American Backflow Prevention Association

Backflow Prevention Assembly Tester Certification Program

Operations & Procedure Manual
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**ABPA Certification Committee Operations & Procedure Manual**

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*Document Not Available to the Public. For Examination Purposes Only.
1.1 COMMITTEE CHARGE (5/2/03)

The American Backflow Prevention Association’s Certification Committee is established by the Association’s By-Laws. The committee is charged with the responsibility to evaluate certification needs in the backflow prevention industry and develop guidelines and need-to-know criteria as appropriate. Including, but not limited to, the responsibility for recommending and developing policy and procedures that determine the technical aspects of the American Backflow Prevention Association’s Voluntary Backflow Prevention Certification Program(s).
1.2 **HISTORY OF PROGRAM (12/7/16)**

**AMERICAN BACKFLOW PREVENTION ASSOCIATION BACKFLOW PREVENTION ASSEMBLY TESTER CERTIFICATION PROGRAM HISTORY**

The Backflow Prevention Assembly Tester is needed by administrative authorities throughout North America to assure that installed backflow prevention assemblies continue to protect the drinking water. The American Backflow Prevention Association (ABPA) Certification Committee (previously known as the Training Committee or the Training and Education Committee) completed the task of establishing criteria for what a Backflow Prevention Assembly Tester needs to know. Once a person has been trained, an examination protocol had to be developed to verify the applicant’s knowledge against this need to know criteria. The applicant must also be able to demonstrate their ability to test and diagnose the operation of the different types of backflow prevention assemblies.

**THE PAST**

ABPA is an organization dedicated to providing its members with the appropriate tools to implement and run an effective cross connection control program. One tool that was requested was a Backflow Prevention Assembly Tester written examination. This would allow a local instructor to administer an examination to a student in order to help evaluate their understanding of the basic principles that a tester needed to know. The written test was developed and sold to instructors around the country who needed a written examination for their classes, however the APPA did not offer any type of certification. In 1990 questions began to arise about the many different tester course outlines the instructors around the North America utilized and the ability of this single written examination to properly judge the students comprehension of the subject matter. The written examination needed to be changed to meet this need.

Before the examination could be properly modified there had to be consistency in training. The need to establish a course outline with a consistent core of information became necessary to assure that the many different instructors were teaching the same subject matter. In 1992 the Certification Committee (Committee) completed the task of developing the Backflow Prevention Assembly Tester Course Outline. With the completed course outline a balanced written examination commensurate with the course outline was developed to assure that the tester demonstrated their comprehension of the subject matter. The Committee further saw the need to assure that the written examination was secure and not passed around in an unauthorized fashion. The Committee developed a bank of questions to draw from so that different written examinations could be developed to assure confidentiality. All these modifications are done to reflect standard industry practices for written examinations.

Many instructors around North America have utilized the ABPA Tester Course Outline and also purchased the original ABPA written examination which was administered to their students. However, this process was not intended to certify the individual as a backflow prevention assembly tester. Many administrative authorities around the country expressed the need for a certification program that they could rely on to document the tester's understanding of the need to know requirements contained in the Tester Course Outline, and their ability to perform a field test. ABPA was asked to develop and administer such a certification program. In 1992 the ABPA Certification Committee was given the task to develop this program which incorporates a performance or hands on demonstration of the tester's ability to properly conduct a field test of a backflow prevention assembly. The Committee saw the need to develop the written and performance examination guidelines so that the examinations are complete in content and administered fairly.
With the Tester Course Outline, the written examination bank of questions, and the written and performance examination guidelines developed, the Committee was asked in 1993 to tie the whole package together and establish a National Voluntary Certification Program for the backflow prevention assembly tester. The Committee developed the set of Rules for the administration of the process to acquire an ABPA backflow assembly tester certification and presented the Certification Program to the ABPA Board of Directors on January 23, 1994, at which time it was unanimously approved and implementation began immediately.

DETAILS OF THE PROGRAM

The ABPA Backflow Prevention Assembly Voluntary Certification Program was drawn up on a consensus basis to assure it properly reflected the needs of administrative authorities throughout North America. The Committee was made up of a balance between instructors, water works officials, plumbing officials, and backflow prevention professionals.

The Committee started with the ABPA Backflow Prevention Assembly Tester Need-To-Know Criteria. In re-evaluating it, they confirmed that it still presented the need to know criteria for an applicant who wishes to operate as a backflow prevention assembly tester. The six sections of the Need-To-Know Criteria were evaluated and weighted by percentage. Existing industry practices suggested that 100 questions exam were standard for the written exam. A 100 question written examination was then constructed of questions using the same percentage as the Need-To-Know Criteria. The Committee agreed that the written examination must be kept secure and not distributed indiscriminately. For the written examination to properly reflect the applicant’s understanding of the subject it is important that the applicant not see the written examination before the exam is administered. For the test to be valid, the applicant shall not be allowed to see the written examination before or after the test. To further assure the examination validity, an ABPA appointed third party examination monitor or proctor shall be appointed by the Administrator to hand carry the written examinations into the test site and to administer a closed book examination. The examination monitor grades the written examinations on site and returns the written examinations to ABPA. The applicant would be notified of their pass/fail status by the examination monitor. In this way, no copies of the written examination could be accidentally put in circulation to compromise the security of the written examination.

Once the applicant successfully passes the written examination, the applicant is required to take the ABPA performance examination. The closed book performance examination is designed to evaluate the applicant's ability to perform a field test on a reduced pressure principle backflow prevention assembly, a double check backflow prevention assembly, and a pressure vacuum breaker. Beginning January 2004, the spill resistant pressure vacuum breaker was added to the written and performance examinations. This performance examination administered by an ABPA appointed third party proctor, that is, someone other than the applicant’s teacher or instructor. ABPA Proctors must successfully complete a proctor training program to comply with the requirements detailed in the ABPA Proctor Qualifications.

When the applicant passes both the written and performance examinations they are issued an ABPA Backflow Prevention Assembly Tester Certificate which is valid for three years from the date of issuance. After three years the tester must re-certify by participating in a written and performance examination in the same manner as the initial examination to demonstrate their continued understanding and ability to perform a field test.

An ABPA tester’s certification is subject to revocation by the ABPA Board of Directors upon submission of conclusive evidence of fraud, deceit, gross negligence or misconduct in the performance of their duties as a tester. The ABPA Backflow Prevention Assembly Tester Certification Program is a voluntary program. ABPA developed this program at the direct request of its Members to meet their needs. It is up to the local administrative authority to recognize a certificate as valid in their area of jurisdiction.

In May 2008 the Committee evaluated many of the commonly used field test procedures in North America. The
field test procedures were evaluated by the Committee to determine which field test procedure provided the most accurate data, most often, on a backflow prevention assembly in a properly working and a non-working condition. The evaluation was conducted by the Committee at an open workshop during the annual ABPA Conference. The workshop was announced in the ABPA News inviting all interested parties to attend. The Committee and the interested parties participated with the demonstration of the most commonly used field test procedures, and then the field test procedures were evaluated on their ability to provide accurate data in properly working and non-working assemblies. After an extensive review of the many field test procedures, the Committee unanimously approved recommending to the ABPA Board of Directors the adoption of the field test procedures that received the highest score in the evaluation process. These were the field test procedures in the USC- FCCCHR 10th Edition Manual (ABPA 1.1.11). On October 4, 2009 the American Backflow Prevention Association (ABPA) Board of Directors approved the Certification Committee’s recommendation to update the field test procedures used in their Backflow Prevention Assembly Tester Certification Program.

The value of the ABPA Certification to a tester is that they can possess a certificate that documents their proficiency of the basic need to know criteria and their ability to perform the field tests of the backflow prevention assemblies.

It is the Committee’s hope that we have been able to answer your questions on the ABPA Backflow Prevention Assembly Tester Voluntary Certification Program. Testers who have any questions should contact their administrative authority regarding testing certification requirements in their local area. Administrative authorities interested in additional information should contact ABPA. ABPA is proud to present this latest benefit to the cross-connection control community.

