the Assistant Program Administrator by secure traceable carrier no later than one day following the exam session.

Proctors are not permitted to view the content of exam books at any time other than when transcribing a challenged question onto the exam administrator report.

All proctors shall sign a form stating that they agree to comply with this policy and the *Instructions for Administering ABC Examinations*. This form shall be kept on file by the Nevada Board of Certification.

A breach in examination security has significant repercussions for the Certification Program, including the costs of replacing questions and developing new exams. The Nevada Water Environment Association reserves the right to pursue damages from a security breach, including remuneration for the costs of replacing compromised questions and developing new exams arising from security breaches while the examination material was in the proctor's possession.



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS



Examination Proctoring Agreement

I have read and understood the Nevada Board of Certification's *Examination Proctoring Policy* and the *Instructions for Administering ABC Exams*. I agree to comply with all duties and requirements stated therein when proctoring certification exams.

My signature below signifies my agreement to the above conditions in all respects.

Signature _____ Date _____

Name (Print/Type) _____

Home Address _____

City/State _____ Zip Code _____

Home Phone _____ Home E-mail (optional) _____

Agency/Organization where employed _____

Address _____

City/State _____ Zip Code _____

Work Phone _____ Work Fax _____

Work E-mail _____

SECTION XXV – INSTRUCTIONS FOR ADMINISTERING ABC EXAMS

Thank you for serving as proctor for this exam. All ABC certification exams must be taken under the supervision of a proctor. The proctor is responsible for supervising the entire exam administration process. As a proctor, you must:

- Ensure that only authorized items are allowed into the testing room
- Verify the identity of candidates scheduled to take the exam
- Monitor candidates during the exam session
- Maintain a quiet, secure and professional testing environment
- Ensure that no unauthorized materials leave the testing room

Below are the procedures a proctor must follow before, during and after the certification exam. The proctor must review the following instructions before administering any ABC certification exam. Familiarity with all examination materials is essential and will make exam administration easier.

PRELIMINARY PLANNING

Because examination results often affect the careers of candidates, adequately preparing for an exam session and selecting an environment conducive to concentration are essential. The following are several elements necessary for a successful exam session.

Staffing

One proctor is needed for every 25 examinees. For groups larger than 25, an assistant may be used for each additional 25 examinees being tested. Please remember that each assistant must review all examination instructions prior to the exam session.

Scheduling

The time limit for the ABC 110-question standardized exam is three hours. In addition, a minimum of one extra hour should be scheduled to allow sufficient time to admit examinees to the site, read exam instructions to the examinees, distribute and administer exams, and collect exam materials.

The proctor must ensure that exams are completed within the allowed time limit. Examinees must not be given additional time to complete the exam.

Closed Book Exams

All ABC standardized exams are closed book. No reference material is allowed in the examination site. No electronic devices for the storage, display, or transmission of data, such as cell phones, personal digital assistants (PDAs), programmable calculators, computers, or cameras are allowed in the examination site. Candidates should only bring the following items to the testing site: valid photo identification, a non-programmable, non-graphical calculator that has no text storage capability, two sharpened soft-lead (#2 or HB) pencils and an eraser. Any other material must be left outside the examination site. All notes must be written in the exam book or on scratch paper provided by the proctor. Candidates are not allowed to take any written material from the examination site. Candidates are expressly prohibited from recording examination content in any format. Candidates who violate these rules may be asked to leave the site and may be disqualified from the exam as well as future exams.

Test Site

Make certain the area where the exam will be administered is quiet and free from distractions. ABC recommends that all exams be administered in a classroom, or similar room, where outside activities which may distract examinees are the least likely to occur. To prevent interruptions, post the “Do Not Disturb—Exam in Progress” sign provided by ABC on the door. The proctor must also ensure that the lighting and ventilation are adequate and the temperature is comfortable. If unsatisfactory conditions should arise inside or outside the testing room, they should be remedied as soon as possible.

Examinees should have a flat surface that supplies sufficient working room, such as a table. The surface should be large enough to accommodate an open exam book and an answer sheet. If space is available, please seat examinees in a checkerboard or alternate row seating arrangement. Do not seat examinees close together or directly facing one another. It is also important to allow enough room between the rows or tables for the proctor to move easily about the room.

