

# RULES GOVERNING THE CERTIFICATION OF Cross-Connection Control Program Specialists

Approved 2002

## 1 Definitions –

The terms defined hereby apply explicitly to the California-Nevada Section, American Water Works Association (CA-NV Section) Cross-Connection Control Program Specialists 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 volunteer evaluating applications, administering examinations, issuing certificates, and performing associated duties.
- 1.3 Certificate - A certificate issued by the CA-NV Section AWWA attesting to the fact that an individual has proven his/her qualifications for surveying premises and administering programs for the purposes of controlling and protecting drinking water systems against contamination from unprotected cross-connections, according to the requirements stated herein.
- 1.4 Certification Director - The person appointed by the Governing Board of the CA-NV Section to represent the certification programs.
- 1.5 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.
- 1.6 Contact Hour - A minimum 50 minutes of actual time an attendee participates in continuing education offered by an approved provider, on a public water supply related topic.
- 1.7 Continuing Education Course – A presentation given by an accepted provider that transmits information related to the operation of a treatment plant and/or distribution system, including but not limited to, water quality maintenance in the public water supply system, or a similar class from a Western Accredited College (W.A.C.) or the International Association for Continuing Education and Training (IACET) accredited college.
- 1.8 Course of Instruction – A course which provides a minimum of forty (40) hours of classroom instruction covering the theory of backflows prevention and cross-connection control, applicable laws and regulations, and techniques involved in making cross-connection control surveys of water using premises and an examination.
- 1.9 Cross-Connection Control Program Specialist (Specialist) – An individual who meets all the requirements of these rules and becomes certified by the California-Nevada Section, AWWA to administer cross-connection control programs, to make cross-connection control surveys and to determine the need for the installation of backflow prevention assemblies.
- 1.10 Domestic Water System - Means the public water supply as well as the potable water systems within the water customer's premises.
- 1.11 Section - The California-Nevada Section, American Water Works Association (AWWA).
- 1.12 Survey - The examination of a domestic water system to determine the existence of cross-connections and the recommendation of corrective measures.
- 1.13 Voluntary Temporary Suspensions - A suspension of all rights and responsibilities related to the certificate that is requested by the certificate holder. A statement of illness or other good cause, verified by a corroborating statement from a licensed physician must accompany the request. This suspension can be maintained for a maximum of two years.
- 1.14 Waiver - A release from certain requirements granted by the Certification Director as allowed for under specific sections of the Rules.

## 2 GENERAL CERTIFICATION PROCEDURE

- 2.1 Applicants for certification must submit a completed application, as available from the certification Administrator, for evaluation at least 30 days prior to the time set for the examination. Applicants shall be notified of the time and place of the examination at least twenty (20) 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.
- 2.2 Applicant must hold current CA/NV AWWA backflow prevention assembly tester certificate.
- 2.3 Education – Graduation from high school or G.E.D. equivalent, or demonstrated academic equivalent.
- 2.4 Successful completion of a course of instruction in theory of, laws and regulations for, and the techniques of administering a cross-connection control program; or two years experience in making cross-connection surveys of water distribution systems and program administration.
- 2.5 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, AWWA.
- 2.6 Certification is valid for two years from the date of issuance.

## 3 CERTIFICATION FEES

- 3.1 The application fee for certification examination 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 RENEWAL

- 4.1 An initial certificate for any discipline/grade shall be valid for a period of two years from the date of issuance. Any person wishing to maintain a valid certificate shall submit an application for renewal prior to the expiration date, but no more than six months, prior to the expiration date indicated on the certificate. The request for renewal shall include the following: (a) The applicant's name, current mailing address, grade, and certificate number.(b) Payment of the renewal fee specified in the renewal notice.(c) Proof of continuing education contact hours in amounts required by subsection (2) Table A. For each successfully completed course, the proof of completion shall include the name of the course, the name of the instructor, the location, the date(s), and the number of contact hours provided.
- 4.2 To be eligible for certificate renewal, certificate holders submitting renewal applications after July 1, 2005, shall complete continuing education contact hours since the previous renewal or issuance of the certificate pursuant to Table A. No more than 25% of the contact hours shall be safety courses.