More information about the program may be found at www.abpa.org.
American Backflow Prevention Association
Voluntary Certification Program

Backflow Prevention Assembly Tester - FAQ’s (12-7-16)

What Is It?
The ABPA maintains a voluntary certification program for those individuals meeting all of the requirements of the RULES governing the program. A Backflow Prevention Assembly Tester is certified to field test any type or manufacturer of backflow prevention assembly.

Where Is The ABPA Certification Accepted?
Most States or Provinces do not have mandated Tester programs, therefore, you will find that different areas may have very different requirements. In many jurisdictions where there are no local certification programs, the ABPA Tester Certification may be recognized. Check with your local water or health departments to determine if the ABPA Tester Certification is recognized in your area.

Do I Really Need to be Certified?
Yes! Certification means that you have met minimum performance requirements as a backflow prevention assembly tester.

How Do I Get ABPA Certified?
You should have successfully completed a course of instruction or have prior experience, or a suitable combination of both.

Training - Training in the theory, design and field testing of backflow prevention assemblies.

Experience - Show at least two (2) years of experience in the testing of backflow prevention assemblies within a recognized certification program.*

(* Training, closed book written and performance exam where student demonstrated their ability to field test and troubleshoot backflow prevention assemblies)

How Much Does the ABPA Tester Certification Cost?
Application Fee is $165

Do I Have to Take a Test?
Yes. There is a two-part test. First, a closed book written examination must be successfully completed, then an individual hands-on performance exam. The performance exam requires that you successfully demonstrate the field test procedures for the:
- RP - Reduced pressure principle assembly
- DC - Double check valve assembly
- PVB - Pressure vacuum breaker assembly
- SVB - Spill Resistant pressure vacuum breaker assembly

What's on the Test?
Part 1 - Written Exam - The written exam is a multiple-choice type of exam covering subjects contained in the ABPA Need-to-Know Criteria, such as:
- Hydraulic and Backflow Principles
- Theory of Backflow and Cross-connections
- Codes and Regulations
- Agency Responsibilities
- Mechanical Equipment
  (Design, operation, component breakdown, application, installation requirements, field test procedures, reporting)
Part 2 - Performance Exam - The hands-on performance exam requires that the applicant demonstrate the field test procedures to an ABPA proctor. The applicant is expected to be capable of diagnosing the condition of the assemblies when they work properly, as well as when there is a malfunction, such as:

<table>
<thead>
<tr>
<th>RP</th>
<th>DC</th>
</tr>
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<tbody>
<tr>
<td>Leaking 1st check valve</td>
<td>Leaking 1st check valve</td>
</tr>
<tr>
<td>Leaking 2nd check valve</td>
<td>Leaking 2nd check valve</td>
</tr>
<tr>
<td>Malfunctioning RV</td>
<td>Leaking #1 shutoff valve</td>
</tr>
<tr>
<td>Leaking #2 shutoff valve</td>
<td>Leaking #2 shutoff valve</td>
</tr>
<tr>
<td>(Dir of flow &amp; backpressure)</td>
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<table>
<thead>
<tr>
<th>PVB</th>
<th>SVB</th>
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<td>Leaking check valve</td>
<td>Leaking check valve</td>
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<td>Malfunctioning air inlet</td>
<td>Malfunctioning air inlet</td>
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<td>Leaking #1 shutoff valve</td>
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</tr>
<tr>
<td>Leaking #2 shutoff valve</td>
<td>Leaking #2 shutoff valve</td>
</tr>
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What Field Test Procedure Do I Need to Know?
The ABPA 1.1.11 (USC FCCCHR 10th Edition) field test procedures will be used.

How do I sign up?
Get Application - Phone, fax, or email the ABPA National Office to request an application. Also available from the ABPA web site: www.abpa.org.

Submit Application - Fill out an application for Tester certification and submit it, with $95 check, money order, or credit card (MasterCard, Visa, Discover, and American Express) payment to the ABPA at least thirty (30) days prior to the examinations.

Where & When are Tests Offered?
A schedule of exams is available on the ABPA website. Exams are generally offered at various times throughout North America. Some training facilities arrange to have the ABPA Tester examinations administered at the conclusion of their training program.

What do I get?
A qualified applicant which successfully completes both the written and performance examination will receive a wall certificate containing your name, date of certification, and certification number. A wallet card is also provided.

How long does my ABPA Certification last?
The Tester Certification is valid for a period of three (3) years. Six (6) months before your certification expires, you will receive a notice that it is time to recertify. You will need to submit a $95 Recertification Fee, and arrange to take the recertification examination.

Do I need to take another test?
Yes. To make sure that you maintain your proficiency as a Tester, you will be required to take a recertification examination. The recertification examination is similar to the original examination, you must successfully complete both a written and performance examination.

What if I have additional questions?
Contact the National Office by phone, fax, or email.
ABPA National Office
100 N 20th Street
Suite 200
Philadelphia, PA 19103
Ph.: (979) 846-7606
Fax: (215)564-2175
Email: Certification@abpa.org
Website: www.abpa.org
2.1 **Rules Governing the Certification of Backflow Prevention Assembly Tester**

**AMERICAN BACKFLOW PREVENTION ASSOCIATION**

**RULES GOVERNING THE CERTIFICATION**

**OF**

**BACKFLOW PREVENTION ASSEMBLY TESTER**

Effective 10/3/17

1.0 **DEFINITIONS**

1.1 Administrator - The Association's agent appointed by the Association's Board of Directors who is responsible for evaluating backflow prevention assembly tester applications, administering examinations, issuing certificates, and performing associated duties of the backflow prevention assembly tester certification program.

1.2 Applicant - An individual applying for ABPA backflow prevention assembly tester certification or recertification by submission of the appropriate application to the Administrator.

1.3 Association - The international organization known as the American Backflow Prevention Association (A.B.P.A.)

1.4 Board of Directors - The current duly elected body of the Association as per the Association bylaws.

1.5 Certificate - A certificate issued by the Association attesting that an individual has successfully completed the examination process which demonstrates their qualifications for performing testing of backflow prevention assemblies in accordance with the rules governing the ABPA Backflow Prevention Assembly Tester Certification.

1.6 Certified Backflow Prevention Assembly Tester (tester) - A person meeting all the requirements of these rules who is responsible for backflow prevention assemblies as detailed in the Association's Backflow Prevention Assembly Need to Know Criteria and maintains a current certificate within three (3) years of issuance date.

1.7 Committee - The Association's Certification Committee as recognized by the Association's Board of Directors. The Committee is responsible for recommending and developing policy and procedures that determine the technical aspects of the program. The Committee is headed by the Committee Chairman and must submit all rule changes to the Association's Board of Directors for approval.
1.8 Need to Know Criteria - The Association's Backflow Prevention Assembly Tester Need to Know Criteria as developed by the Committee.

1.9 Performance Examination - A closed book hands on demonstration of the tester's ability to conduct a field test on backflow prevention assemblies. The tester shall be able to convey their knowledge of the test procedures they are performing. The tester shall be able to troubleshoot an assembly and convey the operating conditions.

1.10 Proctor - A person who administers the written and/or performance examinations. The proctor will be appointed by the Administrator for a specific examination. The proctor shall not have a private or personal interest sufficient to influence or appear to influence the objective exercise of the Proctor's official duties.

1.11 Recognized Certification Program - A backflow prevention assembly tester certification program which contains the following elements:

   a. The applicant shall have attended a classroom curriculum consisting of:
      a) hydraulics, b) backsiphonage and backpressure, c) degree of hazard, d) cross connection control rules and regulations, e) backflow prevention assembly use, testing, installation and troubleshooting.

   b. The recognized certification program shall have included a closed book written examination and a performance examination where the student demonstrated their ability to test and troubleshoot backflow prevention assemblies.

1.12 Testing - The physical examination and field testing of a backflow prevention assembly.

1.13 Written examination - A closed book, multiple choice written examination generated from the Association's bank of questions. The examination shall represent the points in the Association's Backflow Prevention Assembly Tester Need to Know Criteria.

