



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS



Program Administrator

Standard Operating Procedures

Last updated: March 2015

TABLE OF CONTENTS

Program Administrator Duties	3-4
NDEP Application Review	5-6
NDEP Contract	6-10
Exam - Applications.....	11-17
Exam - Preparation	18-21
Exam – Scoring.....	22
Exam - Results.....	22-35
Proctor Exams	35
Computerized Exams.....	35-43
Renewals - Preparation.....	44-46
Renewals - Processing	47-48
Decertification	48-50
Reciprocity	51-54
Database.....	55
Deposit/ Bank	55
Budget	55-56
Invoices/ Reports/ Meetings.....	56-60
Application for Approval of Continuing Education	61-62
Customer Service	63
Conferences/Networking Event.....	63-64
Special Projects	64
Website	65-67
NWEA	67-68
NDEP Veteran Tracking	68-69
Policies & Procedure Manual	70
Association of Board of Certification Database	70
WEF Reports	70

Program Administrator Duties

Daily Duties:

- Check emails and phone messages at a minimum of once per day.
- Check mail.
- As they are received:
 - Process exam applications. *See pages 11 – 17.*
 - Process computerized exam applications. *See pages 35 – 43.*
 - Process renewal applications. *See pages 47 – 49.*
 - Process reciprocity applications. *See pages 51 – 54.*
 - Update website and outlook emails as needed. *See page 67.*

Bi-Weekly Duties:

- Check the Applied Measurement Professionals (AMP) website for scheduled examinees. If an examinee has scheduled an exam write the date on their application in the Computerized Exam Application folder. Add a reminder in the Outlook calendar the day after their exam is taken to check AMP. *See page 37.*
- Update database, email and post on the NWEA website. *See pages 55 and 65.*

Weekly Duties:

- If there are certificates that have been prepared during the week, prepare certificate signature letters for the voluntary and wastewater certificates and mail on Fridays. *See page 23 - 24.*

Monthly Duties:

- Prepare the Program Administrator log of hours. *See page 6.*
- Prepare the Program Administrator invoice. *See pages 6 and 56.*
- Prepare the NDEP contract backup, adjustment factor worksheet, invoice & travel claim. Email and mail for review and approval. *See page 6.*
- Prepare computer exam report for the Certification Board. *See page 56.*
- Prepare Certification Board deposit, go to the bank, email deposit log and enter into budget tracking. *See page 55.*
- Three month decert letters. Create report in database and prepare and mail certified letters. *See page 48 - 49.*
- Four month decert calls. Create report in database and place calls. *See page 49.*
- Prepare NDEP decert list and email NDEP. *See page 49.*
- Prepare and mail renewals. *See pages 44 - 46.*
- Check WEF website and post training on website calendar and email certified individuals. *See pages 65 – 67.*

- Post NVRWA training class info on website calendar and email certified individuals. *See pages 65 – 67.*
- Attend NWEA Executive Board meetings.

Quarterly Duties:

- Prepare exam order. *See pages 18 – 21.*
- Exam results. *See pages 22 – 35.*
- Prepare newsletter results and email to NDEP. *See page 29.*
- Take the original wastewater applications to the NDEP offices.
- Copy the WTPO electronic files to the NDEP flash drives each quarter. Take the flash drives to NDEP for copying when the original applications are delivered to NDEP.

Yearly Duties:

- Update the NWEA Award Nomination form [Certification/Award Nomination Applications](#). Post on the website under Applications. Email the certified community. Collect the nominations. After December 31st forward the nominations to the Certification Board for review and vote.
- NWEA Networking Event. *See page 63.*
- Tri-State Annual Conference. *See page 63.*
- NWEA Annual Conference. *See page 63.*
- Prepare NDEP Veteran tracking report. *See page 68 - 69.*
- Update ABC Database. *See page 70.*
- Prepare an announcement for the NWEA President regarding any upcoming Certification Board members terms expiring. Per the NWEA Bylaws this announcement must be posted 120 days before the term expires. The announcement will be sent to the NWEA membership.
 - Prepare acceptance/denial letters for the NWEA President's signature.
 - After the nominations are received and a determination is made update the Certification Board member list.
 - Update the information on the website.

