

Water Quality Association Exam Procedures

GUIDELINES FOR SELECTION OF EXAM PROCTORS

- A. All Proctors to be used for WQA Certification exam sessions, either public or private exam sessions, must be chosen by or approved by WQA.

The WQA Educational Program Coordinator will contact a suggested Proctor to determine suitability of the Proctor, explain what is required, and to find out if the person will accept the assignment as explained.

Water Quality Association has the right to deny use of any Proctor who does not meet our qualifications or who might be considered inappropriate.

- B. Certain persons automatically can NOT be Proctors:
1. Proctor cannot be involved in the water treatment industry in any capacity.
 2. Proctor cannot be related to any person taking an exam or involved with the company for which the examinee works.
- C. Proctor must be someone familiar with testing or counseling processes and the security and confidentiality procedures required for such processes. The Proctor must be in the testing room at all times during the examination process.
- D. Preferred Proctors are testing administrators or faculty (without expertise in water treatment) from a local community college. Community college employees often see proctoring as a service to the local community and generally charge reasonable fees.
- E. Under some circumstances acceptable Proctors may include:
1. High school, college or trade school teachers (provided teachers are not involved in water-related areas or programs)
 2. School principals or deans
 3. Educational personnel accustomed to regular administration of standardized tests: (a.) School social worker (b.) School psychologist (c.) School counselor
 4. Clergy
- F. A *Request for WQA Proctor Approval* must be completed and sent to the WQA Certification Program Coordinator at least 3½ weeks prior to the exam session.
- G. Examinations are sent to the Proctor directly and returned directly to WQA by the Proctor.

Public Exam Sessions

Public exam sessions are sessions open to any examinee. Public sessions are usually sponsored by WQA or by state or regional Water Quality Associations, and sessions are typically held at conventions or association meetings.

- A. The examinee registers through the Water Quality Association (in Lisle, Illinois) and exam fees must be paid at least five full business days prior to the exam session. (All exams must be prepaid.)
- B. The sponsoring association and WQA are responsible for choosing a Proctor and appropriate exam room.

Private Exam Sessions

Private exam sessions are sessions created specifically for one person or for a certain category of persons. The purpose of a special private exam session is to create more flexibility in both times and locations at which an examinee can take an exam.

A private exam session may be a one-person/one-Proctor session set up for the convenience of the individual examinee, or the session may be set up specifically for the employees of a certain company.

- A. The fee for taking an exam at a private session is somewhat higher since WQA incurs higher administrative costs in dealing with a Proctor and arranging an exam session for one or a few individuals.
- B. The examinee registers through the Water Quality Association (in Lisle, Illinois) and exam fees must be paid at least five full business days prior to the exam session. (All exams must be prepaid.)
- C. The individual examinee (or the sponsoring company) and WQA are responsible for choosing a Proctor. D. The person taking the exam (or the sponsoring company) has responsibility for the Proctor's fee.
- D. The person taking the exam (or the sponsoring company) is responsible for arranging for an appropriate offsite testing room which is **not located** on the premises of the company for which the examinee works or on any private premises owned by the company, the examinee, or person related to examinee. A school class room, hotel meeting room, or other appropriate quiet and comfortable room is acceptable.

Questions about Proctors or exam session scheduling should be directed to Daniel LeBlanc: Phone: 630-929-2508 or Email: dleblanc@wqa.org.

Request for Exams/Proctor Approval for Private Exam Session

All requested information must be furnished or request will not be processed.

Date Request Submitted to WQA _____ Date of Exam Session _____

Individual submitting request _____

Company _____ WQA member? ___ Yes ___ No

Address _____ Phone: _____

_____ Fax: _____

Location of Exam Session _____

Exam cannot be held on company premises. School classroom, church school classroom, motel/hotel meeting room, or public library room preferred.

Proctor Suggested: _____

Proctor's fee to be paid by the person(s) taking the exam or their company.

Title: _____ Phone: _____

Proctor's Street Address: _____

(Not PO Box) _____

If proctor is a professional in private practice, please attach copy of his/her business card.

EXAMINATIONS WILL BE SENT TO AND MUST BE RETURNED BY THE PROCTOR

Persons Wishing to Take Exams: Attach list if more than four.

