



NEVADA CERTIFICATION BOARD FOR WATER PROFESSIONALS



POLICIES & PROCEDURES MANUAL

Except as otherwise noted, the policies & procedures contained herein apply to all certification disciplines administered by the Nevada Water Environment Association.

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Nevada Water Environment Association Certification Board for Water Professionals Policies & Procedures Manual

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SECTION I – INTRODUCTION

The Certification Board for Water Professionals (Certification Board) is governed under the Nevada Water Environment Association (Association) Board of Directors (Board of Directors) and is governed under Association bylaws for the purpose of administering certification programs for water professionals.

The Certification Board is comprised of seven (7) volunteer Members appointed by the Board of Directors. Each Member represents a defined set of qualifications and serves a three (3) year term that commences on January 1 as described in the Association bylaws.

The Certification Board is charged with advancing the certification programs and administering examinations used to determine competency in specific fields of discipline. The Certification Board is responsible for certifying individuals who demonstrate their knowledge, skills, and abilities conform to industry acceptable standards of minimum competency for each grade level. The Certification Board establishes the policies and procedures to review and approve the education and experience qualifications of applicants for initial certification and certification renewal.

The Certification Board reviews and approves continuing education training courses and post-secondary education courses for initial certification and certification renewal. The Certification Board provides review and analysis of examination pass/fail rates to provide the Association with guidance on relevant training topics.

The Certification Board administers the State of Nevada's Regulatory Certification Program for Wastewater Treatment Plant Operators and the Association's Non-Regulatory Certification Programs. The Certification Board serves as an advisory role in the disciplinary process for the Regulatory Certification Program and serves as the authority in the disciplinary process for the Non-Regulatory Certification Programs in cooperation with the Board of Directors.

Wastewater Treatment Plant Operators holding the former Grade V certification shall adhere to current Grade IV requirements. Requirements in this policy become effective for the Non-Regulatory Programs on May 16, 2020.

SECTION II – DEFINITIONS

ABC

The Association of Boards of Certification

Academic Credit

A post-secondary education course completed and passed after enrollment in a post-secondary institute of instruction (i.e. college or university) that results in an academic transcript with college or university credits awarded.

Association

The Nevada Water Environment Association

Board of Directors

The Nevada Water Environment Association Board of Directors

C₂EP

The Association of Boards of Certification's Certification Commission for Environmental Professionals

Certification Board

The Nevada Certification Board for Water Professionals

Collection System Operator

A collection system operator is a trained professional whose primary responsibility is to operate, maintain, and repair the wastewater collection system of a wastewater treatment facility to ensure that human health and the wastewater treatment facility are protected.

Commercial Wastewater

Commercial wastewater is non-toxic, non-hazardous wastewater from commercial facilities which has similar composition to domestic wastewater, but which may occasionally have one or more of its constituents exceed typical domestic ranges. Included in this category are wastewaters from commercial and institutional food service operations, commercial laundry facilities with less than ten (10) washing machines, animal holding facilities such as kennels, veterinary hospitals, and animal grooming facilities, and beauty salons, provided that toxic, hazardous, or industrial wastes are not introduced into the system.

Contact Hour

A unit of measure that represents one (1) hour of scheduled or supervised instruction which includes classroom or self-paced instruction, pre/post-assignments, and/or homework in support of a learning outcome. See also Professional Development Hour.

Continuing Education Unit (CEU)

A unit of measure that is equivalent to ten (10) Contact Hours or ten (10) Professional Development Hours of instruction.

Credit Hour

A unit of measure awarded for academic credit for a minimum of three (3) hours of student work per week for a minimum of 16 weeks. Student work is defined as one (1) hour of lecture and two (2) hours of homework, or three (3) hours of lab. One (1) Credit Hour of academic credit is equivalent to three (3) Contact Hours.

Domestic Wastewater

Domestic wastewater is wastewater derived primarily from residences, dwellings, business buildings, and institutions. Wastewater from commercial or industrial sources may be combined with domestic sources and treated in a common facility. The determination of whether a treatment facility is classified as domestic or industrial shall be made by determining the source of the greater volume of water or concentration of constituents.