2.0 GENERAL QUALIFICATIONS

Testers under this program should:

2.1 Be able to carry out all duties and responsibilities associated with being a backflow prevention assembly tester as referenced in these rules.
2.2 Education - Have attained graduation from high school, G.E.D. equivalent or demonstrated academic equivalent.

2.3 Have reached the proper age requirements as needed in the jurisdiction where working.

3.0 GENERAL CERTIFICATION REQUIREMENTS

3.1 The Administrator shall provide applications for the Association's Backflow Prevention Assembly Tester Certification Program. The application shall be completed by the applicant and sent with the appropriate non-refundable fees to the Administrator at least thirty (30) days prior to the examination date. The applicant shall be notified of the time and place of the appropriate examinations at least twenty (20) days prior to the date of the examination. Applicants attending a training course less than thirty (30) days in length may submit a completed application on the first class meeting date with sixty (60) days prior written recognition of the examination date by the Administrator.

3.2 Before the examinations is taken, the applicant should have successfully completed a course of instruction or show two (2) years of experience in testing of backflow prevention assemblies within a recognized certification program. It is the responsibility of the applicant to be proficient with the Association's Backflow Prevention Assembly Tester Need to Know Criteria Prior to taking the examination.

3.3 The applicant shall successfully complete the Association's written and performance examinations for the backflow prevention assembly tester. Applicant shall be notified within thirty (30) days from the last examination date of passage or failure of the examinations. Upon issuance date of certificate, applicant is considered to be certified by the Association. The certificate shall be mailed within sixty (60) days of the last examination date.

3.4 The certification of the backflow prevention assembly tester shall be valid for three (3) years from the date of issuance.

4.0 CERTIFICATION FEES

4.1 The application fee for the backflow prevention assembly tester certification shall be payable to the American Backflow Prevention Association (ABPA). The current application fee shall be posted on the application forms provided by the Administrator.
4.2 The application fee must accompany the application form. If the check is returned from the bank for non-payment the returned check charge will be equal to the application fee.

5.0 EXAMINATIONS

5.1 The Association shall utilize examinations developed by the Committee. Examinations shall be constructed to ensure their proper reflection of criteria as represented in the Association's Need to Know Criteria.

5.2 All examinations shall be administered by a proctor appointed by the Administrator. The proctor shall meet all requirements of the proctor qualifications of the Association. The proctor shall administer the necessary closed book examinations to all applicants who have completed the application per these rules.

5.3 The applicant shall successfully complete the written examination and the performance examination. Applicants failing the written or performance examination may retain the passing score from the initial examination for one (1) year and must apply for re-examination per Section 3 of these rules.

5.4 If an applicant fails to appear for a scheduled exam, without prior approval of the Administrator, they shall be required to re-submit an application and fees for future examinations.

5.5 Once an applicant successfully completes the examinations, a certificate shall be issued by the Administrator to the applicant. The certificate shall state the type of certification, full name of the tester, certificate number, a date of issuance, and be signed by the Administrator.

6.0 RECERTIFICATION

6.1 To maintain an ABPA Backflow Prevention Assembly Tester Certification, beyond the certification expiration date, the tester shall submit an application with the appropriate fee as shown on the application to the Administrator for recertification. The applicant shall be required to successfully complete the written and performance examination within six (6) months prior to expiration date as referenced in Section 5 of these rules.
6.2 It is the responsibility of the tester to apply for recertification. Notice of a pending expiration date of certification shall be sent to the address of record of the tester. This notice shall be sent six (6) months prior to a certification expiration date. If a tester has not responded, a second notice shall be sent three (3) months prior to the certification expiration date. A final notice shall be mailed thirty (30) days prior to the certification expiration date.

6.3 The tester shall be responsible to notify the Administrator of a change of address.

6.4 Once the completed application for recertification is received by the Administrator, the tester shall receive notice of the examination time and location as per Section 3.1.

6.5 The applicant applying for re-certification shall meet all requirements of these rules.

6.6 Applicant may retain certification number up to one year after date of expiration. Once an applicant successfully completes written and performance examination within that one year after date of expiration, applicant shall be issued a new start and expiration date.

6.7 If the applicant successfully completes a written and performance examination prior to six (6) months of their expiration date as referenced in Section 5 of these rules, the applicant shall be issued a new start and expiration date.

7.0 REVOCATION OR APPEAL

7.1 The Board of Directors may revoke any certification issued under these rules upon the submission of conclusive evidence from the Committee that the tester has been found to have obtained the certification by fraud or deceit or has displayed gross negligence or misconduct in the performance of their duties as a tester.

7.2 The Administrator or his appointed proctor shall address all applicant appeals regarding the examination at the examination site. Any applicant appeal made because of the determination of the Administrator or his appointed Proctor shall be submitted in writing within fifteen (15) days of
the examination to the Association office to the Chairman of the Certification Committee. The applicant shall state the reason and all facts regarding the appeal. The Committee shall, within thirty (30) days, make an inquiry of the appeal and give an answer in writing. A further written appeal may be made to the Association's Board of Directors. This appeal will be placed on the agenda at the next regular scheduled Board of Directors meeting. Their decision shall be final.

8.0 REVISION OF THE RULES

8.1 The Certification Committee shall be responsible for recommending revisions of these Rules when it is deemed necessary. The Board of Directors shall review and approve any changes to the rules. All revisions shall be published sixty (60) days prior to their effective date and notice of change shall be sent to the membership.

8.2 The Board of Directors may render decisions not explicitly covered in these Rules after consulting with the Certification Committee.
NEED-TO-KNOW CRITERIA AND TRAINING INFORMATION (1/1/12)
This outline was compiled by the American Backflow Prevention Association’s Certification Committee. The Certification Committee was assigned the task to develop a national consensus of what a Backflow Prevention Assembly Tester needs to know.

This outline is offered as a guide to assure that a Backflow Prevention Assembly Tester course covers all of the pertinent information.

TRAINING INFORMATION

Course Focus:
The focus of this course shall be to develop entry level skills and knowledge for a backflow prevention assembly field tester. A working knowledge of the causes and principles of backflow and backflow prevention must be demonstrated. Recognizing proper backflow prevention assembly application, installation, and operation is stressed. Complete understanding and ability to perform accepted field test procedures for all backflow prevention assemblies is required. Record keeping and program responsibilities are also covered.

Student Prerequisites:
The student should have a knowledge of basic hydraulic principles and laws, along with plumbing code requirements. Reading, math and mechanical skills are also required.

Student Contribution:
Full attendance at all sessions is required for satisfactory completion of this course.

Course Evaluation:
A passing grade shall be achieved.

INSTRUCTOR INFORMATION

The instructor for this course should meet the following condition:

1.) Should have been a certified backflow prevention assembly tester in the jurisdiction he/she wishes to teach in for at least two (2) years, and should currently maintain a valid backflow prevention assembly tester certificate from a recognized certification program.

2.) Should have a teaching certificate where applicable.
3.) Should have at least three (3) years of experience in the cross-connection control field.

4.) Prospective instructors should be interviewed by a panel of other backflow prevention assembly tester course instructors to evaluate their verbal skills and their knowledge of backflow prevention.

5.) The instructor should set the lesson plan to cover adequately all points in the need to know criteria. The need to know criteria represents the minimum need to know requirements for the student. The instructor of record should personally present the majority of the course instruction. Outside, or guest speakers should be limited. The instructor of record and all others shall present a generic or unbiased presentation. Teaching aids should be used to augment the lecture and not replace it. "Hands on" testing procedures or wet lab time must be stressed in the curriculum to assure students can perform the hands-on portion of the test.

RESOURCES:

The following list of resource manuals is presented for reference purposes only. ABPA does not endorse the use of or preference of one manual over another. The list is presented to show manuals that are commonly used. Resource manuals are periodically updated, be sure you use the most current edition.