**Table A - Required Continuing Education Contact Hours for Certificate Renewal**

*Cross-Connection Control Specialist (Sec.4) Contact Hours Required*

Certificate 12

*Distribution Operators/Associates (Sec.5) Contact Hours Required*

Distribution 1 12

Distribution 2 16

Distribution 3 24

Distribution 4 24

*Treatment Operators (Sec.5) Contact Hours Required*

Treatment 1 12

Treatment 2 16

Treatment 3 24

Treatment 4 24

*Water Quality Laboratory Analysts(Sec.6) Contact Hours Required*

Water Quality Analyst 1 12

Water Quality Analyst 2 16

Water Quality Analyst 3 24

Water Quality Analyst 4 24

- (a) The certificate holder shall retain proof of continuing education as supplied by the acceptable provider for a minimum of four years.
- (b) Certificate holders possessing certificates in more than one CA-NV AWWA discipline may apply continuing education credits obtained within a renewal period to all current certificates.
- (c) Full semester courses taken at an accredited college, related to the operation and maintenance of public water supply systems, including water quality maintenance in the distribution system, shall be applicable for the hours listed in the accredited college's course outline.
- (d) Any certificate holder selected for an audit of compliance with the continuing education requirement shall submit to the Section a copy of proof of completion provided to the applicant for renewal by the provider of the continuing education since the date of last certificate renewal, within 30 calendar days of notification of selection.
- (i) The certificate for any applicant for renewal who is found to have not successfully completed the continuing education requirement of this article will be revoked.
  - (ii) The applicant shall have the right to appeal such findings to the Section. An appeal shall be requested in writing to the Administrator of the discipline in question.
- (e) When applying for renewal of a certificate, an applicant may request a waiver of all or part of the continuing education requirement. To be eligible for a waiver, an applicant shall verify the following in writing to the Section Office:
- (i) Residence in another country for at least half the period since the certificate was issued or last renewed, and that this prevented completion of the continuing education requirements; or
  - (ii) Absence from employment due to military service for at least half the certificate period since the certificate was issued or last renewed, and that this prevented completion of the continuing evaluation requirements.
- (f) When applying for renewal of a certificate, an applicant may request a voluntary temporary suspension of the certificate. To be eligible for a voluntary temporary suspension, an applicant shall verify the following in writing to the Section Office:
- (i) Illness or other good cause, verified by a corroborating statement from a licensed physician, that precluded completion of the continuing education requirements. Qualifying illnesses or causes include, but are not limited to: a) Total physical and/or mental disability of the operator for at least half of the period since the certificate was issued, or if previously renewed, since it was last renewed; or b) Total physical and/or mental disability of an immediate family member for at least half of the period since the certificate was issued or last renewed, where the applicant has total responsibility for the care of that family member.
  - (ii) A voluntary temporary suspension of a certificate can extend a maximum of two years. To end a temporary suspension, the applicant must supply verification from a licensed physician

that corroborated the reason for the voluntary suspension that the condition has been mitigated and meet the continuing education requirements and pay all fees and penalties due.

- 4.3 Each successfully renewed certificate shall be valid for a period of two years.
- 4.4 Renewal notices are mailed sixty (60) days prior to a specialists' expiration date. It is the responsibility of the specialists to notify the Section of a change in address.
- 4.5 Certification may be renewed for a period of two (2) years upon receipt by the Administrator of payment of the renewal fee.
- 4.6 Specialists 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; Specialists who have not renewed their certificate within six (6) months of their expiration date, will be removed from the current certification program files.
- 4.7 Specialists delinquent over six (6) months, yet less than one (1) year, may request reinstatement by submitting application, the application fee, and show continued employment in the water industry and/or continued education.
- 4.8 Specialists delinquent over one (1) year must submit an application and pass the specialists examination.
- 4.9 It is the responsibility of the specialist to notify the Section of a change in address.

## 5 EXAMINATION

- 5.1 The Section utilizes cross-connection control program specialist examinations prepared by the Committee and reviewed by the Certification Director and Administrator. The examinations are changed regularly to ensure their confidentiality, and reflect current practice.
- 5.2 Closed book written examinations will be conducted at schedule locations and dates within the Section's geographic boundaries to meet the needs of the majority of specialists. Examinations are administered by a proctor approved by the Administrator. Written examinations are also given at both semi-annual Section conferences.
- 5.3 An applicant failing an exam (less than 70% score) may apply for re-examination after three (3) months upon submission of a new application and payment of fee.
- 5.4 If an applicant fails to appear for a scheduled 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 CERTIFICATES

- 6.1 Upon passing the certification examination a Certificate, issued by the Section, will state the type of certification, full name of the specialist, certificate number, date of issuance, and the official seal of the Section. The certificate will be signed by the Certification Administrator and Certification Director.
- 6.2 A currently certified specialist 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 specialist.
- 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 REINSTATEMENT

- 8.1** A certificate that has been revoked for failure to complete the continuing education contact hours required in Table A may be reinstated within six months if all requirements specified in Table A are met and all penalties as established in the Rules Governing Certification are paid and the renewal application is complete. Contact hours obtained for reinstatement shall not be used to satisfy the requirements of the next renewal period.
- 8.2** A certificate that has been expired for more than one year shall not be renewed.
- 8.3** The expiration date of a certificate that has been renewed pursuant to this section shall remain the same as if the previous certificate had been renewed prior to the expiration date.

## 9 ACCEPTANCE OF CONTINUING EDUCATION PROGRAMS

- 9.1** Only providers who offer continuing education programs that meet all of the following criteria shall be accepted:
- (a) Use instructors who are competent in subject matter by education, training, or experience, and maintain a brief biography for the instructor,
  - (b) Offer courses that are a minimum of 50 minutes in duration excluding evaluation by participants of the continuing education program,
  - (c) Offer courses that are relevant to the scope of duties of related to the certificate,
  - (d) Have clearly stated, measurable, education objectives,
  - (e) Use teaching methods which are consistent with the objectives of the continuing education program; and

(f) Have a method for determining participants' attendance and/or participation in the class and exams.

(g) Maintain accurate and complete records and copies of all reference materials, handouts and any and all other additional materials provided to and used by the attendees and is able to provide copies upon request.

## **10 REVISION OF RULES**

- 10.1** 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.
- 10.2** The Certification Director and the Section Chair may render decisions on matters not explicitly covered in these Rules, after consulting the Committee.

## **11 GENERAL QUALIFICATIONS Specialists certified under this program must:**

- 11.1** Be able to carry out all duties and responsibilities associated with the cross connection control program that has been approved by the regulatory agency having jurisdiction.
- 11.2** Be able to speak and comprehend the English language to the extent that effective communications can be had with co-workers and the public.
- 11.3** Have attained his/her 18th birthday.