Full Certification

A certification issued to an individual who meets the educational requirements and the full-time equivalent (FTE) experience requirements, and who passes the examination for the grade level of the discipline in which they are seeking certification. The full certification carries regulatory authority to operate and is valid for two (2) years from date of issuance. Date of issuance will be the date the individual passed the certification exam.

Full Time Equivalent (FTE)

Experience equivalent to a full-time employee working 40 hours per week and 52 weeks per year for a total of 2,080 hours per year.

Industrial Waste Inspector

An industrial waste inspector is a trained professional whose primary responsibility is to regulate process wastewater discharges from commercial and industrial establishments in accordance with Federal, state, and local pretreatment regulations to ensure adequate protection of wastewater treatment plants and infrastructure, personnel, and receiving stream quality.

Industrial Waste Operator (B)

An industrial waste operator (Biological Systems) is a trained professional whose primary responsibility is to operate and maintain the equipment, and monitor and control the treatment processes at an biological industrial wastewater treatment facility to ensure that the water quality requirements in the facility's permit are continuously met in order to protect human health and the environment.

Industrial Waste Operator (P/C)

An industrial waste operator (Physical/Chemical Systems) is a trained professional whose primary responsibility is to operate and maintain the equipment, and monitor and control the treatment processes at an physical/chemical industrial wastewater treatment facility to ensure that the water quality requirements in the facility's permit are continuously met in order to protect human health and the environment.

Industrial Wastewater

Industrial wastewater is process and non-process wastewater from manufacturing, commercial, mining, and silvicultural (forestry) facilities or activities, including runoff and leachate from areas that receive pollutants associated with industrial or commercial storage, handling or processing, and all other wastewater not otherwise defined as domestic wastewater.

MOS

Military Occupational Specialties

NDEP

The Nevada Division of Environmental Protection

Non-Regulatory Program

The certification programs administered by the Certification Board under agreement with NWEA. The programs consist of the Collection Systems Operator, Industrial Waste Inspector, Industrial Waste Operator (B), Industrial Waste Operator (P/C), Plant Maintenance Technician, and Wastewater Quality Analyst certifications.

NWEA

The Nevada Water Environment Association

Operating Experience

Operating experience is time spent performing the hands-on operational duties of a trained professional in the discipline and at a level of complexity for which certification is desired. Operators, technicians, analysts, and inspectors are expected to perform a wide range of duties and tasks in the course of their work. No one task or activity will be deemed full time equivalent (FTE) operating experience. Duties and tasks submitted as evidence of full-time or related experience for any discipline shall be granted at the discretion of the Certification Board.

Plant Maintenance Technician

A plant maintenance technician is a trained professional whose primary responsibility is to install, maintain, and repair a variety of equipment used in a domestic or industrial wastewater treatment facility to ensure that human health and the environment are protected.

Post-Secondary Education Course

A course offered by a post-secondary education institute (i.e. college or university) consisting of at least 36 Contact Hours of instruction for academic credit documented by an academic transcript.

Professional Development Hour (PDH)

A unit of measure equivalent to one (1) Contact Hour.

Regulatory Program

The certification program administered by the Certification Board for NWEA under contract with NDEP. The program consists of the Wastewater Treatment Plant Operator certification.

Related Experience

Related experience is experience obtained through activities related to the job tasks and duties of the primary certification discipline. Experience gained in the operation of wastewater treatment plants, collection systems, laboratory analysis, mechanical maintenance, and drinking water treatment facilities may be considered for related experience in other certification disciplines. Acceptable related experience for any certification discipline shall be determined at the sole discretion of the Certification Board. No more than 6 months of full-time equivalent experience shall be granted from related operating experience for any certification discipline.

Restricted Certificate/Certification

A certificate issued to an individual who meets the educational requirements but not the full-time equivalent (FTE) experience requirements, and who passes the examination for the grade level of the discipline in which they are seeking certification. The regulatory Restricted Certificate does not carry regulatory authority to operate and is valid for five (5) years from date of issuance 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. Date of issuance will be the date the individual passed the certification exam.

Wastewater Treatment Plant Operator

A wastewater treatment plant operator is a trained professional whose primary responsibility is to operate and maintain the equipment, and monitor and control the treatment processes at a domestic wastewater treatment facility to ensure that the water quality requirements in the facility's permit are continuously met in order to protect human health and the environment.