Examinees may leave the room during the exam session if they receive an emergency phone call or need to use the restroom. Examinees will not receive additional time to complete the examination

for time lost during a break. Also, only one examinee at a time will be allowed to leave the room during testing. While examinees may take as many restroom breaks as needed, each restroom break should not last longer than 10 minutes. Examinees should never freely roam the building; please inform examinees about any areas of the building that are “off-limits” to them. Monitor the length of time examinees spend on a restroom break and if an examinee exceeds the 10-minute limit, send another proctor (if available) to check on the examinee. Closely observe examinees after they have returned from the restroom; in particular, pay attention to determine if they have returned to the testing room with any prohibited personal item or display suspicious or unusual behavior.

Examination Security

Maintaining the security of ABC exam material is essential to uphold the integrity of the testing service. Security breaches can occur before, during, or after an examination. Conduct that may violate the security of an examination includes, but is not limited to:

- Theft of portions of, or entire, examination
- Removing examination material from a test site without authorization
- Reproducing examination material without authorization
- Using paid test takers for the purpose of reconstructing an examination
- Using improperly obtained test questions to prepare persons for examination
- Cheating during an examination
- Impersonating an examinee or having an impersonator take an examination
- Loss of a shipment of examination booklets

It is the responsibility of the proctor(s) to aggressively ensure the security of the examination at all times and to immediately report any security breaches to ABC. A breach in examination security has significant repercussions for ABC, including the costs of replacing questions and developing new exams. ABC reserves the right to pursue damages from a certification program, including remuneration for the costs of replacing compromised questions and developing new exams, arising from security breaches while the examination material was in their possession.

EXAMINATION MATERIALS

Materials Provided By ABC Prior to the Exam Session

- 1) Printed test books, or test book masters. Only one certification level is included in each test book. *Examination Instructions* and the *ABC Formula/Conversion Table* are provided in each test book as references for the examinee.
- 2) Scannable answer sheets and *Answer Sheet Instructions* for each examinee.
- 3) “Do Not Disturb—Exam in Progress” sign.
- 4) Examinee Log(s): Provided to record the name, identification number, exam category, and test book number for each examinee. You can either use the form provided by ABC or provide your own form that includes all of the information on ABC’s Examinee Log.
Note: Accurate completion of this form is important because it allows ABC to verify that examinees are scored for the correct exam category and certification level.
- 5) Exam Administrator Report(s): Provided for the proctor to report any problems that were identified during the exam session or to note any exam questions for ABC to review.
- 6) Question Comment Form: Provided for each examinee to record specific comments or concerns about exam questions.

Materials the Examinee Should Bring to the Exam

- 1) Photo ID for identification purposes
- 2) Two sharpened soft-lead (No. 2 or HB) pencils and an eraser
- 3) Identification number assigned by the certification program
- 4) Non-programmable, non-graphical calculator that has no text storage capability (optional, but recommended)

EXAM ADMINISTRATION**Step 1—Process Admittance Slips**

It is very important that candidates are properly identified. Only scheduled candidates are permitted into the examination room. Verifying the identity of each scheduled candidate is crucial to ensuring the security of the examination. Therefore, the exam proctor must check each person's identification carefully. Review the valid photo ID of each candidate to verify his/her identity before the candidate enters the examination room. Anyone who does not have a valid photo ID may not enter the examination room or take the certification exam. The candidate must be informed that proper identification is required and without such identification he or she cannot be admitted into the examination.

Ask the examinee to print his/her name, identification number, and the exam being taken (e.g. Water Treatment Class I) on the Examinee Log. The proctor should complete the test series and book number columns on the Examinee Log when the test books are passed out (see Step 3). The test book number is found in the upper right hand corner of the test book.

Step 2—Complete Identification Data on the Answer Sheet

The following are detailed instructions that contain notes to the proctor, and text to be read to the examinees. All instructions that the proctor should read aloud to the examinees are italicized. Start the exam instructions by reading:

All ABC standardized exams are closed book. No reference material is allowed in the examination site. No electronic devices for the storage, display, or transmission of data, such as cell phones, personal digital assistants (PDAs), programmable calculators, computers, or cameras are allowed in the examination site. Please clear your work areas except for two sharpened soft-lead (No. 2 or HB) pencils, erasers, and a non-programmable calculator. First, I will give each of you an answer sheet and a copy of the Answer Sheet Instructions. Please do not write on the answer sheet until I tell you to do so.