CROSS CONNECTION CONTROL MANUAL-ACCEPTED PROCEDURE & PRACTICE 6th Edition Pacific Northwest Section AWWA.

BACKFLOW PREVENTION THEORY AND PRACTICE - University of Florida, TREEO Center 1990.
NEED TO KNOW CRITERIA

I. INTRODUCTION
   A. Local Backflow cases and incidents

II. HYDRAULIC AND BACKFLOW PRINCIPLES
   A. Give definition and show example of:

      1. Pressure
         a. atmospheric
         b. absolute
         c. negative
         d. gauge
         e. static
         f. fluctuating
         g. column of water
         h. gradient

      2. Venturi effect
      3. Aspirator effect
      4. Backflow
         a. backpressure
         b. backsiphonage

      5. Cross Connection
         a. indirect connection
         b. direct connection

      6. Degree of hazard
         a. pollutant / non-health hazard
         b. contaminant / health hazard

      7. Service protection
      8. Internal protection

III. THEORY OF BACKFLOW AND CROSS CONNECTION

   A. Hydraulics of water in piping

   B. How backflow occurs

   C. Types of actual cross connections

   D. Degrees of hazard
IV. CODES AND REGULATIONS IN A CROSS CONNECTION CONTROL PROGRAM

A. Federal regulation
B. State regulation
C. Local regulations
D. Adopted plumbing code

V. AGENCY’S RESPONSIBILITIES AND ACTIONS IN A CROSS CONNECTION CONTROL PROGRAM

A. Water purveyor
B. Health authority
C. Plumbing inspector
D. Tester/contractor
E. Consumer

VI. MECHANICAL EQUIPMENT FOR CROSS CONNECTION CONTROL

A. History of assembly development

B. Approval and the approval process
   1. USC Foundation for Cross Connection Control and Hydraulic Research (USC FCCCHR)
   2. American Society of Sanitary Engineering (ASSE)
   3. International Association of Plumbing & Mechanical Officials (IAPMO)
   4. Canadian Standards Association (CSA)
   5. American Water Works Association (AWWA)
   6. Underwriters Lab/Factory Mutual (UL/FM)
   7. Local

C. Air Gap
   1. design and operation
   2. application and specific uses
   3. installation requirements
   4. inspection
D. Atmospheric Vacuum Breaker (AVB)
   1. design and operation
   2. component breakdown
   3. application and specific uses
   4. installation requirements
   5. troubleshooting and repair
   6. inspection

E. Pressure Vacuum Breaker Assembly (PVB)
   1. design and operation
   2. component breakdown
   3. application and specific uses
   4. installation requirements
   5. field test procedure
   6. field test reporting
   7. troubleshooting and repair

F. Spill Resistant Pressure Vacuum Breaker Assembly (SVB)
   1. design and operation
   2. component breakdown
   3. application and specific uses
   4. installation requirements
   5. field test procedure
   6. field test reporting
   7. troubleshooting and repair

G. Double Check Assembly (DC) and Double Check Detector Assembly (DCDA & DCDA-II)
   1. design and operation
   2. component breakdown and different styles
   3. application and specific uses
   4. installation requirements
   5. field test procedure
   6. field test reporting
   7. troubleshooting and repair

H. Reduced Pressure Assembly (RP) and Reduced Pressure Detector Assembly (RPDA & RPDA II)
   1. design and operation
   2. component breakdown and different styles
   3. application and specific uses
   4. installation requirements
   5. field test procedures
   6. field test reporting
   7. troubleshooting and repair
I. Special conditions that can affect operation of assemblies
   1. hot water
   2. thermal expansion
   3. pressure fluctuation
   4. freezing conditions
   5. manifold installations
   6. critical services
   7. accessibility
   8. location

J. Other devices
   1. Non-testable backflow preventers
   2. Unapproved/unlisted assemblies

K. Field test equipment
   1. different types
   2. periodic check of accuracy
   3. calibration

L. Tester responsibility
   1. tester safety procedures during test and repair
   2. test report distribution and record keeping
   3. educational groups and organizations
   4. local cross connection control program
2.3.1 FIELD TEST PROCEDURES FOR BACKFLOW PREVENTION ASSEMBLIES (1/1/12)

When the ABPA Tester Certification Program started in 1994, ABPA conducted a review of various field test procedures and adopted the field test procedures that were published in the USC Foundation for Cross-Connection Control and Hydraulic Research’s (USC-FCCCHR) Manual of Cross-Connection Control 9th Edition (identified as the ABPA 2.24.98 field test procedures).

On October 4, 2009 the American Backflow Prevention Association (ABPA) Board of Directors approved the Certification Committee’s recommendation to update the field test procedures used in their Backflow Prevention Assembly Tester Certification Program. These field test procedures are published in the USC-FCCCHR Manual of Cross-Connection Control 10th Edition (identified as the ABPA 1.1.11 field test procedures).
Special Examination Arrangements

Special Examination arrangements may be coordinated by the Administrator if any of the following criteria is satisfied.

- No local or experienced (i.e., shall have acted as Examination Monitor in last 12 months) Examination Monitor available
- Remote Examination Site - Proctor must travel more than 200 miles one way
- Minimum # of Applicants – Less than ten (10) applicants
- Limited Ground Transportation

Proctor travel reimbursement: Administrator may authorize expenditure of not to exceed two (2) times the application fees collected for the specific exam being administered. - Final authorization required by Treasurer.

Reference ABPA travel policy (requires Executive Committee approval)
The Executive Committee must approve expenditures exceeding this amount.
INSTRUCTIONS:

1. Please Type or print legibly.
2. The Training Provider must request an ABPA test date more than 60 days before the examination. The ABPA Backflow Prevention Assembly Tester Rules require that the Administrator provide written recognition of the examination date at least sixty (60) days prior to the examination.
3. The Training Provider must use this form in order to request an ABPA examination date. This form will initiate a review by the Administrator to determine if ABPA can administer a certification examination on a particular date(s) and location(s). If the ABPA examination can be coordinated for the requested date(s) and location(s), the Administrator will confirm in writing to the Training Provider. If the date and location cannot be scheduled, then the Administrator will provide in writing the closest scheduled alternative test date(s) and locations(s).
4. If this date/location only allows training course applicants on site, please select appropriate box below*. Otherwise Administrator may schedule other applicants not associated with training course.
5. Upon completion, fax, mail or email the completed application to the ABPA.

All communication with regard to the certification program shall be directed to the ABPA at:

American Backflow Prevention Association Certification Program
342 N. Main Street, Suite 301
West Hartford, CT 06117
Phone (877) ABPA-127 (227-2127)
FAX (979) 846-7607
Email: certification@abpa.org

Proposed Date(s) and Location(s) for Backflow Prevention Assembly Tester Examination

<table>
<thead>
<tr>
<th>Written Examination</th>
<th>Performance Examination</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date</strong></td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>a.m. □</td>
<td>a.m. □</td>
</tr>
<tr>
<td>Time</td>
<td>Time</td>
</tr>
<tr>
<td>p.m. □ to p.m. □</td>
<td>p.m. □ to p.m. □</td>
</tr>
<tr>
<td>Location</td>
<td>Location</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructor(s) of Record</td>
<td>Number of Applicants</td>
</tr>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| □ * Examination is open to all ABPA Tester Applicants
| □ * Examination may only accommodate applicants from course |

**NOTE: Examination Monitor and Proctors will be assigned by the Administrator**

Official Use Only

Received_________ Approved_________ Number of Applicants ___________

Examination scheduled for:

☐ Date(s) & Time(s) Requested above
☐ Alternate Date:
   Time: a.m. □ p.m. □
   Location ________________________________

Number of proctors assigned: ___________

**NOTE: Any change of date or location requires a minimum notice of 30 days.**

Any change in the number of applicants, or cancellation of exam must be received by the Administrator at least 14 calendar days ahead of time.
3.4.1 **WRITTEN EXAMINATION ADMINISTRATION GUIDELINES (12/7/16)**

AMERICAN BACKFLOW PREVENTION ASSOCIATION
WRITTEN EXAMINATION ADMINISTRATION GUIDELINES

1. **WRITTEN EXAMINATION SITE**

   1.1 Facilities shall provide adequate seating space to have an empty space on each side of an applicant. This is to ensure confidentiality of examination results.

