



**RULES GOVERNING CERTIFICATION FOR
Water Conservation Practitioner
2002**

- 1 Definitions-**The terms defined hereby apply explicitly to the California –Nevada Section, American Water Works Association (CA-NV Section) Water Conservation Practitioner Certification Program
- 1.1 Applicant-** An individual applying for initial, upgraded, or re-certification by submission of a standard application to the administrator
- 1.2 Administrator-** The CA-NV Section Volunteer evaluating applications, administering examinations, issuing certificates, and performing associates duties.
- 1.3 Certificate-** A certificate issued by the CA-NV Section AWWA attesting to the fact that a practitioner has proven his or her qualifications in the water conservation field, according to the requirements stated herein.
- 1.3a Certificate of Achievement-** A certificate issued to those individuals who have successfully passed a Grade I certification exam and are seeking employment in the water industry.
- 1.4 Certification Director-** The person appointed by the Governing Board of the Section to present the certification programs.
- 1.5 Certification Grade-** The level of practitioner certification as Grade I (or Certificate of Achievement), II, or III, as defined within these Rules, corresponding to an applicant's degree of knowledge, experience and responsibility in the field of water conservation.
- 1.6 Committee-** The CA-NV AWWA Section Water Conservation Certification Committee as appointed and administered by the Section via the Certification Board and charged with implementing the program for California and Nevada Practitioners.
- 1.7 Section-** The California-Nevada Section, American Water Works Association (AWWA).
- 1.8 Practitioner-** An individual performing water conservation activities in the potable water industry

2 GENERAL CERTIFICATION PROCEDURE

- 2.1** Applicants for certification upgrade or reciprocity must submit a completed application, as available from the certification Administrator or section office for evaluation at least 30 days prior to the time set for the examination. Applicant shall be notified of the time and place of the examination at least twenty (20) days prior to the date of the examination.
- 2.2** Applicants will be notified within thirty (30) **working** days of passage or failure of the examination. Upon passage applicant is considered to be certified by the CA-NV Section of the AWWA.
- 2.3** Wallet cards for any grade are valid for two years from the date of issuance. Updated wallet cards will be issued upon renewal.

3 CERTIFICATION FEES

- 3.1** The application fee for certification examination in any grade shall be payable to the CA-NV Section. The current application fee shall be posted on the application forms provided by the Section.
- 3.2** The application fee must accompany the completed application form.
- 3.3** Checks returned for non-sufficient funds (NSF) will be subject to a returned check charge equal to the application fee.

4 CERTIFICATION UPGRADE

- 4.1** Practitioners with current Grades I through II may apply for the next higher grade with submittal of an application and required fee. (See Section 9 of these Rules).
- 4.2** Individuals holding a Certificate of Achievement will be eligible for a Grade I Certificate with proof of six months employment in the water works industry and remittance of an appropriate fee set by the Section for a new certificate.
- 4.3** Applications will not be accepted from any individual requesting a grade more than one grade higher than they currently hold, or their present job duties or position justify.
- 4.4** The Administrator's decision as to any practitioner's qualifications for upgrade may be appealed per Section 8 of these rules.

5 CERTIFICATION RENEWAL

- 5.1** Renewal notices are mailed sixty (60) days prior to a practitioner's expiration date. It is the responsibility of the Practitioner to notify the Section of a change in address.
- 5.2** Practitioners failing to renew their certificate within three (3) months after their expiration date will pay a penalty equal to the amount of the renewal fee. Practitioners, who have not renewed their certificates within six (6) months of their expiration date, will be removed from the current certification program files.
- 5.3** Practitioners delinquent over six (6) months, yet less than one (1) year, may request reinstatement by submitting an application, the application fee, and show continued employment in the water industry and/or continued education.
- 5.4** Practitioner's delinquent over one (1) year must submit an application and pass the water conservation examination with a passing score.

