

## Keeping Up With Continuing Education Is Easy: Don't Lose Your Hard-Earned Certificate



*Is time to earn contact hours running out on you?*

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**CWEA**

The Certification Examiner  
 The quarterly newsletter for CWEA certificate holders and wastewater industry employers

We're on the web!  
[cwea.org/cert](http://cwea.org/cert)

Over 90 CWEA certificate holders who thought they renewed their certificates in July are about to have their certificates revoked in November. Although they paid their renewal fees, they did not submit documentation showing the completion of 12 contact hours of training. Those in danger of losing their certification have either earned 12 contact hours, but have not sent in the proper documentation, or have not earned the required 12 contact hours of training. If you are one of the over 1,600 certificate holders with contact hours due January 2007, don't let this happen to you!

### The Continuing Education Requirement

Every two years you will need to turn in certificates of completion, or other official documentation (see *Get the Document Right*, above), showing that you have completed a total of at least 12 contact hours along with your regular certificate renewal fees. All contact hours need to be earned in the two-year period just before the "Contact Hours Due Date" on the top right portion of your certificate renewal reminder.

### Ways To Earn Contact Hours

**In-house Training**  
 We'll accept formal training you receive at work. Just make sure it is properly documented (see *Get the Document Right*, above).

**Distance Courses**  
 Many certificate holders take online or distance courses. For a list see page 4.

**College Courses**  
 Any vocation-related college course will be accepted as long as the college is accredited.

**Conferences and Specialty Courses**  
 A number of associations, CWEA included, offer vocation-related training.

### Get the Documentation Right

Be sure that your contact hour documentation includes:

- ❖ Your Name
- ❖ Training date of completion
- ❖ Training title
- ❖ Number of contact hours
- ❖ Training organization's name
- ❖ Trainer's signature, stamp, or something similar to make it official.

### Continuing Education Checklist

- ✓ *Check Contact Hour Due Date on the top left section of my Certificate Renewal Reminder!!*
- ✓ *Visit [cwea.org/ch](http://cwea.org/ch) or call CWEA at 510-382-7800 x107 for a pre-approved list of training programs.*
- ✓ *Attend at least 12 hours of certificate-related training during the two years before contact hours are due (1 contact hour = 50 minutes of training).*
- ✓ *Save all training certificates of completion earned.*
- ✓ *Send copies of 12 Contact Hours with my certificate renewal fee by Contact Hour Due Date.*
- ✓ *If somebody else at work renews for me, make sure they know to include my contact hour info!!*

### More info...

Training events: [cwea.org/ch](http://cwea.org/ch)  
 Questions: [emailtcp@cwea.org](mailto:emailtcp@cwea.org)

## CWEA Local Section-Sponsored Study Sessions Are On the Way: What to Expect and How to Use them

*You've applied to take an exam, and you want to start studying. Wondering what kind of help is out there?*

Low-priced study sessions are one of several study aids offered by CWEA for certification exams. They are open to anyone taking an upcoming exam or anyone planning to take an exam in the future. Applying for the next exam is not necessary in order to attend. These



sessions are normally given about one month before the exam; one for the northern and one for the southern region of the state. The sessions give test-takers an opportunity to ask questions about the subject matter in their discipline, to share information, and to study with other test takers. The sessions are designed to be a helpful way for anyone taking a

test to determine additional topics to study and to learn how to continue studying. A moderator facilitates, and is available to answer questions.

### Registering for the Study Session

The sessions have pre-registration and onsite registration available. A discount is offered to CWEA, WEF and MWEA members. You can also

order study guides when registering for a study session online.

Further information about locations can be found at [cwea.org/studysession](http://cwea.org/studysession) as the sessions become available. Information letters with study session dates and places are mailed to all certificate applicants who apply before the session dates. The CWEA [Calendar of Events](#) also lists study sessions and training events.

### Find More Study Sources Online!

- Water Environment Federation [www.wef.org](http://www.wef.org)
- Study Guide References
- California State University, Sacramento [www.owp.csus.edu](http://www.owp.csus.edu)

## Study Strategies

Here are some helpful study hints from moderators and previous test takers:

1. Target your weakest areas and concentrate your studies there. Refer to the Candidate Handbook in your discipline, which can help you find sources for areas you need to focus on, such as math, safety, standard methods, etc.
2. Establish a study schedule and stick to it. Set aside at least one hour a day to study uninterrupted.
3. Take notes on what you've read and review them regularly. Underline important passages in your reading.
4. Make a set of flash cards to help you study.
5. Keep in mind that in order to take full advantage of the study session, it is a good idea to study thoroughly before the session. Come prepared with specific questions or topics that you don't understand, so you make the most of the session.
6. Discover where and when you study best. Morning, afternoon, evening; choose study spaces where you can easily focus. Use these for your most difficult study challenges<sup>1</sup>.

1. Partially adapted from the audio cassette by Steven Covey, *Seven Habits of Highly Effective People*

## Ordering Study Guides Is Now Easier And Faster Than Ever

We now have a publication company that processes all book orders directly from our online bookstore. Simply go to [www.cwea.org](http://www.cwea.org) and click on the bookstore; you will be asked to create a login and password after which you will have full access to all the bookstore has to offer.