Distribute one answer sheet and one copy of the *Answer Sheet Instructions* to each examinee.

Read the Answer Sheet Instructions along with me as I explain how to correctly complete your answer sheet.

Hold up a copy of the *Answer Sheet Instructions* for the examinees to see.

Use only a soft-lead (No. 2 or HB) pencil to fill out the answer sheet. Fill in each circle completely with your pencil, making a dark, heavy mark. Any erasing should be done carefully and should not leave smudge marks.

Under the section "Name," please print your name: Last name, first name, middle initial. Leave a blank space between your last name, first name, and middle initial. Do not use commas or periods. Fill in the circles below the boxes that correspond to the letters of your name.

At this point, the proctor should check to make sure that all examinees are printing their names in the correct place and filling in the circles correctly. Also, make sure examinees are using a pencil and are printing only one letter in each box. This information is critical to processing exam results. If this section is not filled in correctly, exam results may be delayed.

Under the section "Identification Number," print your ID number starting with box A. Do not put spaces, hyphens, or slashes between the numerical groups of this number. Any extra boxes should be left blank. Fill in the corresponding circles below the boxes.

Again, make sure examinees are printing their numbers in the correct boxes and filling in the circles as instructed.

Under the section "Special Codes," below the letter K, print the number that represents the category of the exam you are taking today. Please refer to Table 1 below to determine this code, and fill in the appropriate circle. If you have any questions, please raise your hand.

Table 1

<u>Number</u>	<u>Category</u>
515	Water Treatment
515	Distribution
2	Collection
3	Wastewater Treatment
4	Wastewater Laboratory
5	Industrial Waste
6	Cross-Connection Control
7	Very Small Water System
8	Water Laboratory
9	Other

Check to see that the examinees complete the appropriate circle under the letter K.

Next, below the letter L, print the number of the level of the exam you are taking today. Refer to Table 2 below to determine this code. Fill in the appropriate circle. Again, if you have any questions please raise your hand.

Table 2

<u>Number</u>	<u>Level</u>
515	Class I or D
2	Class II or C
3	Class III or B
4	Class IV or A
5	Class V
6	Class VI
7	OIT
8	Other

Step 3— Administer the Examination

The following steps detail procedures for administering the actual certification exam. Again, all instructions that the proctor must read aloud to the examinees are italicized. Please read instructions exactly as written. If you make a mistake in reading the instructions, say “No that was wrong. Please listen again,” and read through the instructions again. If necessary, you may explain directions in your own words, but proctors must not help on specific exam questions.

I am going to give you a test book and Question Comment Form. If you have any specific concerns about exam questions, write your comments on this form. Do not break the seal on your book until I tell you to do so.

Distribute all of the test books and Question Comment Forms. Record the test book numbers on the Examinee Log as test books are distributed. The test book number is found in the upper right hand corner of the test book.

Please check the title of your test book to make sure you have the correct test.

Now below the letters M and N on the answer sheet, print the last two digits of your test book number. These digits are printed on the upper right hand corner of your test book. Fill in the corresponding circles. Again, please let me know if you have questions.

Next, break the seal of the test book and fold back the front cover to the Examination Instructions. Has everyone found this page?

Please read the examination instructions to yourself as I read them aloud.

1. *Read each question carefully before choosing the best answer. There is only one correct answer for each question. If you mark more than one answer, the question will be counted wrong. Unanswered questions will also be counted wrong, so answer all questions.*

2. *Use a soft-lead (No. 2 or HB) pencil to mark your answers on the answer sheet. Be sure that the number of the question in your test book matches the number on your answer sheet, then fill in the corresponding circle. If you must erase, do so carefully and thoroughly.*

3. *The time limit for completing an exam is 3 hours for a 100 to 120 question exam and 4 hours for a 150 to 180 question exam. Work as quickly and as carefully as you can. Do not spend too much time on any one question. You can come back to that question later.*
4. *A Formula/Conversion Table, which is to be used when making calculations, is included in the front of the test book.*
5. *When you are finished with the exam, turn in all exam materials to me. Only one examinee will be allowed to return his or her materials at a time. Please wait in the room while I check over your materials. After I finish reviewing your materials, please leave the room quietly.*
6. *If you must leave the room during the session, turn in all your exam materials to me. Authorized reasons for leaving the room include receiving an emergency phone call or using the restroom. You will not receive additional time to complete the examination for time lost during a break. Also, only one examinee at a time will be allowed to leave the room during testing.*
7. *Any attempts to cheat on any examination will result in the immediate termination of your examination. Furthermore, examinees are absolutely prohibited from recording examination content in any format. Examinees who violate the security of any examination will have their examinations terminated and may face additional consequences from the certification board or agency.*

Are there any questions?

