

**CALIFORNIA – NEVADA SECTION
AMERICAN WATER WORKS ASSOCIATION**

**RULES GOVERNING THE CERTIFICATION FOR
Backflow Prevention Assembly Testers**

Effective 1 April 2000

- 1 Definitions** – The terms defined hereby apply explicitly to the California-Nevada Section, American Water Works Association (CA-NV Section) Backflow Prevention Assembly Tester Certification Program.
- 1.1 Applicant** – An individual applying for certification by submission of a standard application to the Administrator.
- 1.2 Administrator** – The CA-NV Section employee evaluating application, administering examinations, issuing certificates, and performing associated duties.
- 1.3 Certificate** – A certificate issued by the California-Nevada Section, AWWA attesting that an individual has proven his/her qualifications for performing inspections, tests, and maintaining of backflow prevention assemblies in accordance with the requirements stated in these rules.
- 1.4 Certification Director** – Is the person appointed by the Governing Board of the CA-NV Section to represent the certification programs.
- 1.5 Certified Backflow Prevention Assembly Tester** – A person meeting all the requirements of these rules whom is responsible for testing and maintaining backflow prevention assemblies.
- 1.6 Committee** – The CA-NV Section AWWA Backflow Prevention Assembly Tester and Cross- Connection Control Program Specialist Committee is responsible for recommending policy and procedures that determine the technical aspects of the program.
- 1.7 Course of Instruction** – A course which provides a minimum of forty (40) hours of classroom instruction covering the theory of backflow prevention, applicable laws, the design of backflow prevention assemblies, the testing and maintenance of assemblies and an examination.
- 1.8 Domestic/Potable Water System** – Means the public water supply as well as the potable water systems within the water consumers’ premises.
- 1.9 Inspection** – The physical examination and field testing of a backflow prevention assembly to verify that it is functioning properly.

1.10 Maintain – The return of a backflow prevention assembly to its proper working condition.

1.11 Section – The California – Nevada Section, American Water Works Association (AWWA).

2 GENERAL CERTIFICATION PROCEDURE

2.1 Applicants for certification must submit a completed application, as available from the certification Administrator, for evaluation at least **20** days prior to the time set for the examination. Applicant shall be notified of the time and place of the examination at least **fourteen** (14) days prior to the date of the examination. Applicants attending a training course less than (30) days in length may submit completed application on first class meeting date.

2.1 Education – Graduation from high school or G.E.D. equivalent, or demonstrated academic equivalent.

2.2 Successful completion of a course of instruction in theory, design, performance, testing, and maintenance of backflow prevention assemblies; or show two years of experience in testing and repairing of backflow prevention assemblies, i.e., certificate issued by agency having local jurisdiction.

2.3 Applicants will be **at the time of the exam** of passage or failure. Upon passage, applicant is considered to be certified by the CA-NV Section, AWWA with his/her certificate mailed within thirty (30) working days of the examination date.

2.4 Certification is valid for three years from the date of issuance.

3 CERTIFICATION FEES

3.1 The application fee for certification examination shall be payable the CA-NV Section. The current application fee shall be posed 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 RECERTIFICATION

4.1 Recertification notices are mailed six (6) months prior to a Testers expiration date. It will be the only notice sent out.

- 4.2 It is the responsibility of the tester to notify the Section of a change in address.
- 4.3 Recertification notices include a testing schedule from which the tester will be able to select the most convenient test locations and dates.
- 4.4 Tester requesting rectification will receive the following information.
- a. A letter stating test location, date and time.
 - b. A list of equipment needed to take the performance exam.
 - c. A notification of the backflow prevention assembly field test procedures accepted by the CA-NV Section.
 - d. A schedule of CA-NV Section approved update seminars (as available).
- 4.5 Testers that do not re-certify by their expiration date are delinquent.
- 4.6 Testers that are delinquent over six (6) months will have their names removed from the current certification program files.

5 EXAMINATION

- 5.1 The Section utilizes backflow prevention assembly tester examinations prepared by the Committee and reviewed by Certification Director and the Administrator. Examinations are changed regularly to ensure their confidentiality and reflect current practice.
- 5.2 Proctors shall comply with the proctor qualification requirements as established by the Committee, and approved by the Governing Board. **Administrator or Section Office** shall appoint a Proctor-in charge to administer both the written and performance examinations at a predetermined dated and location. The Proctor- Charge shall be selected by the **Administrator or Section Office** from a “neutral” area if at all possible.
- 5.3 Closed book examinations will be conducted at scheduled locations and dates within the section’s geographic boundaries to meet the needs of the majority of testers. Examinations are administered by a proctor-in-charge approved by the Committee. Examinations are also given at both semi-annual Section conferences, when possible.
- 5.4 Applicants failing the written or performance portion of an examination may apply for re-examination after three (3) months, per 2.1 of these rules.
- 5.5 If an applicant fails to appear for a scheduled exam, without prior notification to the Section office, he/she will be required to resubmit an application and fee for a future exam.

6 CERTIFICATES

- 6.1** Upon passing the certification written and performance examinations, a Certificate, issued by the Section, will state the type of certification, full name of the tester, certification number, date of issuance, the official seal of the Section, and be signed by the certification Administrator and Certification Director.
- 6.2** A currently certified tester may request a replacement or duplicate certificate from the Section office for a nominal fee.

7 REVOCATION/APPEAL

- 7.1** 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, or misconduct in the performance of his/her duties as a tester.
- 7.2** All appeals and protests must be in writing to the certification committee chair. This notification shall be within fifteen (15) days of the receipt of the Administrator's written determination. The certification committee chair shall, within thirty (30) days make an inquiry of the protests and give an answer in writing. Any appeals to the certification committee chair's determination must be in writing to the Certification Director. Further appeal may be made to 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.

8 REVISION OF RULES

- 8.1** The Committee may recommend revisions to these Rules as necessary to institute new policies and improve the program to the Certification board. Upon approval, the recommendations are sent to the Section Governing Board for final review and approval. All revisions will be published sixty (60) days prior to their effective date.
- 8.2** The Certification Director and the Section Chair may render decisions on matters not explicitly covered in these Rules, after consulting the Committee.

9 GENERAL QUALIFICATIONS

Testers certified under this program must:

- 9.1** Be able to carry out all duties and responsibilities associated with backflow prevention assembly tester program that has been approved by the regulatory agency having jurisdiction.
- 9.2** Be able to speak and comprehend the English language to the extent that effective communications can be had with co-workers and the public.
- 9.3** Have attained his/her 18th birthday.