Wastewater Quality Analyst

A wastewater quality analyst is a trained professional whose primary responsibility is to conduct a variety of standard to complex and difficult laboratory analyses of wastewater, industrial wastes, natural waters, potable water, and biosolids to ensure human health and the environment are protected.

SECTION III – TESTING ELIGIBILITY – EDUCATION

Candidates seeking new or upgraded certifications must meet minimum initial education requirements which are wastewater related, as determined by the Certification Board. The education requirements are cumulative, and include the education earned for the previous certification grade's education requirements. For example, a Grade II certification requires a total of 120 contact hours of training; since the Grade I certification requires 60 contact hours, an additional 60 contact hours of training are required for the Grade II certification.

Grade	Equivalent CEUs	Contact Hours	Education
I/1	6.0	60	High school diploma or GED
II/2	12.0	120	High school diploma or GED
III/3	12.0	120	High school diploma or GED plus 2 post-secondary education courses
IV/V/4	12.0	120	High school diploma or GED plus 4 post-secondary education courses

At the Grade III and Grade IV certification levels, post-secondary education courses are required. Relevant courses may include biology, chemistry, environmental studies, math, and wastewater treatment. The Certification Board may approve courses for post-secondary education even if they were not taken for academic credit. Additional classes approved as post-secondary education can be counted towards Contact Hours where one (1) Credit Hour is equivalent to three (3) CEU's, and one (1) CEU is equivalent to ten (10) Contact Hours, and will be calculated as follows:

$$\text{Contact Hours} = (\text{Credit Hours}) (3 \text{ CEUs} / \text{Credit Hour}) (10 \text{ Contact Hours} / 1 \text{ CEU})$$

Candidates are encouraged to visit the NWEA website (www.nvwea.org) for a current listing of pre-approved continuing education and post-secondary education courses.

SECTION IV – TESTING ELIGIBILITY – EXPERIENCE

Candidates seeking new or upgraded certifications must meet minimum initial experience requirements which are discipline specific, as determined by the Certification Board. Acceptable experience is time spent performing the hands-on duties of a trained professional in the discipline and at a level of complexity for which certification is desired.

During the course of their work, operators, technicians, analysts, and inspectors are expected to perform a wide range of relevant duties and tasks. Experience gained in the operation of wastewater treatment plants, collection systems, laboratory analysis, mechanical maintenance, and drinking water treatment facilities may be considered for related experience in other certification disciplines, and other disciplines as determined by the Certification Board. No one task or activity (i.e. collecting samples, conducting routine or simple laboratory tests, operating a combination sewer truck, performing mechanical maintenance work, etc.) will be deemed full time equivalent operating experience. Duties and tasks submitted as evidence of full-time or related experience for any discipline shall be granted at the discretion of the Certification Board. No more than 6 months shall be granted from related experience for any certification discipline.

For the Regulatory Program, operators cannot obtain certification at grade levels higher than the highest classification of a facility in which they have at least one (1) year of operating experience. For example, if the highest classification of a facility in which in operator has worked for at least one (1) year is a Class 2, the operator cannot obtain an full Grade III or Grade IV Certification. The operator may, however, obtain a Restricted Grade III if he/she meets the education and experience requirements. For candidates in the Non-Regulatory Programs, the plant classification restriction does not apply and Restricted Certificates are only available for Grade 1.

The following table summarizes the certification requirements and Full-Time Equivalent (FTE) operating experience required for each level of certification in the Regulatory Certification Program (Wastewater Treatment Plant Operator) and Non-Regulatory Certification Programs.

Initial Certification Operating Experience Requirements		
Grade	Regulatory Program	Non-Regulatory Programs
I/1	1 year of Full-Time Equivalent (FTE) operating experience at a Class 1 (or higher) facility	1 year of Full-Time Equivalent (FTE) operating experience
II/2	Grade I certification and 2 years of Full-Time Equivalent (FTE) operating experience with at least 1 year at a Class 2 (or higher) facility	Grade 1 certification and 2 years of Full-Time Equivalent (FTE) operating experience
III/3	Grade II certification and 3 years of Full-Time Equivalent (FTE) operating experience with at least 1 year at a Class 3 (or higher) facility	Grade 2 certification and 3 years of Full-Time Equivalent (FTE) operating experience
IV/4	Grade III certification and 4 years of Full-Time Equivalent (FTE) operating experience with at least 1 year at a Class 4 facility	Grade 3 certification and 4 years of Full-Time Equivalent (FTE) operating experience

SECTION V – TESTING ELIGIBILITY – MILITARY EXPERIENCE

The Certification Board has adopted the United States Environmental Protection Agency (USEPA) document *From M.O.S. to J-O-B: A Guide for Applying Military Occupational Specialties (M.O.S) to Civilian Drinking Water and Wastewater Operations*. For the full document, please visit the NWEA website (www.nvwea.org).