After answering all questions, allow the examinees to begin the exam. The proctor should begin timing the exam.

Step 4— Monitor Examinees during Exam Session

Maintain a classroom atmosphere while administering the exam. During the examination session, the proctor is responsible for carefully monitoring the examinees as well as the testing room conditions. It is very important to ensure that both the lighting and temperature of the testing room continue to be acceptable during an examination session.

Check periodically to make sure that examinees are correctly marking their answers on the answer sheet and that they are using No. 2 pencils. The proctor must not help any examinee with specific exam questions.

Do not leave the examinees alone while taking the exam. The proctor is responsible for both the standardized administration and security of the examination. Be certain that the examinees do not receive any outside assistance while taking the exam. This includes help from other persons, prepared notes, and reference material. When monitoring examinees, if the proctor observes any suspicious activity, which may indicate cheating or the recording of examination content, he/she should watch the examinees carefully to verify the suspicious behavior. The following actions may be evidence of examinee cheating:

- Examinees are whispering or talking during the examination.
- Examinees appear to be exchanging notes with one another.
- Examinees appear to be using notes – either in written or electronic format.
- Examinees switch seats during the examination.

Another form of cheating may involve the writing down or recording of examination content by one examinee to later be shared with another examinee. Because miniature recording devices are so widely available and affordable, it is possible for examinees to sneak such devices (such as voice recorders, cameras, and video recorders) into the testing room and attempt to remove examination content by these means. Recording devices can be hidden in many everyday personal items, such as hats, pens, watches, eyeglasses, and even perhaps, jewelry.

Step 5— Collect Examination Materials

The proctor must ensure that exams are completed within the allowed time limit. Examinees must not be given additional time to complete the exam. Only one examinee is allowed to turn in exam material at a time. All materials handed out must be turned in to the proctor. This includes exam books, answer sheets, Question Comment Forms and Answer Sheet Instructions. Please check each answer sheet to verify that all identification boxes have been marked correctly.

Note: Answer sheets must be grouped according to exam category and class level. If this is not done, scoring will be delayed and scoring errors may occur. The answer sheets should not be creased, folded, torn, or stapled.

Immediately following each examination session, the proctor must complete the Exam Administrator Report. Record pertinent information on this report, such as the exam date, the number of examinees tested, name(s) of assistant(s), and any deviations from regular procedures. Also, record the name(s) of any examinee(s) involved in unusual circumstances and an account of those circumstances.

Step 6—Shipping Examination Materials

All answer sheets and examination materials must be returned to ABC. These include:

- Test Books
- Exam Administrator Report completed
- Examinee Log(s) completed
- Answer Sheets sorted by certification category and level – Please keep a photocopy of the answer sheets to protect against possible loss during shipping.
- Question Comment Form(s) – Please keep a photocopy of the completed forms so that the state/provincial certification program can review examinee comments. ABC also reviews comment forms as time permits.

A mailing label is provided for your convenience. Please take extra care when packing answer sheets because if any answer sheets are damaged, the processing of results will be delayed. For security reasons, all examination materials must be returned to ABC by a secure, traceable shipping

method requiring signature upon delivery, such as United Parcel Service, FedEx, or US Postal Service Certified Mail, to the address listed below:

Testing Service
Association of Boards of Certification
2805 SW Snyder Blvd., Suite 535
Ankeny IA 50023

HOW TO CONTACT ABC

If you have any questions about administering an ABC exam please contact us, by phone:

(515) 232-3623 or e-mail: testing@abccert.org.

