



The Wastewater Laboratory Analyst Certification Exams will be held on **THURSDAY, March 14, 2019** at 1:00pm at **City of Greensboro Lake Townsend Room** (2602 S. Elm-Eugene Street, Greensboro, NC 27406). *The fee for the Class I, Class II, Class III and Class IV Wastewater Laboratory Analyst Certification Exams is **\$85.00 for members** and **\$135 for nonmembers**. (There are no refunds/credits once the exams have been ordered.)*

Exam applications must be **received by Friday February 22, 2019** in order to be eligible for review to take an exam. Checks should be made out and mailed to:

NC AWWA-WEA  
3725 National Drive, Suite 217  
Raleigh, NC 27612

After applications are received they will be reviewed for eligibility. Once the applications have been reviewed applicants will receive confirmations of their registration.

**BE SPECIFIC ABOUT YOUR WASTEWATER LAB EXPERIENCE ON THE APPLICATION.**

1. List each place of employment separately
  - a. List the number of hours per week that wastewater laboratory work is/was conducted.
  - b. List the specific wastewater tests that are/were conducted.
  - c. List the total weeks or years with that employer and calculate hours of experience there.
2. Add the total number of hours of wastewater lab experience from all jobs

*(Please note that **ONLY wastewater** laboratory experience counts toward exam eligibility. Drinking water laboratory experience and/or water/wastewater operational experience are not applicable. Wastewater laboratory experience from anytime in your career can be used.)*

**Example of Employment History/Wastewater Lab Experience:**

6/03 to 7/04 15 hrs/wk City of Graham WW Lab BOD, TSS, Fecal [56 weeks \* 15 hr/wk = 840 hrs]  
8/05 to 12/05 40 hrs/wk Town of Cary WW Lab TKN, Fecal, BOD [20 weeks \* 40 hr/wk = 800 hrs]  
1/06 to 10/06 10 hrs/wk Town of Troy WW Lab Creek/Field Analysis [40 weeks \* 10 hr/wk = 400 hrs]  
**TOTAL WW LAB EXPERIENCE = 2040 hours = 1.13 Years [1 "Work Year" = 1800 hours]**

**For those applicants taking the Class I exam for the first time, please include a xerox copy of your high school or college diploma to verify educational requirements.** *If you have previously submitted this documentation for a prior exam, you DO NOT have to submit the information again.* Members from the Certification Board will review all applications for eligibility. All applicants will receive written notification of eligibility from the Board. Exam information and directions to the exam location will be included at that time.

If you have any questions, please contact Erin Bowers in the NC AWWA-WEA office at 919-784-9030 ext. 1005 or [ebowers@ncsafewater.org](mailto:ebowers@ncsafewater.org).

Exam Application is attached to this email.

Needs to Know Study Guides can be accessed on the [Wastewater Lab Analyst](#) page of our website.

## NORTH CAROLINA AWWA-WEA WASTEWATER LABORATORY ANALYST CERTIFICATION EXAMINATION APPLICATION

Valid through December 31, 2019

### A. INSTRUCTIONS

1. Read the instructions carefully before filling out application.
2. Application should be typed or printed legibly in ink.
3. Application should be carefully and completely filled out. Each statement must be true and correct. All statements are subject to investigation. Incomplete or incorrect statements on the application may be cause for rejection of the application.
4. **Documentation of education [xerox copy of HS/GED or college diploma or college transcript] and all previous experience [laboratory supervisor and phone number] must be submitted as part of this application or the application will be returned as incomplete.**
5. Application must be received by the application deadline corresponding to the exam for which you are applying. Applications received after the application due date may be returned to the applicant.
6. FEES: The fee for this certification examination is **\$85.00 for members and \$135.00 for nonmember's** payable by check or credit card. FEES ARE NOT REFUNDABLE unless the applicant is ineligible for the examination.
7. Application must be signed/certified by the applicant and the applicant's current supervisor.