Veterans and active duty service members of the United States Armed Forces who have served, or are currently serving in any of the Military Occupational Specialty (MOS) codes listed in the USEPA document will receive up to 6 months of qualifying related experience for the following certifications:

- Wastewater Treatment Plant Operator
- Collection System Operator
- Plant Maintenance Technologist.

Eligible veterans must submit a copy of their DD-214 document to receive this qualifying related experience credit. Eligible active duty service members must submit active duty documentation to receive this qualifying related experience credit.

Veterans and active duty service members of the United States Armed Forces serving in the following MOS's may be eligible to receive 100% credit for their time served:

- US Navy Rating: Utilitiesman (UT)
- US Air Force Specialty Code: 3E4X1 – Water and Fuel Systems Maintenance

Eligible veterans must submit a copy of their DD-214 document to receive this operating experience credit. Eligible active duty service members must submit active duty documentation to receive this operating experience credit.

SECTION VI – TESTING ELIGIBILITY – MULTIPLE DISCIPLINE EXPERIENCE

Candidates seeking certification in more than one certification discipline are subject to the following experience policy, which shall be in addition to all other existing policies.

For candidates seeking secondary certification(s), at least seventy percent (70%) of the operating experience credited by the Certification Board must be applied towards the primary certification. Reduced percentages of operating experience may be applied towards the operating experience requirement for secondary certification(s), as deemed relevant by the Certification Board. If a candidate seeks more than one certification, the total operating experience documented for the primary certification and all secondary certifications may not exceed 100%.

Duties related to the operating experience being applied towards secondary certification(s) shall be documented by the applicant and verified by the applicant's supervisor or appropriate agency representative. Candidates seeking secondary certification(s) in other disciplines shall be limited to Grade 1 certification(s) unless sufficient levels of increasing complexity and a variety of duties and tasks can be demonstrated. Acceptable duties that may be applied towards secondary certification(s) shall be determined at the discretion of the Certification Board.

Example of Candidate Seeking Dual Certification

If a candidate, whose primary job duty is plant operations, seeks certification as a Wastewater Treatment Plant Operator, the individual may take a Grade I Wastewater Treatment Plant Operator certification exam when all eligibility requirements have been met. If the same candidate's secondary job duty is to perform a variety of laboratory analyses and the candidate also seeks Wastewater Quality Analyst certification, the candidate may apply up to 30% of their total operating experience towards the Wastewater Quality Analyst certification, as documented by actual duties being performed, without a reduction in the Full-Time Equivalent (FTE) experience for the primary certification. Thus, if a candidate claims 30% of their total time is spent on laboratory analysis, it would take the candidate approximately three years and four months to obtain the necessary one year of FTE experience to qualify for the Grade I Wastewater Quality Analyst certification.

If a candidate claims more than 30% of their total operating experience in any secondary discipline (i.e. laboratory, plant maintenance, or collection systems), the FTE experience for the primary

certification shall be reduced by an equivalent amount. Candidates seeking eligibility for secondary certification(s) must declare experience percentages. Attempts to subvert the FTE experience requirements by altering previously declared percentages shall be considered an act of dishonesty. Acts of dishonesty are a violation of the Professional Code of Conduct and are subject to disciplinary action up to and including revocation of certification.

Example of Candidate Seeking Multiple Certifications

If a candidate, whose primary job duty is plant operations, seeks certification as a Wastewater Treatment Plant Operator, the individual may take a Grade I Wastewater Treatment Plant Operator certification exam when all eligibility requirements have been met. If the same candidate's secondary job duties include performing a variety of laboratory analyses and plant maintenance tasks, and the candidate also seeks certification in both additional job disciplines, the candidate may apply up to 30% of their total experience towards those corresponding certifications.