SECTION XXVI – NEVADA ADMINISTRATIVE CODE – REGULATORY PROGRAM

NAC 445A.290 Plants for sewage treatment: Minimum grades of certification for operators. (NRS 445A.425)

1. The minimum grades of certification for operators of plants for sewage treatment are as follows:

GRADES OF CERTIFICATION based on the classification of the plant:

	Plant Classification I	Plant Classification II	Plant Classification III	Plant Classification IV
Supervisor	I	II	III	IV
Assistant Supervisor	I	I	II	III

2. Any person, other than a supervisor or assistant supervisor, who is working as an operator of a plant for sewage treatment must be certified as at least a Grade I operator of a plant for sewage treatment, or obtain such certification within 1 year after the date on which he or she begins employment at the plant for sewage treatment as such an operator.

3. As used in this section:

(a) “Assistant supervisor” means the person in direct responsible charge of the operations of a plant for sewage treatment in the absence of the supervisor.

(b) “Person in direct responsible charge” means a person who is responsible for all activities associated with the operations of a plant for sewage treatment and compliance with all applicable provisions of NRS and NAC relating to the operations of such a plant.

(c) “Supervisor” means the person in direct responsible charge of the operations of a plant for sewage treatment.

(Added to NAC by Environmental Comm’n, eff. 5-27-92; A by R037-02, 10-18-2002)

NAC 445A.2912 Plants for sewage treatment: Continuing education requirements for operators. (NRS 445A.425)

1. Every 2 years, each holder of a certificate as an operator of a plant for sewage treatment must complete the following requirements of continuing education within the effective period of the certificate to qualify for the renewal of the certificate:

(a) The holder of a Grade I certificate must earn at least 5 contact hours of participation in a course of training.

(b) The holder of a Grade II certificate must earn at least 10 contact hours of participation in a course of training.

(c) The holder of a Grade III certificate must earn at least 15 contact hours of participation in a course of training.

(d) The holder of a Grade IV certificate must earn at least 20 contact hours of participation in a course of training.

2. A course of training required pursuant to subsection 1 must be approved by the Division or its designee pursuant to [NAC 445A.2915](#).

3. An operator who holds a full certificate and a restricted certificate at a higher grade level than the full certificate must comply with the requirements for continuing education for the full certificate to qualify for renewal.

(Added to NAC by Environmental Comm'n by R155-17, eff. 5-16-2018)

NAC 445A.2915 Plants for sewage treatment: Approval of courses of training for continuing education. ([NRS 445A.425](#))

1. The Division or its designee shall not grant any credit of continuing education to the holder of a certificate as an operator of a plant for sewage treatment for completion of training pursuant to [NAC 445A.2912](#) unless the course of training is:

(a) Approved by the Division or its designee; and

(b) Relevant to the subject matter of the certificate.

2. The Division or its designee shall not approve a course of training pursuant to subsection 1 unless a written request for approval is submitted to the Division by the provider of the course of training or the holder of a certificate, which includes, without limitation:

(a) An outline of the course of training, which must state the subjects to be included in the instruction and the time to be allotted for each subject of instruction; and

(b) A list of the objectives of the instructor, which must specify the essential points of the instruction and the methods of instruction to be used to illustrate these points.

3. A public utility may request the written approval of the Division or its designee for the utility to provide a course of training for the employees of the utility that is intended to comply with the requirements of continuing education set forth in [NAC 445A.2912](#).

(Added to NAC by Environmental Comm'n by R155-17, eff. 5-16-2018)

NAC 445A.292 Plants for sewage treatment: Provisional certification of operator. ([NRS 445A.425](#))

1. The Division shall renew a provisional certificate as an operator of a plant for sewage treatment, without examination, only to a person who:

- (a) Held a provisional certificate on July 1, 1991;
- (b) Pays the appropriate fee; and
- (c) Submits the proper application for certification.

2. A provisional certificate is valid until:

- (a) The applicant's employment by that plant ceases for any reason; or
- (b) The applicant assumes a position of employment at the plant that is different from the position he or she held on July 1, 1991.

