### Prerequisites

- **FOR THE COLLECTIONS LADDER:** Complete The Academy for Water Professional Development, Collections Ladder, Level 3, Journeyman 2 level, and be in good standing with that certification.
- **FOR THE DISTRIBUTION LADDER:** Complete The Academy for Water Professional Development, Distribution Ladder, Level 3, Journeyman 2 level, and be in good standing with that certification.
- **FOR THE COLLECTIONS LADDER:** Currently hold Collections 4 certification issued by the NWCPCSCOC. Note: You may begin taking classes to apply towards your Level 4, Master certification before you pass the NWCPCSCOC Collections 4 exam.
- **FOR THE DISTRIBUTION LADDER:** Complete The Academy for Water Professional Development, Distribution Ladder, Level 3, Journeyman 2 level, and be in good standing with that certification.

### Course Work (30.0 total hours + completion project worth 6.0 hours)

More detailed course descriptions, and current course schedule are available later in this document, and online at www.ncsafewater.org. Each course will conclude with an exam. Individuals are NOT required to pass individual course exams to receive credit for the course. Course exams serve as preparation for the end-of-level exam that must be passed to receive the next level of certification.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMMS Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>NC Purchasing</td>
<td>3.0</td>
</tr>
<tr>
<td>NIMS IMS 800</td>
<td>6.0</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>3.0</td>
</tr>
<tr>
<td>Supervision &amp; Leadership Skills</td>
<td>6.0</td>
</tr>
<tr>
<td>Writing and Maintaining Safety Policies and SOPs</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Electives - Select 2 courses

A list of suggested training providers will be listed at www.ncsafewater.org. Registrants must provide proof of completion.

<table>
<thead>
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<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governmental Budgeting Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>ISO 14001 Systems, Intermediate Level</td>
<td>3.0</td>
</tr>
<tr>
<td>Planner Scheduler Skills</td>
<td>3.0</td>
</tr>
</tbody>
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### Completion Project (6.0 hours)

This credit requires that the enrollee complete either a research project, present a topic at an approved NC AWWA-WEA event or complete a "service project" geared towards the advancement of their professional education and for the benefit of the industry. A job shadowing project may even be utilized in an effort to make the student understand the big picture of the utility.

### Certification Exam

Once all prerequisites are met and course work is completed, you must register to take the Collections Ladder, Level 4, Master comprehensive exam, or the Distribution Ladder, Level 4, Master comprehensive exam. Upon passing the exam, you will be considered certified at that level. In order to maintain the certification, you must meet continuing education requirements.
The Academy - Admission Application

Name (First, MI, Last):
____________________________________________________________________________________________________

Personal Statement
Please provide a brief write up of why you are applying for this program, what you hope to gain from participation, and your career goals.

Supervisor Recommendation
Completed Recommendation Form must be sent along with application. Form can be found on page 39 or on our website.

Applicant's Verification Statement
I certify that the information given is correct to the best of my knowledge. I have read the eligibility requirements and I believe that I am eligible for the track and level(s) for which I have applied.

Applicant's Signature: __________________________________________ Date: __________________

Application Review
- DO NOT WRITE IN THIS SECTION

Staff Use:
Rev'd: ______ Pyr: ______ Sent for Approval: ______ Entered: ______

Review Committee Use:
Applicant $ is eligible to take the following Ladder and Level:

LADDER: □ Collections □ Distribution LEVEL: □ Apprentice □ Journeyman 1 □ Journeyman 2 □ Master

Applicant is NOT eligible to take the following track/level:

LADDER: □ Collections □ Distribution LEVEL: □ Apprentice □ Journeyman 1 □ Journeyman 2 □ Master

Reason for Denial: __________________________________________________________________________________________

Reviewer Signature: __________________________________________ Date: __________________

The Academy - Recommendation Form

To be completed by the applicant's current supervisor or person that has oversight of their industry related skills.

The Academy for Water Professional Development is an initiative of NC AWWA-WEA to fill an industry training gap and advance the careers of participants. The program includes multi-year technical and leadership development training courses, which have been developed based on input from industry leaders across North Carolina. While the information you provide below will be a part of the admission process for the program, it will not be the sole determining factor.

Applicant Name: __________________________________________

Job(s) in which you have worked with this applicant:

___________________________________________________________

___________________________________________________________

What were the job responsibilities of the applicant?

___________________________________________________________

___________________________________________________________

What about this applicant leads you to believe they would be successful in this program?

___________________________________________________________

___________________________________________________________

Person submitting Recommendation
Name: ____________________________ Job Title: ____________________________
Company: ____________________________
Phone Number: ____________________________ Email: ____________________________
Signature: ____________________________ Date: ____________________________