   1.2 The Administrator shall notify the Examination Monitor of the number of applicants at least 14 days prior to the examination date.

2. **ADMINISTRATION**

   2.1 The applicant shall provide photo identification and confirmation letter from ABPA in order to gain admittance to the examination.

   2.2 The written examination shall be a closed-book type and shall be administered by the Association.

   2.3 The written examination shall be administered by an Examination Monitor appointed by the Administrator. The Examination Monitor shall not be the instructor of the class or group taking the examination.

   2.4 Training aids or books shall not be permitted in the examination area. The applicant shall complete the examination without help from any source. A simple numeric self powered calculator may be permitted in the examination area.

   2.5 The Examination Monitor shall instruct the applicant to read the written examination instructions, then the applicant must print and sign their name, and date the written examination instructions.

   2.6 Any applicant not in compliance with these guidelines shall forfeit the right to finish the written examination and will have to re-apply according to the Backflow Prevention Assembly Tester Certification Rules.

   2.7 Should the applicant have a disability that restricts their ability to take the written examination under standard conditions, the applicant may request special testing arrangements. The applicant's request must have accompanied their application, and have been approved by ABPA prior to the exam.
3. COMPLETION

3.1 The written examination shall be graded on site by the Examination Monitor.

3.2 A grade of seventy percent (70%) or greater shall be required for successful completion of the written examination.

3.3 The applicant shall be notified of their pass or fail immediately after examination is graded. If applicant passes the written examination, they shall be advised with a confirmation letter with the location of the performance examination unless performance examination follows within 72 hours then verbal confirmation will be given. If applicant fails the written examination, they shall be advised that they may apply for re-examination as per Section 3.0 of the RULES. A new application and fee shall be submitted.

3.4 Once the written examination is completed the Examination Monitor shall record the written examination scores on the applicant score sheet.

3.5 The written examination shall be collected and returned to ABPA by the Examination Monitor within five (5) business days.
3.5.1 PERFORMANCE EXAMINATION ADMINISTRATION GUIDELINES
(12/7/16)

AMERICAN BACKFLOW PREVENTION ASSOCIATION
PERFORMANCE EXAMINATION
ADMINISTRATION GUIDELINES

1. PERFORMANCE EXAMINATION TEST SITE

1.1 The Administrator shall notify the Examination Monitor of the number of
applicants at least 14 days prior to the performance examination date.

1.2 The Examination Monitor shall be assisted by the Proctors recruited by the
Administrator from the area contiguous to the examination site.

1.3 Provisions at the performance examination site shall be made to provide at
least one test station per Proctor. A Test Station shall consist of a means
for testing at least one Reduced Pressure Principle Backflow Prevention
Assembly (RP), one Double Check Valve Assembly (DC), one Spill
Resistant Pressure Vacuum Breaker (SVB) and one Pressure Vacuum
Breaker (PVB).

1.4 Each assembly in a test station shall provide the means for simulating all
malfunctions of the following:

1.4.1 RP: 1st and 2nd check valves, differential relief valve, and
#2 shut-off valve.

1.4.2 DC: 1st and 2nd check valves, #1 & #2 shut-off valves.

1.4.3 PVB: Check valve, #1 & #2 shut-off valve and air inlet valve.

1.4.4 SVB: Check valve, #1 & #2 shut-off valve and air inlet valve.

1.5 Adequate space between individual test stations shall be provided to
reduce possible interference and to ensure confidentiality of examination
results.

2. ADMINISTRATION

2.1 Applicant shall provide proper test gage equipment and hand tools. An
exception may be provided if applicant is being examined upon
completion of a course of instruction. In this instance, on site test
equipment may be used by the applicant.
2.2 During the performance examination only one proctor per applicant shall be present at each test station.

2.3 The following relationships may be also considered a potential conflict of interest (i.e., a private or personal interest sufficient to influence or appear to influence the objective exercise of official duties) and need to be avoided in the administration of the Tester examination process:

   Instructor of Record* vs Performance Exam Proctor
   Instructor of Record vs Examination Monitor
   Training Provider** vs Examination Monitor
   Performance Exam Proctor vs Tester Applicant

   * Instructor of Record as referenced in the Instructor Information Guidelines in the Need to Know Criteria.
   ** Training Provider - Entity that solicits, coordinates, and/or provides backflow prevention assembly tester training.

2.4 The applicant shall read and sign the Performance Examination Instructions. No questions from the applicant shall be allowed which would impact the outcome of the performance examination. Proctor shall refrain from any direct or indirect assistance with the performance examination.

2.5 It is recommended that a proctor complete only two of the four performance tests for a single applicant. This shall be decided by the Examination Monitor at the examination site.

2.6 The applicant shall provide test information on a Performance Examination Test Form provided by the Administrator. The Proctor shall grade the applicant's test procedure on the reverse side of the form.

2.7 No strict time limit is placed on the applicant to complete the performance examination, but a general guideline would limit the time required to complete the performance examination to one hour. This is at the discretion of the proctor. More time may be allowed providing that the applicant is making active progress.

2.8 The Proctor shall simulate {Simulation may be accomplished by the removal of internal components (i.e., springs, check valves, etc.) or by external bypasses attached to the assembly} one of the following respective conditions in each of the assemblies under test.
RP:
Leaking 1st check valve
Leaking 2nd check valve
Malfunctioning differential pressure relief valve
Leaking #2 shut-off valve (direction of flow, backpressure)
Proper operating assembly

DC:
Leaking 1st check valve
Leaking 2nd check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Proper operating assembly

PVB:
Leaking check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Malfunctioning air inlet
Proper operating assembly

SVB:
Leaking check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Malfunctioning air inlet
Proper operating assembly

2.9 If the applicant makes an error(s) (An error is an action that could effect the outcome of the field test procedure) in the field test procedure and is unaware of the error(s), the Proctor shall let the applicant proceed to the completion of the assembly test (i.e., submission of the Performance Examination Form) then advise the applicant (by stating to the applicant: "You have erred in your procedure") that an error(s) has been committed and the applicant is free to start the procedure again. If the applicant makes an error(s) a second time, then the Proctor shall let the applicant proceed to the completion of the examination. The proctor will terminate the performance examination and explain the error(s). If the applicant performs the procedure properly during the first or second attempt, then the applicant shall be allowed to proceed with the field test procedure without penalty.
3. **PASS/FAIL CRITERIA**

3.1 Applicant shall signify their completion of the performance examination by submitting the Performance Examination Test Form to the proctor.

3.2 Proctor shall verify that field test data is accurate, and represents the condition of the assembly being tested.

3.3 At the completion of the performance examination, the Proctor shall verify that all aspects of the performance examination have been successfully completed. The Proctor shall then inform applicant that they have passed or failed. If the applicant successfully completes the onsite examination process which is subject to review by the Administrator, the examination monitor shall provide the applicant with an onsite letter of completion. If the applicant fails, the proctor shall explain the cause for failure. The Proctor shall complete the Performance Examination Test Form and return it to the Examination Monitor.