(Added to NAC by Environmental Comm'n, eff. 5-27-92; A by R037-02, 10-18-2002)

NAC 445A.293 Plants for sewage treatment: Denial of application for certificate or suspension or revocation of certificate. ([NRS 445A.425](#)) The Division may deny an application for a certificate as an operator of a plant for sewage treatment or suspend or revoke a full certificate, provisional certificate or restricted certificate if the applicant or holder of the certificate:

1. In applying for or obtaining a certificate, has submitted to the Division any application, document, record, report or affidavit, or any information in support thereof, which is false or fraudulent;

2. Is grossly negligent, incompetent or has committed misconduct in the performance of his or her duties as an operator of a plant for sewage treatment;

3. Has demonstrated disregard for the health and safety of the public and the environment;

4. Has acted outside the rights and privileges of the grade for which he or she holds a certificate;

5. Has been convicted of a violation of any federal law or law of any state relating to water quality, including, without limitation, the Clean Water Act, 33 U.S.C. §§ 1251 et seq.;

6. Has been convicted of a felony or other crime involving moral turpitude, dishonesty or corruption;

7. Has willfully made to a governmental agency with regulatory authority any false statement which is material to the administration or enforcement of any provision of this chapter or [chapter 445A](#) of NRS;
8. Has failed to renew his or her certification; or
9. Has violated, attempted to violate, assisted or abetted in the violation of or conspired to violate any provision of this chapter or [chapter 445A](#) of NRS.

(Added to NAC by Environmental Comm'n by R155-17, eff. 5-16-2018)

XXVII – 2018 NAC NEW REQUIREMENTS IMPLEMENTATION

The Nevada Division of Environmental Protection (NDEP) revised the Nevada Administrative Code (NAC) governing the certification of wastewater treatment plant operators. The regulation change was adopted by the Legislative Council Bureau on May 16, 2018 and amended on August 25, 2020. This regulation applies solely to Wastewater Treatment Plant Operator certifications. Rule changes to the non-regulatory certifications (Wastewater Quality Analyst, Industrial Waste Inspector, Collections System Operator, Plant Maintenance Technician, and Industrial Waste Operator) were implemented effective May 16, 2020, and the implementation requirements for such are delineated in the next policy chapter.

CONTINUING EDUCATION REQUIREMENTS

Certified Wastewater Treatment Plant Operators (certificants) are required to complete approved continuing education for renewing certifications. Certificants submitting courses that have not been pre-approved run the risk of not receiving credit if the course is denied. Up to 20% of the CEU requirement may be safety related courses, but safety courses are NOT required to meet the CEU requirement. The following number of contact hours are required for each two-(2)-year renewal (and must be obtained within each two (2)-year renewal cycle). Ten (10) contact hours are equivalent to one continuing education unit (CEU).

- Grade I – 5 contact hours (0.5 CEU)
- Grade II – 10 contact hours (1.0 CEU)
- Grade III – 15 contact hours (1.5 CEU)
- Grade IV/V – 20 contact hours (2.0 CEU)

There is a list of pre-approved courses at www.nvwea.org under the training tab.

INITIAL EDUCATION REQUIREMENTS

Operators seeking new or upgraded certifications are now required to meet minimum initial education requirements for each grade level, all of which must be wastewater related (as determined by the Certification Board). The education requirements are cumulative and include the previous grade's education (e.g. Grade IV certification requires the Grade III education requirements plus two additional post-secondary courses). A post-secondary course is a college level course comprised of at least 36 hours of instruction (classroom, correspondence, or online) that the Certification Board deems relevant (i.e. wastewater treatment, chemistry, biology, math, etc).

- Grade I – 50 hours
- Grade II – 100 hours
- Grade III – 100 hours and two postsecondary courses
- Grade IV – 100 hours and four postsecondary courses

EXPERIENCE REQUIREMENTS

Operators seeking certification are required to meet specific minimum experience requirements for each grade level. The experience must be relevant, as determined by the Certification Board.

Operators can no longer obtain certification at grade levels higher than the classification of the plant where they are employed.