**PLEASE READ THE ELIGIBILITY REQUIREMENTS  
ON THE LAST PAGE OF THIS APPLICATION CAREFULLY BEFORE CONTINUING.**

### B. APPLICATION FOR WASTEWATER LABORATORY ANALYST CERTIFICATION

**Application Fee:**  \$135 – Nonmembers  \$85 – Members (must provide membership # below)

AWWA # \_\_\_\_\_ WEF # \_\_\_\_\_ NCSLAM # \_\_\_\_\_

**Circle Class Applied for:** I II III IV

Have you previously taken this level exam? YES NO If yes, how many times? \_\_\_\_\_ Date(s): \_\_\_\_\_

Name of Applicant (as you wish it to appear on certificate) \_\_\_\_\_

Last 4 digits of SS# \_\_\_\_\_

Employer \_\_\_\_\_ Applicant's Title \_\_\_\_\_

Address (Include City, St, & Zip) \_\_\_\_\_

Phone# \_\_\_\_\_ Fax # \_\_\_\_\_ Email Address \_\_\_\_\_

#### Demographic Information (Federal Law requires us to ask for this information):

Year of Birth: \_\_\_\_\_ Sex:  Male  Female  Other gender identity  Prefer not to answer

Are you of Hispanic, Latino or Spanish origin:  Yes  No  Prefer not to answer

What is your race:  White  Black/African-American  American Indian or Alaska Native  
 Asian or Pacific Islander  Hispanic  Some other race  Prefer not to answer

Certificates Presently Held By Applicant: [Complete all that apply]

Laboratory Analyst \_\_\_\_\_ Class \_\_\_\_\_ Number \_\_\_\_\_ Year \_\_\_\_\_

Wastewater Operator \_\_\_\_\_ Grade \_\_\_\_\_ Number \_\_\_\_\_ Year \_\_\_\_\_

Water Operator \_\_\_\_\_ Grade \_\_\_\_\_ Number \_\_\_\_\_ Year \_\_\_\_\_

Other \_\_\_\_\_ Grade \_\_\_\_\_ Number \_\_\_\_\_ Year \_\_\_\_\_

**C. ACADEMIC INFORMATION [Class I Applicants attach high school or college diploma]**

1. Circle highest school grade completed: 1 2 3 4 5 6 7 8 9 10 11 12  
 High School Graduate Yes \_\_\_ No \_\_\_ High School Equivalency GED \_\_\_  
 Indicate High School \_\_\_\_\_ Place \_\_\_\_\_
2. College Attended: \_\_\_\_\_  
 Place \_\_\_\_\_ Dates \_\_\_\_\_ to \_\_\_\_\_  
 Years of College Completed: [Circle one] 1 2 3 4  
 Did you receive a degree? Yes  No  If so, give date \_\_\_\_\_  
 Kind of Degree: \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_
3. Graduate Degree: Yes  No  If yes, Kind of Degree: \_\_\_\_\_

**D. ACTUAL WASTEWATER LABORATORY EXPERIENCE**

List below employment positions held in laboratories that perform wastewater analyses. Please be specific when describing position [chemist, laboratory technician, laboratory assistant, etc.] and duties [list wastewater analyses performed: pH, BOD, cyanide, bioassay tests, etc.] and number of hours per week of wastewater laboratory analyses related tasks. **You may attach additional sheets if necessary.**

EMPLOYED				Name of Employer (City or Firm Location)	Position and Duties (Please Be Specific)	Hrs Per Wk
FROM		TO				
Month	Yr	Month	Yr			

**E. APPLICANT'S STATEMENT OF CERTIFICATION**

*I certify that the information given is true and correct to the best of my knowledge. I understand that submitting false information may lead to revocation of my certificate. I have read the eligibility requirements in Section C of this application and I believe that I am eligible for the indicated level of certification.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Home Address (Include City, St, & Zip) \_\_\_\_\_

**F. RECOMMENDATION BY APPLICANT'S SUPERVISOR:**

*I have reviewed this application and hereby verify that all statements are true and correct to the best of my knowledge. I therefore, recommend this applicant be considered for certification in the NC AWWA-WEA Laboratory Analyst Voluntary Certification Program. I understand that I am responsible for verifying the experience of the applicant.*

Name of Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (Include City, St, & Zip): \_\_\_\_\_

Date \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

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**RECEIPT/CONFIRMATION**

- **Confirmations will be EMAILED to the applicant.** They may also be emailed to ONE additional person indicated below. If an email is not provided for the applicant but an email is provided below the confirmation will only be emailed to the person named below.
- Confirmations will only be mailed to the applicant when an email address is not provided. Confirmations will not be mailed to anyone other than the applicant.
- It is the responsibility of the person receiving the receipt/confirmation to forward as necessary.