3.4 The Examination Monitor shall return all documentation to the ABPA within five (5) business days.
Performance Exam Form
(To be completed by Applicant)

<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>MODEL</th>
<th>SIZE</th>
<th>SERIAL NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>REDUCED PRESSURE PRINCIPLE ASSEMBLY</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>ABPA 1.1.11 (10th Edition)</td>
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</tbody>
</table>

1st Check Valve | 2nd Check Valve | Relief Valve |
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<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>______ PSID</td>
<td>□ Closed Tight</td>
<td>Opened at ______ PSID</td>
</tr>
<tr>
<td>□ Leaked</td>
<td></td>
<td>□ Did not open</td>
</tr>
</tbody>
</table>

Comments:

Assembly Test Results: □ Pass □ Fail

2017 © American Backflow Prevention Association - Performance Exam Form RP – 1.1.12
### Performance Exam Form

*(To be completed by Applicant)*

<table>
<thead>
<tr>
<th>MANUFACTURER</th>
<th>MODEL</th>
<th>SIZE</th>
<th>SERIAL NUMBER</th>
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</thead>
</table>

**DOUBLE CHECK VALVE ASSEMBLY**

ABPA 1.1.11 (10th Edition)

<table>
<thead>
<tr>
<th>1st Check Valve</th>
<th>2nd Check Valve</th>
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</thead>
<tbody>
<tr>
<td>______ PSID</td>
<td>______ PSID</td>
</tr>
</tbody>
</table>

Comments:

Assembly Test Results:  
- [ ] Pass  
- [ ] Fail
Performance Exam Form

(To be completed by Applicant)

**MANUFACTURER** | **MODEL** | **SIZE** | **SERIAL NUMBER**

**PRESSURE VACUUM BREAKER**
ABPA 1.1.11 (10th Edition)

<table>
<thead>
<tr>
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<th>Check Valve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opened at _____ PSID</td>
<td>_____ PSID</td>
</tr>
<tr>
<td>□ Fully opened</td>
<td></td>
</tr>
<tr>
<td>□ Did not open</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

**SAMPLE**

Assembly Test Results:  □ Pass  □ Fail
Performance Exam Form
(To be completed by Applicant)

MANUFACTURER | MODEL | SIZE | SERIAL NUMBER

SPILL RESISTANT PRESSURE VACUUMBREAKER
ABPA 1.1.11 (10th Edition)

<table>
<thead>
<tr>
<th>Check Valve</th>
<th>Air Inlet Valve</th>
</tr>
</thead>
<tbody>
<tr>
<td>_______ PSID</td>
<td>Opened at ______ PSID</td>
</tr>
<tr>
<td></td>
<td>□ Fully opened</td>
</tr>
<tr>
<td></td>
<td>□ Did not open</td>
</tr>
</tbody>
</table>

Comments:

Assembly Test Results: □ Pass
□ Fail
4.1.1 PROCTOR QUALIFICATIONS (12/7/16)

AMERICAN BACKFLOW PREVENTION ASSOCIATION
Backflow Prevention Assembly Tester
Proctor Qualifications

1.0 PROCTOR APPLICANTS

1.1 Applicant shall submit the proctor application to the Administrator.

1.2 To be considered for proctor status, applicant shall comply with the following:

1.2.1 Shall possess a current American Backflow Prevention Association Backflow Prevention Assembly Tester Certification, and
1.2.2 Should have successfully completed a minimum of one ABPA tester re-certification, and
1.2.3 Shall successfully complete a proctor training program.
1.2.4 Administrator shall review proctor application

2.0 MAINTAINING PROCTOR STATUS

2.1 To maintain proctor status, applicant shall comply with the following:

2.1.1 Shall possess current ABPA Tester Certification, and
2.1.2 Should have acted as an ABPA proctor a minimum of two (2) times per year, and
2.1.3 Shall successfully complete proctor training program every two (2) years.

3.0 PROCTOR TRAINING PROGRAM

3.1 Training program shall consist of a detailed review of the following:
3.1.1 Backflow Prevention Assembly Tester Rules – All aspects of the Rules shall be reviewed.
3.1.2 Performance Examination Test Form.
   a. Review format of form
   b. Review areas which applicant completes
   c. Review areas which proctor completes
3.1.3 Performance examination test site.
   a. Provisions at the performance examination site shall be made to provide at least one test station per Proctor. A test station shall consist of a means for testing at least one Reduced Pressure Principle Backflow Prevention Assembly (RP), one Double Check Valve Assembly (DC), one Spill Resistant
Pressure Vacuum Breaker (SVB) and one Pressure Vacuum Breaker (PVB).

b. Each assembly in a test station shall provide the means for simulating * all of the following malfunctions:

RP: 1st and 2nd check valves, differential pressure relief valve, #2 shut-off valve.
DC: 1st and 2nd check valves, #1 & #2 shut-off valves.
PVB: Check valve, #1 and #2 shut-off valves and air inlet valve.
SVB: Check valve, #1 and #2 shut-off valves and air inlet valve.

*Simulation may be accomplished by the removal of internal components (i.e., springs, check valves, etc.) or by external bypasses attached to the assembly.

c. Adequate space between individual test stations shall be provided to reduce possible interference and to ensure confidentiality of examination results.

3.1.4 Performance examination

a. During the performance examination, only one proctor per applicant shall be present at each test station.

b. Proctor shall explain the parameters of the performance examination to the applicant. No questions from the applicant shall be allowed which would impact the outcome of the performance examination. Proctor shall refrain from any direct or indirect assistance with the performance examination.

c. It is recommended that a proctor only complete two of the four performance tests for a single applicant. This shall be decided by the Examination Monitor at the examination site.

d. No strict time limit is placed on the applicant to complete the performance examination, but a general guideline would limit the time required to complete the performance examination to one (1) hour. This at the discretion of the proctor. More time may be allowed providing that the applicant is making active progress.

e. Proctor shall simulate one of the following respective conditions in each of the assemblies under test:

RP:
- Leaking 1st check valve,
- Leaking 2nd check valve,
- Malfunctioning differential pressure relief valve,
Leaking #2 shut-off valve (direction of flow and backpressure).
Proper operating assembly

DC:
Leaking 1st check valve
Leaking 2nd check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve (direction of flow and backpressure).
Proper operating assembly

PVB:
Leaking check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Malfunctioning air inlet valve
Proper operating assembly

SVB:
Leaking check valve
Leaking #1 shut-off valve
Leaking #2 shut-off valve
Malfunctioning air inlet valve
Proper operating assembly

3.1.5 Pass/fail criteria
   a. Applicant shall signify their completion of the performance examination by submitting the Performance Examination Test Form to the Proctor.
   b. Proctor shall verify the test data as accurate, and representing the condition of the assembly being tested.
   c. At the completion of the performance examination, the proctor shall verify that all aspects of the performance examination have been successfully completed. Proctor shall then inform the applicant that they have passed or failed. If applicant fails, the proctor shall explain the cause for failure.

3.2 PROCTOR EXAMINATION

3.2.1 At the completion of Section 3.1 the proctor trainee shall be examined as follows:
   a. Proctor Trainee shall observe a mock performance examination. During this mock examination, the person performing the field test procedures shall make deliberate errors in the field test procedure and recording of data. The
Proctor trainee shall identify all errors and record them on a performance examination report form.

b. For successful completion of the Proctor Training Program, the Proctor Trainee shall identify any and all errors made by the person performing the field test procedures, and record them accurately on a performance examination report form.

4.0 EXAMINATION MONITOR

4.1 The Examination Monitor shall be in charge of the examination at the examination site. The Examination Monitor shall meet the requirements of the Association's Backflow Prevention Assembly Tester Proctor Qualifications. At the option of the Administrator and the Examination Monitor, the written examination may be administered by a person who does not meet the Association's Backflow Prevention Assembly Tester Proctor Qualifications.

4.2 Examination Monitor Qualifications

4.2.1 To be considered for Examination Monitor status, applicant shall comply with the following:
  a. Shall possess a current American Backflow Prevention Association Backflow Prevention Assembly Tester Certification, and
  b. Shall possess a current American Backflow Prevention Association Proctor status, and
  c. Should have successfully completed a minimum of one ABPA Proctor renewal.

4.3 Examination Monitor responsibilities.

4.3.1 Examination Monitor shall be responsible for reviewing test site location prior to the start of the examination to confirm compliance with Section 3.1.3

4.3.2 Examination Monitor shall assure the written administration guidelines are complied with.

4.3.3 Examination monitor shall be responsible for handling all on-site appeals.

4.3.4 Examination monitor shall oversee the performance examination to assure all administration guidelines are complied with.