- Grade I – 1 year operating experience at a Class I (or higher) facility
- Grade II – Grade I certification and 2 years of operating experience, with at least 1 year at a Class II (or higher) facility
- Grade III – Grade II certification and 3 years of operating experience, with at least 1 year at a Class III (or higher) facility
- Grade IV – Grade III certification and 4 years of operating experience, with at least 1 year at a Class IV (or higher) facility

RESTRICTED CERTIFICATES

The previous regulations limited the Operator-in-Training (OIT) Certificate to Grade I. The revised regulations provide for Restricted Certificates at each grade level, and existing OIT certificates are being transitioned to Restricted Certificates. Similar to the OIT, Restricted Certificates carry no regulatory authority to operate but serve as a stepping stone to the next level of certification for operators seeking advancement at their current facility or employment at a facility with a higher classification level than their current facility. Regulatory Restricted Certificates are valid for five years and cannot be renewed. Non-regulatory Restricted Certificates shall be valid for two (2) years and may be renewed in the same manner as Full Certifications. The Restricted Certificate does not replace an Operator's current full Certification. The Full Certification must be maintained, including

renewal with applicable continuing education, on the timelines associated with the full Certificate. To obtain a Restricted Certificate, operators must meet the following education and experience requirements, AND receive a passing score on the appropriate certification exam:

- Grade I – High school diploma or GED
- Grade II – Hold an active full Grade I certification for a minimum of 1 year and meet Grade II education requirements
- Grade III – Hold an active full Grade II certification for a minimum of 1 year and meet Grade III education requirements
- Grade IV – Hold an active full Grade III certification for a minimum of 1 year and meet Grade IV education requirements

SUSPENDED AND EXPIRED CERTIFICATIONS

A certification will be deemed suspended if it is not renewed by the expiration date. Certificants must submit their application, supporting documentation (continuing education), and fee prior to the expiration date. A Certification will be deemed decertified if it is not renewed within six months following the expiration date. Once decertified, the certification may no longer be renewed.

PLANT CLASSIFICATIONS

The NAC plant classification table was revised as part of the regulation change. The updated table more accurately reflects relevant treatment technology for each operator certification grade, and is less reflective of flow. The majority of facilities in the state will maintain their existing plant classification.

Treatment Process	Plant Classification
Stabilization Ponds or Lagoons	I
Primary Treatment (settling, grit removal, etc.)	
Fixed Film Treatment (e.g. trickling filters, etc.) for BOD removal	II
Activated Sludge (without nitrogen removal and <20,000 gpd)	
Solids Treatment (thickening / dewatering)	III
Fixed Film Treatment (e.g. trickling filters, etc.) for Nutrient removal	
Activated Sludge (with nitrogen removal or >20,000 gpd)	IV
Tertiary Treatment	
Activated Sludge (>10 mgd)	
Indirect Potable Reuse	

FEE STRUCTURE

The fees charged by NDEP have not increased since the regulatory program was implemented in 1992. Not surprisingly, an assessment of the program determined that NDEP was subsidizing approximately 60% of the cost of the program. A fee increase was necessary to make the certification program more sustainable moving forward. The new fees still do not fully cover program costs and NDEP will continue subsidizing the program.

- Initial Certification: \$140 (previously \$60)
- Renewals: \$110 (previously \$30)
- Restricted Certificate: \$90 (previously \$60 with no conversion fee to full Grade I/II/III/IV certification)
- Conversion of Restricted Certificate to full Grade I/II/III/IV certification: \$70 (previously \$0)
- Restricted Renewals: \$70
- Reciprocity: \$150 (previously \$75)
- Reinstatement (within 6 months of suspended certification): \$80 (previously \$0)

For questions or further information, please contact the Program Administrator by email at Certification@nvwea.org or by phone at (775) 465-2045.

XXVIII –NON-REGULATORY PROGRAMS NEW REQUIREMENTS IMPLEMENTATION

The Nevada Water Environment Association Certification Board for Water Professionals revised requirements for Non-Regulatory certifications as defined in Policy to become effective May 16, 2020. Non-Regulatory certifications include Wastewater Quality Analyst, Industrial Waste Inspector, Collections System Operator, Plant Maintenance Technician, and Industrial Waste Operator. Implementation requirements are as follows.

CONTINUING EDUCATION REQUIREMENTS

Certificate holders are now required to complete approved continuing education for renewing certifications. Certificants submitting courses that have not been pre-approved run the risk of not receiving credit if the course is denied. Up to 20% of the CEU requirement may be safety related courses, but safety courses are NOT required to meet the CEU requirement. The following number of contact hours are required for each two-(2)-year renewal (and must be obtained within each two (2)-year renewal cycle). Ten (10) contact hours are equivalent to one continuing education unit (CEU).