Thus, if a candidate claiming 25% of their total time is spent on plant maintenance duties and 10% of their time is spent on laboratory analyses, it would take the candidate four years to qualify for a Grade I certification as a Plant Maintenance Technologist and ten (10) years to qualify for a Grade 1 certification as a Wastewater Quality Analyst.

If a candidate claims more than 30% of their total operating experience in any secondary discipline (i.e. laboratory, plant maintenance, or collection systems), the FTE experience for the primary certification shall be reduced by an equivalent amount. Candidates seeking eligibility for secondary certification(s) must declare experience percentages. Attempts to subvert the FTE experience requirements by altering previously declared percentages shall be considered an act of dishonesty. Acts of dishonesty are a violation of the Professional Code of Conduct and are subject to disciplinary action up to and including revocation of certification.

SECTION VII – CONTINUING EDUCATION – DEFINITIONS

The Certification Board is charged with the responsibility to establish and maintain a Certification Program that offers a high level of confidence that certified individuals possess the necessary knowledge, skills, and abilities to competently practice their profession on an ongoing basis. In order to determine initial competence, certification programs require an assessment by examination over a broad area of specialized knowledge. To ensure ongoing competency, the Certification Board requires that certificants pursue continuing education training in lieu of re-testing to renew their certification(s). Continuing education training must be completed during the two-year period during which the current certification(s) are active. Continuing education training completed prior to the current certification issue date (for new certifications) or latest renewal date (for renewed certifications) will not be accepted.

Continuing education training may be documented through Contact Hours, Professional Development Hours, Continuing Education Units, or Academic Credit Hours. For the purposes of the initial certification or certification renewal, a Contact Hour (CH) shall be defined as a unit of measure that represents one (1) hour of scheduled or supervised instruction which includes classroom, self-paced instruction, pre/post assignments, and/or homework in support of a learning outcome. A Professional Development Hour (PDH) shall be defined as a unit of measure equivalent to one (1) Contact Hour. A Continuing Education Unit (CEU) shall be defined as unit of measure equivalent to ten (10) Contact Hours. An Academic Credit Hour (ACH) shall be defined as a unit of measure awarded for academic credit for a minimum of three (3) hours of student work per week for a minimum of 16 weeks where student work is defined as one (1) hour of lecture and two (2) hours of homework, or three (3) hours of lab. The Academic Credit Hour is a unit of measure equivalent to 3 Contact Hours.

Acceptable forms of continuing education training documentation include the following: academic transcripts listing the individual's name, the course number, course title, credit hours, awarded grade, and the date the course was taken or; certificates of completion listing the individuals' name, the class title, the total number of training hours awarded, and the date the training was taken or; copies of the course material listing the course title, date course was given and the total number of training hours and a copy of the sign-in sheet with the individual's signature. While continuing education for initial certification is cumulative, training completed outside the two-year renewal period will not be accepted for certification renewal.

SECTION VIII – CONTINUING EDUCATION – COURSE APPROVAL

Courses completed for continuing education training do not have to be pre-approved by the Certification Board prior to submission for initial certification or certification renewal consideration. However, courses that have not been pre-approved will be reviewed for appropriateness before being considered valid submissions for initial certification or certification renewal. This review may delay the application process and could result in rejection of some, or all, of the submitted continuing education training, thereby rendering the application incomplete and potentially subjecting the applicant to delays and additional fees. For a complete and current listing of all approved continuing education training and post-secondary education courses, please visit the NWEA website (www.nvwea.org).

Educators and trainers may have their course(s) pre-approved by the Certification Board for continuing education and listed on the website by submitting an application for Continuing Education Training Review. Please visit the NWEA website (www.nvwea.org) for the current application. The review application may require a course review fee and will require submission of course documentation to include the following:

- Name of the course
- A detailed outline, syllabus, or agenda of the training course
- Location of training (in person or on-line)
- Length of course, in hours
- Sample of the “Certificate of Completion” that will be issued to participants

After course approval, the Certification Board will assign a tracking number to the course and list it on the web-site as a pre-approved training. The training pre-approval will remain effective for three (3) years, so long as the course content and instructor(s) have not changed significantly. After three (3) years, a new review application, course documentation, and review fee (as applicable) must be submitted. Courses/sessions approved as part of a seminar or conference are only valid for that seminar or conference. Courses approved as part of a seminar or conference may not be approved as a “stand alone” courses if they do not meet the expectations for relevancy.