4.3.5 Examination Monitor shall coordinate with the Administrator in the selection of proctors.
4.3.6 Examination Monitor may act as a proctor.

4.3.7 Shall review performance of Proctors as per Sections 3.1.4 and 3.1.5 of these qualifications, and report to Administrator.

5.0 REVOCATION

5.1 Proctor status or Examination Monitor status may be rescinded for cause at any time by the Administrator and/or the Certification Committee.
4.1.2 **PROCTOR TRAINING COURSE CRITERIA (1/1/12)**

1. **Scheduling:**

Proctor Qualification Training Courses shall be held in conjunction with each National Conference and most Regional Conferences.

Additional courses shall be considered on a case-by-case basis depending upon the following:

1. Minimum of 10 applicants in attendance; or
2. Minimum of 100 ABPA testers in the surrounding area (i.e., ~100 miles); or
3. Travel expenses for the Proctor Trainer(s) are provided.

In all cases 60 days written notice to the Administrator requesting a proctor training course shall be required to allow for adequate logistical arrangement. Administrator must respond in writing within 14 days.

2. **Location:**

The location for the course shall include provisions for classroom seating along with standard classroom amenities and provisions for a mock performance examination test site as follows:

Mock performance examination site

a. Provisions at the performance examination site shall be made to provide either the equipment to present the mock performance examination DVD or at least one test station. A test station shall consist of a means for testing at least one Reduced Pressure Principle Backflow Prevention Assembly (RP), one Double Check Valve Assembly (DC), one Pressure Vacuum Breaker (PVB), and one Spill-Resistant Pressure Vacuum Breaker (SVB).

b. Each assembly in the test station shall provide a means for simulating all of the following malfunctions:
   i. RP: 1st and 2nd check valves, differential pressure relief valve, and #2 shut-off valve.
   ii. DC: 1st and 2nd check valves, #1 & #2 shut-off valves.
   iii. PVB: check valve, #1 & #2 shut off valves and air inlet valve.
   iv. SVB: check valve, #1 & #2 shut off valves and air inlet valve.

c. Adequate space between individual seating shall be provided to reduce possible interference and to ensure confidentiality of examination results and to allow for adequate viewing of the mock exam.

3. **Instruction:**

A minimum of one Proctor-Trainer shall conduct each Proctor Qualification Training Course. If two Proctor Trainers are used; one of those individuals may be a Proctor Trainer Applicant.
4. Course Outline:

a. New Proctors – shall be a minimum of 6 hours and include:
   i. Review Operation of Certification Program
      1. Rules Governing the Program
      2. Need-to-Know Criteria
   ii. Review Proctor Training Material
      1. Rules
      2. Proctor Qualifications
      3. Administration Guidelines – Written & Performance
      4. Examination Instructions – Written & Performance
      5. Performance Examination Test Forms
   iii. Performance Examination
      1. Hand out practice Performance Test Forms
      2. Review common applicant errors
      3. Proctoring Techniques
   iv. Mock Performance Examination
      1. DC
      2. RP
      3. PVB
      4. SVB

b. Renewal of Proctors – shall be a minimum of 6 hours and include:
   i. Update Changes to Operation of Certification Program
      1. Rules Governing the Program
      2. Need-to-Know Criteria
   ii. Update Changes to Review Proctor Training Material
      1. Rules
      2. Proctor Qualifications
      3. Administration Guidelines – Written & Performance
      4. Examination Instructions – Written & Performance
      5. Performance Examination Test Forms
   iii. Performance Examination
      1. Hand out practice Performance Test Forms
      2. Review common applicant errors
      3. Proctoring Techniques
   iv. Mock Performance Examination
      1. DC
      2. RP
      3. PVB
      4. SVB
5.0 Mock Performance Examination Procedural & Performance Errors:

The Proctor Trainer shall present one or more of the following during the mock performance examination:
   a. Deliberate error in field test procedures;
   b. Deliberate error in interpretation and/or recording of the field test results;
   c. Proper field test procedure, interpretation, and recording of field test results.
APPLICATION for Appointment as an ABPA Backflow Prevention Assembly Tester Exam Proctor (12-7-16)

INSTRUCTIONS TO APPLICANT

1. Read through application prior to completing. Any incomplete or improperly prepared form will be returned. Complete form with as much information as possible to allow the Administrator to make an accurate evaluation of your credentials. If not applicable, mark NA.

2. Please type or print to insure your application is legible.

3. Mail, email, or fax completed form to ABPA Certification at the contact information listed below.

4. To be eligible for proctor training, applicant must:
   • Possess a current ABPA Tester Certification
   • Have successfully completed a minimum of one ABPA Tester re-certification

5. Applicants who meet these requirements will be scheduled for an upcoming ABPA Proctor Training Program.

6. Applicant will be eligible for proctor status after successful completion of an ABPA Proctor Training Program.

7. Refer to ABPA Backflow Prevention Assembly Tester Proctor Qualifications for additional information.

Please contact the ABPA Tester Certification Administrator with any questions you may have.

Information and Rules available at www.abpa.org

Full Name ________________________________

Home Address _______________________________

City ___________________________ State _____ Zip ______

Home Phone ___________ Cell Phone __________

Email ________________________________

ABPA Tester Certification No.: ___________________________ Date of Issue: ___________________________

Date of most recent ABPA Re-certification: _______________ Location: _______________

Past proctor experience? _____________________________________________

I certify that the above information given by me is true. I understand that my name may be included on a list of Backflow Prevention Assembly Testers Proctors published by the ABPA.

Signature ___________________________________________ Date ___________________________
Official Use Only

Administrator Review

ABPA Tester # __________________ Current □ Yes □ No

Date of most recent ABPA Tester Recertification ________________

Proctor Training

Mock Exam
Pass □ DC □ RP □ PVB □ SVB
Fail □ DC □ RP □ PVB □ SVB

Completed successfully

Date ________________

Location ____________________

Appointment

□ Accepted

□ Denied

Reason _______________________________________________________


Administrator ____________________ Date ________________
4.1.4 **PROCTOR COMPENSATION & BENEFITS (1/1/12)**

1. Waive Backflow Prevention Assembly Tester Recertification Fee (every three years) for each Proctor complying with Proctor Qualification Requirements.

2. Proctor compensation is derived from a portion of each Tester application fee.

   Proctor Fee: **FULL DAY REQUIREMENTS - $100.00**
   Eight (8) hours scheduled based upon five (5) applicants per proctor, plus Examination Monitor (EM).
   Most full day examinations start at 8:00 am. Applicant is given maximum of three hours for written examination, so performance examination will take up balance of day, i.e., 5-6 hours.

Below are sample calculations to determine the number of Proctors needed to conduct the Performance Examination:

- **20 applicants:**
  \[
  20 \text{ applicants} \div 5 \text{ applicants per proctor} = 4 \text{ proctors} \\
  \text{plus Exam Monitor}
  \]

- **12 applicants:**
  \[
  12 \text{ applicants} \div 5 \text{ applicants per proctor} = (2.4) 2 \text{ proctors} \\
  \text{plus Exam Monitor}
  \]
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Contractual Agreement for Proctoring
(Please print clearly) rev 1.1.12

Claimant: ____________________________________________________________

Residential Address: ___________________________________________________

____________________________________________________________________

TESTER CERTIFICATION EXAMINATION:

Number of Applicants: ________________________________

Exam Date: ________________________________

Exam Location: ________________________________

As previously arranged by the Administrator

TOTAL CLAIM ☐ Full-day $100

I certify that the above claim is correct, that services have been performed, and payment has not been received.

I certify that payments will not constitute dual payment of Federal, State or County dollars, and that my regular employer has authorized my availability for the above period of time.

I recognize my legal responsibility to report, as an item of gross income on my Federal and State Income Tax Return, and payments received by me as a result of this claim.