**In addition to the registrant, please EMAIL confirmation to:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

**SELECT PAYMENT METHOD**

Cash     Check/Money Order     Credit Card    ( MasterCard/Visa     American Express)

Credit Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ 3-4 digit code: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Billing Address (At what address do you receive your credit card statement): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cardholder Phone: \_\_\_\_\_ Cardholder Signature: \_\_\_\_\_

I AUTHORIZE NC AWWA-WEA TO CHARGE \$ \_\_\_\_\_ TO THE CREDIT CARD NUMBER LISTED ABOVE.

# **ELIGIBILITY REQUIREMENTS FOR LABORATORY ANALYST CERTIFICATION**

## **EXAMINATION**

[Minimum Requirements of Education and Experience - Based on Association of Boards of Certification Criteria]

### **CLASS I LABORATORY ANALYST**

1. 6 years of acceptable wastewater laboratory experience; or,
2. completion of 8th grade of school and 5 years of acceptable wastewater laboratory experience; or,
3. graduate of high school, or equivalent GED, and one year of acceptable wastewater laboratory experience; or,
4. graduate of a recognized 2-year college or technical school with a major in natural or physical sciences, engineering or related field and one year of acceptable wastewater laboratory experience.
5. graduate of a recognized college or university with a major in natural or physical sciences, engineering or related field and one year of acceptable wastewater laboratory experience.

### **CLASS II LABORATORY ANALYST**

An active Class I N.C. Wastewater Laboratory Analyst Certificate and one of the following:

1. 8 years of acceptable wastewater laboratory experience; or,
2. completion of 8th grade of school and 7 years of acceptable wastewater laboratory experience; or,
3. graduate of high school, or equivalent GED, and 3 years of acceptable wastewater laboratory experience; or,
4. graduate of a recognized 2-year college or technical school with a major in natural or physical sciences, engineering or related field and 1.5 years of acceptable wastewater laboratory experience.
5. graduate of a recognized college or university with a major in natural or physical sciences, engineering or related field and 1.5 years of acceptable wastewater laboratory experience.

### **CLASS III LABORATORY ANALYST**

An active Class II N. C. Wastewater Laboratory Analyst Certificate and one of the following:

1. graduate of high school, or equivalent GED, and six years of acceptable wastewater laboratory experience; or, graduate of a recognized 2-year college or technical school with a major in natural or physical sciences, engineering or related field and four years of acceptable wastewater laboratory experience.
2. graduate of a recognized college or university with a major in natural or physical sciences, engineering or related field and two years of acceptable wastewater laboratory experience.

### **CLASS IV LABORATORY ANALYST**

An active Class III N. C. Wastewater Laboratory Analyst Certificate and one of the following:

1. graduate of high school, or equivalent GED, and ten years of acceptable wastewater laboratory experience; or,
2. graduate of a recognized 2-year college or technical school with a major in natural or physical sciences, engineering or related field and six years of acceptable wastewater laboratory experience.
3. graduate of a recognized college or university with a major in natural or physical sciences, engineering or related field and four years of acceptable wastewater laboratory experience.

## **RECIPROCITY**

1. Only those individuals who are recorded on the Association of Boards of Certification (ABC) Reciprocity Registry are eligible for Consideration for Certification by Reciprocity.
2. A copy of the ABC reciprocity registry certification must accompany any request for certification by reciprocity.

## **DEFINITIONS**

1. Acceptable Wastewater Laboratory Experience - The total time spent conducting/supervising wastewater sampling and/or wastewater analyses in a laboratory, which performs wastewater analyses [including municipal, commercial, educational or other governmental laboratories]. One "work year" of acceptable wastewater laboratory experience shall equal 1800 hours of wastewater laboratory experience.
2. Recognized Two-Year College or Technical School - Shall mean an accredited two-year institution awarding degrees on the associate level.
3. Recognized College or University - Shall mean an accredited four-year institution awarding degrees on the bachelors level.