The benefits of ordering online include: a complete catalog of all study guides arranged according to certificate, full descriptions of each study guide, and helpful tools to aid you in selecting the book you need. You can even view a list of the books referenced in each study guide and, should you wish to purchase one, they all have links to the websites where they are available.

All of these features make purchasing a book less confusing and the process is speeded up considerably. In the past customers had to request a publication order form, fill it out upon receipt, and then fax it to our office. This back and forth between our office and the customer has been cut out, replaced instead with timely fulfillment and access to more information on the web. Because we have this great website waiting to serve you, we ask that you order by fax only if you do not have access to a computer.

**Just a note:** Your member discount will not be reflected on the screen when you purchase your book; instead your discount will be applied when your member number is verified and will be reflected on your invoice.



*Study guides are not available at CWEA's Oakland Office*

## Free Study Resources on our Website

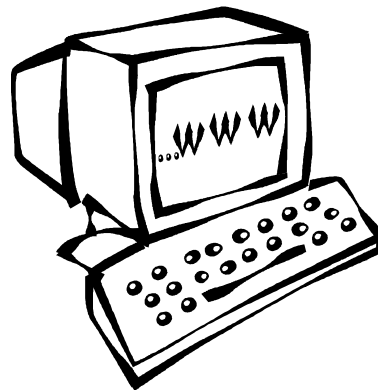
From study material to updates on what's happening in the wastewater field, CWEA ([www.cwea.org](http://www.cwea.org)) has links to valuable information for you.

Check out the Certification Resources links page at:

[cwea.org/cert-resources](http://cwea.org/cert-resources)

You'll find study information concerning:

- [California and Federal regulations](#)
- [The Clean Water Act](#)
- [The Cal Trans Manual of Traffic Controls](#)
- [Management topics](#)
- [Laboratory Analyst sample questions](#)



Let's not forget math. For formula sheets to help you study and memorize all those equations, stop by [cwea.org/cert-formulas](http://cwea.org/cert-formulas) and choose the vocation you are testing in.

You can also use our website to find jobs, open to members and non-members: [cwea.org/jobs](http://cwea.org/jobs)



Updated training event lists are available at [cwea.org/renew](http://cwea.org/renew)

## CWEA Technical Certification Program

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## Certification & Training Calendar

October 31, 2006

Application Deadline for Jan. 27, 2007

Certification Test

October - November **contact hours!**

SSO-WDR Compliance Workshop: Electronic Reporting & Requirement Tips

Throughout CA | [www.cwea.org/training](http://www.cwea.org/training)

November 30, 2006 **test prep!**

CWEA Certification Study Session

Oxnard, CA | [www.cwea.org/studysession](http://www.cwea.org/studysession)

January 6, 2007 **test prep!**

CWEA Certification Study Session

Vacaville, CA | [www.cwea.org/studysession](http://www.cwea.org/studysession)

Jan 30 & 31, 2007 **contact hours!**

Thermal Processing of Biosolids

Chino & Elk Grove | [cwea.org/training](http://cwea.org/training)

February 26-28, 2007 **contact hours!**

Pretreatment, Pollution Prevention & Stormwater

Napa | [cwea.org/training](http://cwea.org/training)

## Online Trainers

Earn contact hours for recertification online.

CWEA will accept contact hours earned at the following online training providers:

[owp.csus.edu](http://owp.csus.edu)

[awwa.org/learnonline](http://awwa.org/learnonline)

[h2o-ed.com](http://h2o-ed.com)

[clicksafety.com](http://clicksafety.com)

[targetsafety.com](http://targetsafety.com)

[360water.com](http://360water.com)

[chemistry.org](http://chemistry.org)

[certifiedfluidpower.com](http://certifiedfluidpower.com)

[ncsu-engineering-resources.com](http://ncsu-engineering-resources.com)

Send requests to approve online trainers that are not listed above to [tcp@cwea.org](mailto:tcp@cwea.org).

## Letters and Feedback

We had a great reader response for the inaugural issue of the Certification Examiner. Here are some of letters we received:

### Plant Maintenance Restructured

*I just had a quick question, with the Restructuring of the Plant Maintenance [PM] Vocation (back to the way it used to be) why is the CWEA not granting both the E/I IV and the Mech Tech IV to the individuals that currently hold the Plant Maintenance IV?*

*Christopher Fike, Operations Supervisor  
City of San Clemente*

This idea was considered during the revalidation process. CWEA subject matter experts determined that the assessment process is not the same for the old PM IVs and the new E/I and MT IVs. The PM IV is designed to test for general technical knowledge applied to making informed

management decisions. The MT and E/I IVs assume more practical technical knowledge. Since the new and old tests are not equivalent, we cannot grant the new certificates to those who hold the old certificates.

### Using Cert Examiner Material

*Kudos to whomever put this together, it's awesome. It's so awesome, I'd like to use the Rounding Off page in my powerpoint presentation for the Lab Tech 1&2 presentation I'm giving in January. May I use it?... Thanks so much and I can't wait until the next one.*

*Vicki Shidell, City of Benicia*

Thanks Vicki! CWEA's certification staff puts the Cert Examiner together. If you use materials from the newsletter, just let us know beforehand.



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