SECTION IX – CERTIFICATION – FULL

Full Certifications are issued to candidates who meet all of the educational and full-time equivalent (FTE) operating experience requirements, and pass the certification examination for the grade level and discipline in which they seek certification. The Full Certification carries regulatory authorization to Wastewater Treatment Plant Operators to operate in the grade level for which they are certified. Full certifications valid for two years from the date of issuance.

Full Certifications may be renewed no earlier than 90 days prior to certification expiration. A complete renewal application, appropriate fees, and supporting continuing education documentation must be submitted to be considered for renewal. The following table lists the initial education and experience requirements for obtaining an Full Certificate as well as the continuing education requirements for renewing an Full Certificate:

Full Certificate Requirements for Initial Certification and Renewal				
Grade	Initial Certification Requirements			Renewal
	Education	Experience	Contact Hours	Contact Hours
I/1	High school diploma or GED	1 year of FTE operating experience	60	5
II/2	High school diploma or GED	2 years of FTE operating experience; with at least 1 year at a Class 2 (or higher) facility	120	10
III/3	High school diploma or GED and 2 post-secondary courses	3 years of FTE operating experience; with at least 1 year at a Class 3 (or higher) facility	120	15
IV/4	High school diploma or GED and 4 post-secondary courses	4 years of FTE operating experience; with at least 1 year at a Class 4 facility	120	20

SECTION X – CERTIFICATION – RESTRICTED

Restricted Certificates, formerly known as Operator in Training (OIT) certificates, are available for the Grade I Regulatory and Grade 1 Voluntary Certification Programs, and at the Grades II through IV Certifications for the Regulatory Certification Program. Candidates may apply for a Restricted Certificate when they meet the education requirements but lack the full-time operating experience to qualify for an Full Certificate.

Restricted Certificates carry no regulatory authority to operate but serve as an intermediate step towards the next level of certification. Regulatory Restricted Certificates are valid for five (5) 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. To obtain a Restricted Certificate, a candidate must meet the following education and certification/experience requirements, AND receive a passing score on the appropriate certification exam:

Restricted Certificate Education and Certification Requirements			
Grade	Education	Contact Hours	Certification / Experience
I/1	High school diploma or GED	0	None required
II/2	High school diploma or GED	120	Hold an active Grade I full certification for a minimum of 1 year
III/3	High school diploma or GED and 2 post-secondary education courses	120	Hold an active Grade II full certification for a minimum of 1 year
IV/4	High school diploma or GED and 4 post-secondary education courses	120	Hold an active Grade III full certification for a minimum of 1 year

Certificants can apply to upgrade their certification to an Full Certificate upon meeting the required full-time equivalent (FTE) operating experience (and/or education requirement for Grade 1 Non-Regulatory Certification). An application for upgrade must be completed and submitted, along with applicable fees. After verification of meeting the full-time equivalent (FTE) operating experience requirements, the certificant will be issued an Full Certificate which will be valid for two (2) years from the date of issue.

SECTION XI – TESTING – WRITTEN EXAMINATION

Written examinations, also known as Paper and Pencil exams, are generally offered as determined by NDEP and NWEA. The Certification Board reserves the right to adjust the schedule of written examinations to accommodate special venues such as in-state conferences. Schedule adjustments for the written examinations will be published on the NWEA website (www.nvwea.org) at least 30 days in advance of the regularly scheduled examination date.

Candidates applying to take written examinations must submit application documentation and fees at least one month prior to the scheduled examination date. Application fees cannot be reimbursed. Incomplete applications awaiting additional information/documentation will be forfeited after 90 days, upon which the candidate will need to submit a new application and fee. Candidates approved to take the written examination will be scheduled to take the next regularly scheduled written examination. If the candidate cannot make the first examination date, he/she must notify the Program Administrator at least 48 hours in advance or forfeit all application and testing fees.

If the candidate cannot make the scheduled examination date and properly notifies the Program Administrator, they will be rescheduled to the second regularly scheduled examination date. If the candidate cannot make the second regularly scheduled examination date, he/she forfeits all application and testing fees.

