

CWEA Technical Certification Program Policy Description



California
Water
Environment
Association

Application Deadlines and Testing Windows

Application Deadline (postmarked)	Testing Window
November 30	January 1 through March 31
February 28	April 1 through June 30
May 31	July 1 through September 30
August 31	October 1 through December 31

* An administrative fee applies each time data is changed in your application.

Test Applications:

Test applications are valid for four testing windows.

Test Rescheduling Instructions (within your test window):

To reschedule an existing test appointment, call Pearson VUE directly one business day in advance to cancel your test appointment. Failing to notify Pearson VUE within the required time will result in losing all test fees. Candidates must pay a \$75 reinstatement fee to reschedule within the same window. Call the CWEA office if you must reschedule (transfer) outside your test window.

Test Transferring Fee (outside of your test window):

You must contact CWEA if you wish to transfer your test to the adjacent window. Only two transfers are allowed for each candidate per year. An administrative fee of \$40 is required on the second/final transfer. You will lose your application fee if you do not notify CWEA to transfer your test application within 5 business days after your testing window ends.

Retest Instructions:

Candidates who need to take their tests again must submit a [Retest Application](#) and the appropriate fees. All candidates must skip at least one testing window before retesting. To be eligible to use the [Retest Application](#) form candidates must schedule the new test within the same year as the original test. If you will retest more than a year after your original test date, you will need to fill out the regular [test application](#) form.

Test Cancellation Instructions:

To cancel your test application you must submit a written request (a letter stating you wish to cancel your application) to CWEA before the test window begins. The test fee less a \$40 administrative fee will be mailed within 4 weeks of the request. There are no exceptions to this policy.

Item Appeals:

Candidates can appeal a test question by using the *Flag to Enter a Comment* function during the test in the *Comment Review* screen. You are allowed to add comments to questions as long as you have time remaining. We only consider comments that have substantial information. CWEA staff and subject matter experts will review the comments for consideration.

Do Not Lose Your Fees:

The following will cause you to lose your test fees:

- Failing to appear at your scheduled test appointment;
- Arriving at the testing site without a current, government-issued photo ID;
- Arriving at the testing site 15 minutes after your scheduled test appointment.

If you missed your test appointment, arrived 15 minutes late, or did not have proper identification, you will need to pay a [test delivery fee](#). This fee is required if you would like a new test appointment authorization code.

Test Result Notification:

Immediately after your test, you will see your score on the screen. An **Unofficial Score Report** is provided before you leave the test site. To request a copy call Pearson VUE at 888-749-3881. **Official test results** are mailed no more than four weeks after the test date. All results are confidential and will only be released to the certificate candidate. *No results will be given over the phone, or by fax or email.*

Test Site Admission:

Certificate candidates are required to show a valid government issued photo identification (State driver's license, ID, or passport) at the test center. You do not need to bring your eligibility letter to the test site. Candidates are only allowed to bring an approved calculator into the test site. No other personal belongings are allowed in the testing room.

Test Security:

All tests are closed-book. You do not need to bring your eligibility letter to the test site. Candidates are only allowed to bring an approved calculator into the test site. No other personal belongings other than medical comforts are allowed in the testing area including wallets, cell phones, watches, purses, coats..

Calculator policy:

An onscreen calculator (basic and scientific) is available in all CWEA tests. Candidates may bring one of the following pre-approved handheld calculators:

- Casio:* All fx-115 models; any Casio calculator with fx-115 in its model is allowed.
Texas Instruments: All TI-30x and TI-36x models are allowed.
Sharp: EL models *except* EL-W516B and EL-W535B are allowed.

Americans with Disabilities Act:

In compliance with the Americans with Disabilities Act, reasonable accommodations will be provided for those individuals who provide CWEA with a physician's certificate (or its equivalent) documenting a physical or psychological disability that may affect the individual's ability to successfully complete the certification examination. Written requests for reasonable accommodations must be submitted with the test application. Language barriers and lack of familiarity with computers are not covered under [ADA laws](#).

Issue of Certificate:

Certificates will be issued to all candidates who pass the examination. Certificates are mailed two weeks after passing the test.

Renewal of Certification:

All certificates must be renewed annually to be valid. The first renewal is due one year on the last day of the month in which the certification was earned. Certificate renewals more than one month past due are subject to the [renewal fee](#) plus a (\$25) late fee. Re-testing is required to reinstate certificates more than one year past due. Renewal notices are mailed to certificate holders two months before the due date. It is the responsibility of the certificate holder to ensure it remains valid.

Re-Certification:

CWEA certificate holders are required to renew certificates annually and must provide evidence of 12 contact hours of continuing education every two years. For more information visit cwea.org/cert.

All Policies are subject to change.