Name	Exam Requested
_____	_____
_____	_____
_____	_____
_____	_____

Payment Enclosed: \$ _____ by ___ Check ___ VISA ___ MasterCard

Credit Card # _____ Expiration Date: _____

Card Holder's Name _____

Card Holder's Signature _____

**WQA Certification Examination Fees
For Public Sessions**



CERTIFICATION EXAM FEES

Basic Exams	WQA Member	Nonmember
Certified Water Specialist (CWS).....	\$120.00	\$240.00
Certified Installer (CI).....	\$120.00	\$240.00
Certified Sales Representative (CSR).....	\$120.00	\$240.00
Specialty Exams <i>(can only be taken by already certified persons)</i>		
Deionization by Ion Exchange.....	\$95.00	\$190.00
Disinfection.....	\$95.00	\$190.00
Filtration.....	\$95.00	\$190.00
Ozonation.....	\$95.00	\$190.00
Reverse Osmosis/Ultrafiltration.....	\$95.00	\$190.00

**CCO exam can only be taken after all other CCO requirements have been met*

Registration Deadlines

Payment must be received by 5:00 pm Central time on the 6th business day prior to testing session (5:00 pm on Thursday for a Friday session the following week, for example) for all exams EXCEPT the Certified Contractual Operator (CCO) Exam. Registrations received after the deadline may not be accommodated.

The Water Quality Association reserves the right to cancel any examination session if fewer than five (5) people are registered by the registration deadline as explained above.

Certified Contractual Operator

Registration for the Certified Contractual Operator (CCO) for Very Small Systems MUST be received in the WQA office NO LATER than three weeks prior to the testing session 5:00 pm on Thursday for a testing session on Friday of the third week following, for example.) The CCO exam can only be taken by persons who have already completed all the other requirements for the CCO title.

Discounts for Multiple Persons from Same Company at Same Exam Session

A multi-person discount will be given for persons preregistered for either public or private exam sessions as follow:

- 5 to 9 people – 5% discount
- 10 to 20 people – 10% discount
- 21 or more people – 15% discount

Cancellation Deadlines for Refunds

Full refunds will be made if the examinee cancels the exam registration by the cancellation deadline, which is 5:00 pm Central time on the 6th business day prior to the scheduled exam session. NO REFUNDS will be given if cancellation is received AFTER cancellation deadline. NO REFUNDS will be given for “NO Shows” who don’t appear for registered exams.

See www.wqa.org/procert for the upcoming Public Exam Schedule

For further information about certification, examinations, or to discuss in-person training options, please contact the Education department at: 630 505 0160 or education@wqa.org.

Payment to WQA must be in US dollars.

Water Quality Association
International Headquarters & Laboratory
4151 Naperville Rd.
Lisle, Illinois 60532-3696 USA
Phone 630 505 0160
Fax 630 505 9637
www.wqa.org

A not-for-profit organization

WQA Certification Examination Fees
For Private Sessions (USA and Canada)



CERTIFICATION EXAM FEES		
Basic Exams	WQA Member	Nonmember
Certified Water Specialist (CWS).....	\$145.00	\$265.00
Certified Installer (CI).....	\$145.00	\$265.00
Certified Sales Representative (CSR).....	\$145.00	\$265.00
Specialty Exams <i>(can only be taken by already certified persons)</i>		
Deionization by Ion Exchange.....	\$120.00	\$215.00
Disinfection.....	\$120.00	\$215.00
Filtration.....	\$120.00	\$215.00
Ozonation.....	\$120.00	\$215.00
Reverse Osmosis/Ultrafiltration.....	\$120.00	\$215.00

**CCO exam can only be taken after all other CCO requirements have been met*

Private Exam sessions outside USA and Canada

Examinees are responsible for all shipping costs. Please contact the Education department to discuss rates and options: 630 505 0160 or education@wqa.org.

Exam Scheduling

- Requests for private testing session must be received in WQA office at least three weeks prior to the desired test date. Request forms can be found online at www.wqa.org/procert.
- Exams must be prepaid and be prescheduled. Exams must be taken on schedule as approved by WQA.
- Exams may not be taken on premises of the company employing the examinee or any private premises owned by the company, the examinee, or person related to the examinee.

Exam Proctoring

- The examinee is responsible for securing an exam proctor. Proctors must be approved by WQA and will be instructed by WQA of requirements for WQA exam proctoring.
- Proctor payment is the responsibility of the company/individual requesting the private exam session.

Discounts for Multiple Persons from Same Company at Same Exam Session

A multi-person discount will be given for persons preregistered for either public or private exam sessions as follow:

- 5 to 9 people – 5% discount
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