Once a candidate has forfeited their application and testing fees, he/she must resubmit their application, with all supporting documentation, in addition to all required application and testing fees.

Within 12 months of the exam date, an individual may request a re-score of the written exam by sending a request to the Program Administrator (Certification@nvwea.org). A fee, payable directly to the Association of Boards of Certification (ABC), shall be required before the exam will be hand-scored by ABC staff. It should be noted that ABC has procedures and mechanisms in place to ensure the accuracy of the initial scoring, and hand-scored results have never overturned a failing score.

SECTION XII – TESTING – COMPUTERIZED EXAMS

Candidates applying to take a certification exam have the option to take a computerized certification exam through an authorized provider for an additional fee. Approved computerized testing centers are determined by the Association of Boards of Certification (ABC).

Candidates wishing to take the computerized exam must notify the Program Administrator when submitting an application to test. Candidates approved to take a computerized certification exam shall be responsible for scheduling the computerized exam and paying the additional fee upon receiving approval notification from the Program Administrator. Candidates are responsible for paying the separate computerized exam fee when they schedule the exam. The computerized exam fee is in addition to the application fee submitted for the written pencil and paper exams and is payable directly to the testing center.

Candidates will be provided with a date specific 90-day window to schedule and take the exam. If a candidate does not schedule and take the exam during the approved 90-day window, he/she forfeits all application and testing fees that were submitted, including the computerized exam fee, and must reapply, and remit additional application and testing fees to reschedule the exam.

Candidates who fail a computerized exam may retake the exam no sooner than 30 days after failing the exam. Applications to retake an exam may be submitted prior to the 30-day waiting period. Retesting after 30 days is contingent upon timely receipt of a new application and exam fees, and is contingent upon testing schedule availability at the computerized testing center.

SECTION XIII – TESTING – REPEAT EXAM FAILURE

Certification is a validation of professional competency in a field of discipline. The eligibility requirements set forth in the Regulatory and Non-Regulatory Certification Programs are designed to ensure that applicants are knowledgeable, capable, and adequately prepared to demonstrate their competency in the field by passing the certification exam. Despite this preparation, there will be individuals who will fail a certification exam, and a few individuals may fail an exam repeatedly.

The Certification Board strongly recommends that individuals who have failed an exam meet with the NWEA Professional Wastewater Operator (PWO) Representative to discuss additional materials for self-study, or continuing education courses that may supplement a candidate's knowledge to improve their passing ability. Candidates who fail an exam after three (3) consecutive attempts shall be required to complete five (5) additional Contact Hours of approved continuing education training before attempting the exam for the fourth time. The training must be technical in nature and directly relevant to the certification discipline (i.e. not focused on safety). Candidates who continue to fail an exam shall be required to meet with the NWEA PWO Representative after each failed exam to discuss additional materials for self-study and complete five (5) additional Contact Hours of approved continuing education training before attempting the exam.

SECTION XIV – RECIPROCITY

Reciprocity will be considered for applicants holding valid certificates from certification programs in the United States and Canada. A valid certificate shall be defined as a certificate that was earned through an examination process and not by reciprocity. Persons applying for reciprocity must meet all current Nevada education and experience requirements. Upon verification of the applicant's qualifications, reciprocity will be granted at one grade level lower than the equivalent grade currently held by the applicant. If the candidate meets the eligibility requirements for the equivalent level, they can also apply to take the exam at that level.

Reciprocity will be considered for applicants holding valid certificates from the Association of Boards of Certification. Persons applying for reciprocity must meet all current Nevada education and experience requirements. Upon approval of the applicant's qualifications, reciprocity will be granted at the equivalent grade currently held by the applicant.

Reciprocity for applicants holding a valid Professional Operator Certification from the Certification Commission of Environmental Professionals (C₂EP) shall be granted reciprocity at the equivalent grade held by the applicant.

Reciprocity will be considered on a case by case basis for applicants holding valid certificates from certification programs located outside the United States and Canada.

Certificates issued by reciprocity will be designated as such. In no case shall a Nevada reciprocity certificate be issued for a certificate that was obtained through reciprocity in another jurisdiction.

