



**TECHNICAL CERTIFICATION PROGRAM VOLUNTEER APPLICATION FORM
CALIFORNIA WATER ENVIRONMENT ASSOCIATION**

7677 Oakport Street, Suite 600 • Oakland, CA 94621-1935
(510) 382-7800 • (510) 382-7810 fax • www.cwea.org/cert

I. CWEA VOLUNTEER APPLICATION FORM

Please fill out the entire application form.

1. Applications must be typed or printed neatly in ink.
2. Fill out the entire application form including your name, contact information, the certificate you hold and wastewater work experience.
3. Send this form and all supporting documents to vmalig@cwea.org, or fax to (510)382-7810 CWEA TCP, or mail to 7677 Oakport St. #600, Oakland, CA 94621-1935.
4. To become a CWEA volunteer subject matter expert (SME) you must be a current member of CWEA, hold a certificate in the vocation you're volunteering for **AND** can not take a certification test with in a year from being exposed to the TCP test content.
5. To become a volunteer you must also sign the CWEA Confidentiality Agreement.

II. Purpose of Project

Jobs change as an industry evolves, due to technology, population, governance and regulations changes. Your profession is a rapidly growing, dynamic one. That means the duties performed and skills necessary to perform them are constantly changing. This impacts the measurement of competency in your field, as we in certification try to keep up with you. And that means each of CWEA's certification vocations must be reviewed at least every five years to ensure our exams match your real-world jobs. CWEA's Collections System Maintenance exam is now up for analysis, to make sure appropriate Knowledge, Skills and Abilities (known as KSAs in the certification business) will continue to be tested. To do that, we need to hear from you, the people who do all the work, from entry-level to top management.

From November 2010 to September 2011, we will need participation from a minimum of twelve volunteers each from the Environmental Compliance Inspector field to review and provide feedback on our current job analysis and test specifications. You need to be a certificate holder and a CWEA member in order to participate. You should expect to spend 6-40 hours in up to two face-to-face meetings (though you may attend as few as one or two meetings if that is your entire schedule allows--we're flexible!) We expect to hold meetings in both northern and southern California at locations that are most central to our volunteer vocationalists.

III. APPLICATION INFORMATION

A. Check box of the certificate you hold:

	1	2	3	4
Environmental Compliance Inspector	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certificate number(s): _____

B. NAME _____
(Last) (First) (Middle)

C. AGENCY _____
SIZE OF PLANT (if applicable) Small (<5 MGD) Medium (5-20 MGD) Large (>20MGD)

D. MAILING ADDRESS* _____
(Street)
 Home Address
 Work Address
(City) (State) (Zip +4)

E. WORK PHONE _____ E-MAIL (required): _____

F. I AM CWEA MEMBER. NUMBER: _____

G. Would you like to be added to the program's volunteer database? _____
Yes means you would be contacted for volunteer opportunities.

Staff Use Only

Recommended by:
Name: _____
Recommended: YES NO
Position _____
Approved by: _____
DE: _____

IV. QUALIFYING EXPERIENCE HISTORY

Present detailed work experience related to the water quality industry and to the vocation for which you are applying. List your present or most recent work experience first. Be sure to adequately describe your job duties.

A. CURRENT EMPLOYER: _____ Phone: _____
(include area code)
Address: _____
Job Title: _____ Date Started: _____ Date Left: _____
Supervisor's Name: _____ Supervisor's Phone Number: _____

Applicants Name: _____

Job Duties (please provide detailed description):

What portion of your time did these duties take? _____% Total Years: _____

B. Total Years of Experience: _____

V. EDUCATION

A. College Graduate? YES NO Degree: _____ Major: _____

Date Granted: _____ Name and Location of School: _____

VI. CODE OF ETHICS

All California Water Environment Association volunteers are expected to meet the following standards of professional conduct and ethics:

1. To protect public health, themselves, their co-workers, property, and the environment by performing the Essential Duties of the CWEA certified vocation safely and effectively, and complying with all applicable federal, state and local regulations.
2. To represent themselves truthfully and honestly throughout the entire certification process.
3. To adhere to all test site rules and make no attempt to complete the test dishonestly or to assist any other person in doing so.
4. To refrain from activities that may jeopardize the integrity of the Technical Certification Program.

VII. MEETING TIMES AVAILABILITY

I may be available for meetings during: (please check as many as apply):

- mid-late September 2010
- mid-late November 2010
- mid-late January 2011
- Online workshops only
- I Can Host a Meeting

VII. SIGNATURE OF APPLICANT

I, the undersigned, certify that I am the above named applicant; that all statements made and information contained in the above application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility for the volunteer work being applied for.

As a potential revalidation volunteer, I am aware that I am in part responsible for exam security. With respect to this responsibility, I will:

1. Keep exam items and answers confidential. I will only share exam information related to specific exam questions and answers with other ECI Exam Revalidation group members in a secure setting.
2. Wait to take a Environmental Compliance Inspector exam for at least one (1) year after volunteer work on this project ends. (I agree that the first exam I may take will be in July 2013.)

DATE: _____ Signature of Applicant: _____

Please fax applications to (510) 382-7810, attention Vivien Malig or mail to 7677 Oakport Street, Suite 600; Oakland, CA 94621

TECHNICAL CERTIFICATION VOLUNTEER INFORMATION

Confidentiality Agreement: The CWEA Confidentiality Agreement must be signed prior to the beginning of the project. No test materials will be released to the volunteer until the Agreement is signed.

Test Validation: Test contents and specifications are validated every five years to ensure the validity in the industry.

Volunteers Restrictions: CWEA test validation volunteers can not take a certification exam within one year from exposure to the test content. Volunteers must be CWEA members and must hold a certificate with a grade level that is equal to or greater than the test grade level category volunteering for.

Thank you for your interest in volunteering for the Technical Certification Program!

CWEA CONFIDENTIALITY AGREEMENT

I, _____, hereby agree to maintain in complete confidence, any and all information regarding the California Water Environment Association's (CWEA) Technical Certification Program (TCP), including but not limited to, any information resulting from the work of CWEA's staff, volunteers, and consultants, any opinions, analyses, evaluations, information received from CWEA legal counsel, and information regarding test questions, test protocol, test methodology and test results.

I acknowledge the importance to CWEA and to its TCP of maintenance of confidentiality of information and materials relating to the TCP and recognize that my access to TCP information is conditioned on my acceptance of this Agreement. I also acknowledge that CWEA and/or TCP may suffer injury or damages from unauthorized disclosure of information deemed confidential by CWEA and/or TCP, and that this Agreement is legally enforceable.

Signature

Date