



Exam Applications: Avoiding Rejection

We know that filling out applications is about as much fun as doing your taxes, or taking a trip to the dentist. It can be time-consuming, boring, and we often have to rely in part on someone else, like a supervisor or our human resources department to verify our information and to sign it. What makes it even more unpleasant is worrying over getting the application in the mail to meet a deadline, only to find out weeks later, it has been rejected, or that more information is required.

Here are some tips to help you take some of the worry and strain out of the application process for the July 2007 exam:

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1. Be An Early Bird. Mail your application as early as possible. You'll have more time to fix mistakes if they are caught well ahead of testing time.

2. Get the Latest Info. Make sure the application you fill out is the most up-to-date. You can download the latest application from our website: cwea.org/cert_howcert_apply

3. Don't forget the fees. Include the full payment with your application. If you are not able to, it is best to mail your application with a portion of the fees by the deadline (postmark April 30 for the July 2007 exam.) You will still need to submit the rest of the fees before July 1.

4. Grade 1 shortcut. Are you taking a Grade 1 test? If so, remember: no education or experience is required to take a Grade 1 exam.

5. Details, Details. If you are taking a Grade 2, 3 or 4 test, you need to include relevant work experience and possibly provide education background documents, and meet the amount of work experience that the grade you are applying for requires. Make sure you are aware of how many years of experience/education you will need to demonstrate in your application before filling it out. There is a qualification chart on the last page of the application that will help you determine how much experience you need for each grade

exam. Be sure to include copies of transcripts or diplomas if you are using education as part of your qualification for an exam.



6. So, What Do You Do for a Living? When filling out work experience, please provide some details of what you do on the job. "Run a wastewater treatment plant" or "work in the plant lab" may be an accurate summary, but our Local Section Chairs screening the applications need more specific information about your daily

experience. Examples of more accurate and acceptable job duties descriptions would be, "Operate, maintain and troubleshoot CCTV, jet router, and other equipment," or, "Responsible for policy, budgets, personnel, District supervision."

7. Sign on the Dotted Line. Signatures are mandatory for verifying that what is stated on an application is true. This applies to both a supervisor's signature, and yours. Check, double-check and triple-check that you have signed your application at the bottom of the last page. If you are applying for a Grade 2, 3 or 4 test, you also need your supervisor's signature verifying your job duties directly below them on your application.

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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

Revamping Content: Change the Test One Item at a Time

The demand for CWEA certification exams is steadily growing.

We need more exam questions for all disciplines, especially those that can be used for the Collection System Maintenance, Environmental Compliance Inspector and Industrial Waste Treatment Plant Operator exams.

If your New Year's resolution for 2007 was to get more involved in CWEA certification, you're in luck!

We are recruiting item writers for writing teams to create new exam questions (items) for each vocation. Item writing is essential for keeping the exams up to date. We need your help! We plan to begin item writing work in February 2007.

Item Writing Made Easy

Please see this link to our website for the item writing forms. It's easy! Just download the item writing forms, fill them out, and send to CWEA by fax, mail, or e-mail. (We can only accept items you have written yourself.)

cwea.org/itemwriting

• We need your questions...and answers!

• Contact Hours Awarded - earn 1 contact hour per approved item!

We will also host item writing workshops this February and March. If you would like an invite to an item writing workshop, or to get more details on joining the item writing team please contact Nicole Schlosser at nschlosser@cwea.org or 510-382-7800 x106

Mark Your Calendars!

The end of January marks two important dates in the CWEA calendar. **January 27** is the date of the upcoming exam and **January 31** is the deadline for certificate renewals.

If you have applied to take the **January 27 exam** and have not received a confirmation or rejection letter from our office, contact us immediately and leave us your contact information. Many of you have already attended study sessions and purchased study guides to prepare for the test. Mark your calendars, and good luck!

Everyone with a **certificate expiring** January 31st should have received a certificate renewal reminder. On your reminder, you will notice your contact hour due date. If your contact hours are due this year, please remember to include documentation for 12 contact hours with your payment. If you have any questions regarding your certificate or your contact hours, please contact our office as soon as possible.

Renew Your Certificate Online!

Beginning January 2007, you can renew your certificate on CWEA's website with a credit card. Certificates renewed online will be processed one to two weeks faster than mail-in renewals.

The online renewal system is quick and easy to use. You will receive a reminder that walks you through logging on to our secure website. On average, the process takes less than 5 minutes. Once the transaction is complete, your renewed certificate is immediately updated in the certification database.

Contact Hours

If you have contact hours due, you may still pay for your renewal online. However, before the renewal can be completed, you must send documentation showing the completion of 12 contact hours to CWEA. Once the continuing education requirement has been met, we will mail a new certificate and wallet card to you.

Renewing with Check or Money Order

You may still pay for renewals by check or money order by mailing in payment along with any contact hours documentation.

Renewing Your Skills

The deadline is looming yet again. January 31st, the contact hours due date for approximately 1,100 certificate holders, will soon be here.

Are you behind on your contact hours? It's not too late!

Maybe you have contact hours due, but have lost track of time. Or, maybe you only need to earn a few more contact hours, but have already attended a few trainings. You may even be working on projects that you can use to earn contact hours, without realizing it.

There are multiple ways to earn contact hours, other than attending trainings. If you want to try something different, or find options more convenient to your schedule, there are other ways of demonstrating you are keeping up with your continuing education requirement.

Did you know you can earn contact hours for:

Online learning- Earn contact hours for recertification from your computer. CWEA will accept credits earned from online training providers, such as: owp.csus.edu, awwa.org/learnonline, and h2o-ed.com, clicksafety.com, targetsafety.com, 360water.com, chemistry.org, certifiedfluidpower.com, ncsu-engineering-resources.com

Writing exam items- 1 contact hour is awarded for every item that is approved by vocationalists and included in the item bank.

Teaching a class- If you teach a class that covers subject matter relevant to any one of the CWEA-issued certifications, you can earn 2 contact hours for each hour you teach.

Writing an article for the *Wastewater Professional*- this professional journal provides technical content and information on regulations, new technology, engineering and research.

You can find out more about these other options for earning contact hours by visiting www.cwea.org/renew



There are still multiple ways to earn contact hours by the deadline.



Application, Cont'd from p 1

8. Just a Quick Call or Email If you have not received a letter or email from our office by late May, please contact us. We can check to make sure everything is set to move forward with your exam, and if there is a problem, we can work with you to fix it as soon as possible.

For more application info, check out our "How to Become Certified" web page: cwea.org/cert_howcert

Certification & Training Calendar

February 26-28, 2007 contact hours!

Pretreatment, Pollution Prevention & Stormwater Conference (18.5 Contact Hours)
Napa, CA | www.cwea.org/training

April 10-11, 2007 contact hours!

Plumbing Standards
San Diego | www.cwea.org/training

April 17-20, 2007

CA-NV-AWWA Spring Conference
Las Vegas, NV

April 17-21, 2007 contact hours!

CWEA Annual Conference 2007
Ontario, CA | www.cwea.org/training

April 30, 2007

Application Deadline for July 28, 2007
Certification Test

CWEA Technical Certification Program

Executive Committee

Chair (2006-2007)

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Study Session Moderator Training

There will be a moderator training, (or train-the-trainer) session late spring 2007.

The moderator training sessions are designed to familiarize potential moderators with adult learning styles and with teaching methods that work best in a study session environment. Moderator guides that cover test subject areas, sample problems and adult learning theories are also provided.

For anyone interested in moderating a study session for any of the certification exams and earning up to 8 contact hours, please contact Chris Lundeen, Director of Certification, about attending the event: clundeen@cwea.org.



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