SECTION XV – RENEWALS – GENERAL REQUIREMENTS

Regulatory Restricted Certificates are valid for five (5) years from the date of issue 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. Full Certifications shall be valid for a period of two (2) years. To renew a Full Certification, a renewal application, appropriate fees, and any required documentation, such as continuing education units, must be submitted to the Program Administrator prior to the certification expiration date. Certificants are encouraged to submit their renewal application early – up to 90 days prior to the expiration. This will allow sufficient time for a review of the application and the ability to correct any documentation deficiencies prior to the expiration date. Incomplete applications shall be subject to late fees if the application documentation cannot be completed prior to the expiration date. Certifications may not be renewed more than 90 days prior to the expiration date.

Certifications renewals applications not received and approved on or before the certificate expiration date automatically suspended. A person shall not be considered certified during the suspension period. A suspended certificate may be reinstated upon request up to six (6) months following the certificate expiration date. To reinstate a suspended certificate, a renewal application, appropriate fees including a late fee, and any required documentation, such as continuing education units, must be submitted to the Program Administrator and be received within six (6) months past the certificate expiration date. Upon reinstatement, the certificate shall be valid for two (2) years from the original certificate expiration date. Reinstating a certificate does not retroactively certify a person during the period when their certificate was suspended.

A certificant holding a suspended Regulatory Program (Wastewater Treatment Plant Operator) certificate shall be deemed decertified by the Nevada Division of Environmental Protection (NDEP) six (6) months after the certificate expiration date.

A certificant holding a suspended certification shall be deemed decertified six (6) months after the certificate expiration date.

A certificant who is decertified shall not be eligible to renew their certification. They shall be required to retest and must meet current education, experience, and testing requirements for certification at the desired level.

SECTION XVI – RENEWALS - CONTINUING EDUCATION REQUIREMENTS

Contact Hours for renewals must be wastewater related. Up to 20% of the total contact hours may come from safety classes, however no safety classes are specifically required. The Certification Board has sole discretion in determining what constitutes wastewater related training and what constitutes safety related training.

NWEA maintains a list of pre-approved courses on its website. Additional courses may be added as applied for and approved. Contact Hours earned for renewals must occur within the two-year renewal window. Contact Hours earned outside the two-year renewal window are not applicable for renewals.

For individuals holding multiple certifications, Contact Hours earned for one certification renewal may be applied to other certification renewals, but only if they occur within each respective certification's two-year renewal window.

The table specifies total Contact Hours required for each level of certification and the maximum Contact Hours allowable related to safety.

CONTACT HOURS		
Grade	Total Required	Maximum Safety Related
I/1	5.0	1.0
II/2	10.0	2.0
III/3	15.0	3.0
IV/V/4	20.0	4.0

SECTION XVII – RENEWAL NOTIFICATION

Regulatory Restricted Certifications for any discipline are valid for five (5) years from the date of issuance and may not be renewed. 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. The following schedules are provided as guidance for the certification renewal process:

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) must be 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

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. 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) will be 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 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)

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

Implementation: The CEUs are due the second renewal cycle after 05/16/2018.

Example:

- 05/15/2016 Issue new cert to Person A
- 05/17/2016 Issue new cert to Person B
- 05/15/2018 Program Administrator renews cert without CEUs (rules are not in effect)
- 05/16/2018 Rules change
- 05/17/2018 Person B renews cert without CEUs (first renewal after rule change)
- 05/15/2020 Person A renews cert without CEUs (first renewal after rule change)
- 05/17/2020 Person B renews cert WITH CEUs (second renewal after rule change)
- 05/15/2022 Person A renews cert WITH CEUs (second renewal after rule change)
- 05/17/2022 Person B renews cert WITH CEUs (third renewal after rule change)

Since renewal cycles are every 2 years, all certs renewed BEFORE to 05/16/2018 will not come due for CEUs until 2022. All certs renewed AFTER 05/16/2018 will come due for CEUs in 2020.

If you obtained a higher grade of certification after May 16, 2018, you must adhere to all revised continuing education requirements pertaining to the new certification on the first renewal cycle.

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 – 60 hours
- Grade II – 120 hours
- Grade III – 120 hours and two postsecondary courses
- Grade IV – 120 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)
- 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.

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

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 – 60 hours
- Grade II – 120 hours
- Grade III – 120 hours and two postsecondary courses
- Grade IV – 120 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.