6 EXAMINATION

- 6.1** The Section utilizes water conservation practitioner examinations prepared by the Section's Water Conservation Committee. The examinations are changed regularly to ensure their confidentiality and reflect current practice.
- 6.2** Examinations of Grades I through III are written exams.
- 6.3** Written examinations will be conducted at scheduled locations and dates within the state to meet the needs of the majority of practitioners, with the Section providing the information upon request. Exams are administered by a local proctor approved by the Administrator. Written may also be given at the semi-annual Section conferences.
- 6.4** An applicant failing an exam (less than 70% score) may apply for re-examination after 6 months upon submission of a new application and payment of fee.
- 6.5** If an applicant fails to appear for a schedule exam, without prior notification to the Administrator and/or Section office, he/she will be required to resubmit an application and fee for a future exam.
- 6.6** Applicants seeking a higher certification grade must be current with the grade they currently possess.

7 CERTIFICATES

- 7.1** Upon passing the certification exam with a score of seventy percent (70%) or better, a Certificate, issued by the Section, will state the type and grade of certification, full name of the practitioner, certificate number, date of issuance, the official seal of the Section, and signed by the Certification Administrator and Certification Board Director.
- 7.2** A currently certified Practitioner may request a replacement or duplicate certificate from the Section office for a nominal fee.

8 REVOCATION/APPEAL

- 8.1** The Section may revoke any certificate issued under these rules, upon the submission of conclusive evidence from the committee that the holder of the certificate has been found to have obtained the certificate by fraud or deceit, or displays gross negligence, incompetence, or misconduct in the performance of his/her duties as a practitioner.
- 8.2** All appeals and protests must be in writing to the Committee Chair. This notification shall be fifteen (15) days of the receipt of the Administrator's written determination. The Committee Chair shall, within thirty (30) days, make an inquiry of the protests and give an answer in writing. Any further appeals must be in writing to the Certification Director. Further appeal may be made to the Section Secretary who shall consult the Section Governing Board, whose decision shall be final. Appellant must send the original facts, then state in writing what part of the Director's decision is deemed improper, and why.

9 REVISION OF RULES

- 9.1** The Committee may recommend revisions to these Rules to the Certification Board from time to time, as it deems necessary to institute new policies and improve the program. Upon approval from the Section Governing Board, such revisions will be published sixty (60) days prior to the effective date.
- 9.2** The Certification Director and the Section Chair may render decisions on matters not explicitly covered in these Rules.

10 GENERAL QUALIFICATIONS

Practitioners certified under this program must:

- 10.1** Be able to carry out all duties and responsibilities inherent in the field of water conservation.
- 10.2** Be able to comprehend the English language to the extent that effective communications can be held with co-workers and supervisors.
- 10.3** Have attained his/her 18th birthday.

11 GRADE QUALIFICATIONS

11.1 Certificate of Achievement

- A. Description-An individual in good standing in a waterworks course of instruction, as herein defined, not yet employed in the water conservation field but actively seeking employment therein.
- B. Qualifications
 - 1. Education- Graduation from high school or G.E.D. equivalent or demonstrated academic ability.

Notes: Upon completion of six months employment in the water conservation field, and meeting all other qualifications, a grade I certificate will be issued per 4.2.

11.2 Grade I Water Conservation Practitioners

- A. Job Description – Performance of entry level water conservation duties such as residential and landscape water audits.
- B. Qualifications
 - 1. Education- High school diploma or demonstrated equivalent academic ability.
 - 2. Experience – Six months performance in water conservation field.

11.3 Grade II Water Conservation Practitioner

- A. Job Description – Performance of water conservation duties such as non-residential water audits, public relations, drought response activities and program implementation strategies.
- B. Qualifications
 - 1. Education – High school diploma or demonstrated academic equivalent.
 - 2. Experience – Three years with high school diploma, or two years with AA degree or 18 months with BS/BA degree, and six months with Grade 1.

11.4 Grade III Water Conservation Practitioner

- A. Job Description – Performance of water conservation duties such as project management, reports, benefit/cost analysis and program monitoring and evaluation.
- B. Qualifications
 - 1. Education – AA degree or completion of two years of college or demonstrated academic equivalent.
 - 2. Experience – Four years experience in field with AA degree or three years in field with BA/BS degree, and six months with Grade II.

12 EQUIVALENCY OF EDUCATION AND EXPERIENCE

The Administrator, Committee Chair, or Certification Director may consider that the educational and/or experience qualifications for any of the certification grades may be met other than as specifically cited.