AUTHORIZATIONS:

Exam Monitor Date Claimant Signature Date

Certification Administrator Date

ABPA Representative Date

☐ Decline Payment

342 North Main Street · Suite 301 · West Hartford, CT 06117
979.846.7606 · 979.846.7607 Fax · www.abpa.org


4.2.1 PROCTOR TRAINER QUALIFICATIONS (12/7/16)

ABPA Tester Certification Program

Proctor Trainer Qualifications

1.0 PROCTOR TRAINER APPLICANTS

1.1 Applicant shall submit proctor trainer application to the Administrator.

1.2 To be eligible for proctor trainer status, applicant shall comply with the following:

1.2.1 Shall possess a current American Backflow Prevention Association Backflow Prevention Assembly Tester Certification, and
1.2.2 Shall have successfully completed a minimum of two ABPA Proctor Renewals, and
1.2.3 Shall have assisted with the instruction of a minimum of two proctor training programs, actively participating in all aspects of the Proctor Training Program in Section 3.0 of the Proctor Qualifications.

2.0 MAINTAINING PROCTOR TRAINER STATUS

2.1 To maintain proctor trainer status, applicant shall comply with the following:

2.1.1 Shall possess current ABPA Tester Certification, and
2.1.2 Shall possess current ABPA Proctor status, and
2.1.3 Should have acted as an ABPA proctor trainer a minimum of one (1) time per year, and
2.1.4 Proctor Trainer status shall be reviewed for continued compliance by the Administrator at each Proctor Renewal.
# Application for Appointment as Proctor Trainer

**INSTRUCTIONS FOR APPLICANT**

1. Read through application prior to completing. Any incomplete or improperly prepared form will be returned. Complete form with as much information as possible to allow the Administrator to make an accurate evaluation of your credentials. If not applicable, mark NA.

2. Please type or print to insure your application is legible.

3. Mail, email, or fax completed form to ABPA Certification Program at the contact information listed below.

4. To be eligible for proctor trainer status, applicant must:
   - Possess a current ABPA Tester Certification
   - Have successfully completed a minimum of two ABPA Tester recertifications
   - Have assisted and participated in all aspects of the Proctor Training Program

5. Applicants who meet these requirements will be scheduled for an upcoming ABPA Proctor Training Program.

6. Applicant will be eligible for proctor status after successful completion of all requirements in Instruction No. 4 above.

7. Refer to ABPA Backflow Prevention Assembly Tester Proctor Qualifications for additional information.

Please contact the ABPA Certification Program with any questions you may have.

*Information and Rules available at [www.abpa.org](http://www.abpa.org)*

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**American Backflow Prevention Association Certification Program**

342 N. Main Street, Suite 301, West Hartford, CT 06117

Ph: 1 - 877 - 227-2127 Fax: 979-846-7607 [certification@abpa.org](mailto:certification@abpa.org)

---

**Name**

**Ph (_____ )**

**Mailing Address**

**FAX (_____ )**

**City**

**State**

**Zip**

**Email**

**ABPA Tester Certification No.**

**Date of Issuance**

**ABPA Proctor No.**

**Date of Issuance**

**Date and location of two most recent ABPA Proctor Renewals:**

1. **Date**

2. **Date**

Administrator will contact you regarding your assistance with instruction at future proctor training sessions.

Please indicate your availability for travel to proctor training sessions:

- Local proctor training sessions only (~100 miles)
- Regional proctor training sessions only (~300 miles)
- National proctor training sessions

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I certify that the above information given by me is true. I understand that my name may be included on a list of Backflow Prevention Assembly Testers Proctor Trainers published by the ABPA.

**Signature**

**Date**

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2017 © ABPA Tester Certification Program – Operations and Procedure Manual Page 4-23
4.2.3 **PROCTOR TRAINING VERIFICATION FORM (12/7/16)**

ABPA Backflow Prevention Assembly Tester Certification Program
Proctor Trainer Verification Form

Proctor Trainer Applicant ____________________________

Print Name

Location ____________________________ Date ____________________________

The Proctor Trainer applicant assisted with the portions of the Proctor Training Session
checked ☑ below:

- Review Operation of Certification Program
  - ☐ Rules Governing the Program
  - ☐ Need-to-Know Criteria

- Review Proctor Training Material
  - ☐ Rules
  - ☐ Proctor Qualifications
  - ☐ Administration Guidelines – Written and Performance
  - ☐ Examination Instructions – Written and Performance
  - ☐ Performance Examination Test Forms

- Performance Examination
  - ☐ Hand out practice Performance Test Forms
  - ☐ Review common applicant errors
  - ☐ Proctoring Techniques

- Mock Performance Exam
  - ☐ DC
  - ☐ RP
  - ☐ PVB
  - ☐ SVB

Proctor Trainer ____________________________ Date ____________________________

Proctor Trainer ____________________________

Signature

**Administrator Use Only**

☐ Proctor Trainer Appointment Accepted

☐ Proctor Trainer Appointment Denied ____________________________
4.2.4 PROCTOR TRAINING PREPARATION (12-7-16)

Backflow Prevention Assembly Tester Certification Program
Proctor Training Preparation for

Location __________________________

Instructors ________________________________

Date __________ Time __________

Number of Attendees ______________

- Announcement
  (Deadline to sign up ____________ ) Postcard
to local Testers __________________________

- Confirmation letters w/ map
- Signs to meeting room
- Sign-In Sheet
- Proctor Application Forms
- W9 Forms

HANDOUTS
- Agenda
- Proctor Handbooks
- Field Test Procedures
- Gage configuration illustrations
- Sample Performance Exam Practice Form
  (Packet w/ Instructions and RP, DC, PVB, SVB applicant/proctor forms)
- Mock Exam Form
  (Proctor Side of Form RP, DC, PVB, SVB)

MOCK EXAM EQUIPMENT/MATERIALS:
- Mock Performance Examination DVD
  - Projection Screen, DVD Player and LCD Projector, L oudspeakers
  or
  - Television and DVD Player
ABPA Proctor - Frequently Asked Questions

What is it?
Proctors are used in the ABPA Backflow Prevention Assembly Tester Certification Program to observe and evaluate the performance examinations. The Proctor will be appointed by the Administrator for a specific examination date and location. Complete Proctor qualifications are available on the ABPA website.

How Do I Become A Proctor?
You must currently be an ABPA certified Backflow Prevention Assembly Tester, and you should have completed at least one ABPA Tester re-certification. You must also successfully complete a proctor training program.

How Do I Sign Up?
Get Application: Available for download from the ABPA web site: www.abpa.org. Also, phone, fax, or email the National Office to request an application.

Submit Application: Fill out the Proctor Application. Applicants who comply with the requirements will be scheduled for an ABPA Proctor Training Program.

Where and When Are The Proctor Training Programs Offered
Information is available from the ABPA web site, or contact the National Office for a schedule.

Do I Have To Take A Test
Yes, after attending a Proctor Training class (minimum of 6 hours). The Proctor Applicant shall observe a mock performance exam, during which the person performing the field test procedures may make deliberate errors in the field test procedure and recording of data. The Proctor Trainee shall identify all errors and record them on a form.

What Do I Get?
A qualified proctor applicant who successfully completes the Proctor Training Program will receive a wall certificate containing your name, date, and number. A wallet card is also provided.

Each day you act as a proctor, you are eligible to receive a Proctor Compensation fee of up to $100.

Do I Still Have To Maintain My Tester Certification?
Yes. However, your Tester re-certification fee (every three years) will be waived as long as you comply with the Proctor Qualification Requirements.

How Long Does My Proctor Status Last?
A Proctor must renew every two years by successfully completing a Proctor Training Program.
APPENDIX

5.1.1  ABPA Proctor Notices
Notice  #08-01  (3-1-08)
Notice  #08-02  (9-20-08)
Notice  #12-01  (12-1-12)
Notice  #12-02  (12-1-12)
Notice  #14-01  (11-24-14)
Notice  #14-02  (11-24-14)

5.1.2  2.24.98 vs 1.1.11 Field Test Procedures - Error Assessment (4-27-12)
Notice  #11-14  (11-24-14)