- Grade I – 5 contact hours (0.5 CEU)
- Grade II – 10 contact hours (1.0 CEU)
- Grade III – 15 contact hours (1.5 CEU)
- Grade IV/V – 20 contact hours (2.0 CEU)

Based on the changes, your next renewal you will be required to have CEU's. There is a list of pre-approved courses at www.nvwea.org under the training tab.

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Implementation: The CEUs are due the second renewal cycle after 05/16/2020.

Example:

- 05/15/2018 Issue new cert to Person A
- 05/17/2018 Issue new cert to Person B
- 05/15/2020 Program Administrator renews cert without CEUs (rules are not in effect)
- 05/16/2020 Rules change
- 05/17/2020 Person B renews cert without CEUs (first renewal after rule change)
- 05/15/2022 Person A renews cert without CEUs (first renewal after rule change)
- 05/17/2022 Person B renews cert WITH CEUs (second renewal after rule change)
- 05/15/2024 Person A renews cert WITH CEUs (second renewal after rule change)
- 05/17/2024 Person B renews cert WITH CEUs (third renewal after rule change)

Since renewal cycles are every 2 years, all certs renewed BEFORE to 05/16/2020 will not come due for CEUs until 2024. All certs renewed AFTER 05/16/2020 will come due for CEUs in 2022.

If you obtained a higher grade of certification after May 16, 2020, you must adhere to all revised continuing education requirements pertaining to the new certification on the first renewal cycle.

INITIAL EDUCATION REQUIREMENTS

Certificate holders seeking new or upgraded certifications are now required to meet minimum initial education requirements for each grade level, all of which must be wastewater related (as determined by the Certification Board). The education requirements are cumulative and include the previous grade's education (e.g. Grade IV certification requires the Grade III education requirements plus two additional post-secondary courses). A post-secondary course is a college level course comprised of at least 36 hours of instruction (classroom, correspondence, or online) that the Certification Board deems relevant (i.e. wastewater treatment, chemistry, biology, math, etc).

- Grade I – 50 hours
- Grade II – 100 hours
- Grade III – 100 hours and two postsecondary courses
- Grade IV – 100 hours and four postsecondary courses

EXPERIENCE REQUIREMENTS

Candidates seeking certification are required to meet specific minimum experience requirements for each grade level. The experience must be relevant, as determined by the Certification Board.

- Grade I – 1 year experience
- Grade II – Grade I certification and 2 years of experience
- Grade III – Grade II certification and 3 years of experience
- Grade IV – Grade III certification and 4 years of experience

RESTRICTED CERTIFICATES

The previous Operator-in-Training (OIT) Certificate for Grade 1 is being transitioned to a Restricted Certificate. Similar to the OIT, Restricted Certificates carry no validation to operate but serve as a stepping stone to full Grade I certification for individuals seeking advancement at their current facility or employment. Regulatory Restricted Certificates are valid for five years and cannot be renewed. Non-regulatory Restricted Certificates shall be valid for two (2) years and may be renewed in the same manner as Full Certifications. The Restricted Certificate does not replace an Operator's current full Certificate. The full Certificate must be maintained, including renewal with applicable continuing education, on the timelines associated with the full Certificate. To obtain a Restricted Certificate, operators must meet the following education and experience requirements, AND receive a passing score on the appropriate certification exam:

- Grade I – High school diploma or GED
- Grade II – Hold an active full Grade I certification for a minimum of 1 year and meet Grade II education requirements
- Grade III – Hold an active full Grade II certification for a minimum of 1 year and meet Grade III education requirements
- Grade IV – Hold an active full Grade III certification for a minimum of 1 year and meet Grade IV education requirements

SUSPENDED AND EXPIRED CERTIFICATIONS

A certification will be deemed suspended if it is not renewed by the expiration date. Certificants must submit their application, supporting documentation (continuing education), and fee prior to the expiration date. A Certification will be deemed decertified if it is not renewed within six months following the expiration date. Once decertified, the certification may no longer be renewed.

FEE STRUCTURE

Non-Regulatory program fees are as follows:

- Initial Certification: \$200
- Renewals: \$130
- Grade I Restricted Certificate: \$150
- Conversion of Restricted Certificate to full Grade I: \$110
- Reciprocity: \$250
- Reinstatement (within 6 months of suspended certification): \$80

For questions or further information, please contact the Program Administrator by email at Certification@nvwea.org or by phone at (775) 465-2045.