Additional Duties:

- Prepare Board meeting agenda and email for additions. Prepare Board meeting packet. Post agenda at least 1 week prior to the meeting. *See pages 56 - 60.*
- Attend Tri-State Annual Conference planning meetings and conference. *See page 63.*
- Water Environment Federation (WEF) Reports – Member lists. *See page 70.*

- ❖ NDEP Wastewater Treatment Plant Operator Application Review. The wastewater applications are scanned and emailed from NDEP prior to the money being receipted.
 - Check the Outlook email at least twice daily.
 - The emails from NDEP have the applications attached as PDF files. Open each file. Print the receipt. Keep the receipts in a pending file until the original comes from NDEP. This is done to ensure that every application reviewed, is received for processing.
 - Review renewal applications – application must be postmarked on or before the renewal expiration date. Confirm that the \$30.00 renewal fee was received. If the renewal is postmarked after the renewal date, confirm that the \$20.00 late fee was included.
 - If the renewal is postmarked after the date, and they did not include the \$20.00 late fee, notify NDEP and they will prepare a denial letter.
 - Review exam applications. If it is a returning examinee review their previous exam application in the [Desktop/Certification/Certification Files – WTPO](#). There are separate files for any individual that is currently certified or has taken a certification examination. Verify that the applicant is eligible to sit for the requested exam. Verify that they enclosed the \$60.00 exam fee. The application must be signed by the supervisor unless the applicant is retesting. If there is a question about the application, contact the operator/supervisor.
 - Examinees are allowed to sit for an exam 90 days prior to meeting the experience requirement. See the Testing Eligibility Policy for detailed information. Make a note on the application and the exam approval letter what the effective date of their certification is.
 - Email NDEP approval/denial.
 - Once the original applications are received via the mail, enter them into the NDEP Fees Received file (Example 1). The file is located in [Desktop/Certification/NDEP Contract/NDEP Fees Received](#). Enter the date received, name, amount, type, certification number if applicable and veteran status. Highlight veteran information using the color coding in the document. At the end of the month add a blank line before inputting information for the next month.
 - At the end of each month print the list of fees received during the month. File in the Deposit log file. The report will be used to complete the Program Administrator's Report.
 - The deposit logs are also used to prepare the NDEP Veteran's report.

Example 1 - NDEP Fees Received

NDEP Monies Received					
Date Received	Name	Amount	Type	Cert #	Veteran
3/5/2014		\$ 30.00	Renewal	NV-000	X
3/13/2014		\$ 50.00	Renewal/Late Fee		
4/1/2014		\$ 60.00	Exam		
4/1/2014		\$ 75.00	Reciprocity		

❖ NDEP Contract

- Create a log of Program Administrator hours monthly. The file is located: [Desktop/Certification/Invoices/14-15 Budget/Jens Hours/06-2014 McMartin hours](#) for example. The log tracks the number of hours worked for the Board, NWEA and Tri-State. The mileage is also tracked here. Only the Board hours and mileage are charged to the NDEP contract. This log is used as backup for the NDEP contract invoice as well as for payment of the Program Administrator.
- File name: [Desktop/Certification/NDEP Contract](#). Use the previous month's invoice and file save as to the current month (Example 2).
- Prepare monthly contract invoice using the PA invoice and any other receipts/invoices for the current month (i.e.: Board member travel, postage, etc.) Also include the log of PA hours as backup. The backup is sent along with the NDEP contract invoice.
- Open the most current database file: [Desktop/Certification/Database/Cert 2014-04-15](#) (for example). Data sort the database by type. Every month calculate the % of wastewater operators. The formula is NDEP Mandatory Certifications divided by (NDEP Mandatory Certifications + NWEA Certifications). ABC Membership fees, labor, operating expenses and travel are all calculated using this percentage every month.
- Prepare the monthly adjustment factor worksheet (Example 3) located in [Desktop/Certification/NDEP Contract/Adjustment Factor Worksheets](#). Enter the total number of certified individuals and calculate the %.
- The annual membership dues, total number of labor hours, operating expenses, travel, and the total number of miles is divided by the % of Wastewater operators. The fees for the wastewater exams are billed at 100% of the amount charged.
- Calculate the amount for each category on the worksheet.
- Enter the amounts from the monthly adjustment factor worksheet into the table on the second page of the contract invoice. Verify the totals are correct.
- Complete the table on the front page of the contract invoice. Enter the current expenditures. Calculate the cumulative expenditures and then calculate the budget remaining. Use last month's invoice as reference. Verify the numbers.

- The log of hours and all of the receipts are scanned into a PDF. This is included with the invoice as the backup documentation.
- Forward the contract invoice (word file) electronically with required backup (PDF) to the NWEA President, Certification Board Chair and Vice Chairman and cc the NWEA Treasurer and Certification Board.
- Prepare NDEP Travel Claim form [Desktop/Certification/NDEP Contract/Travel Claim](#) for any Program Administrator travel completed during the month. This includes mileage to the post office. Each day must be a separate line.
- Do not include any NWEA mileage. IE: the mileage to go to the bank.
- Print and sign the travel claim.
- Make a copy.
- Scan and email a copy to the NWEA Treasurer for their records.
- File the other copy in the NDEP contract binder along with the invoice, adjustment factor worksheet and backup documentation.
- Mail the original contract invoice, backup documentation, adjustment factor worksheet and original travel claim/s to the NWEA President. The President will sign the letter and then send the packet to NDEP.
- Maintain contract files with all required backup documentation.
- Each month the Association of Boards of Certification (ABC), the testing service, will email an invoice for the computerized exams, pencil paper exams ordered (if applicable), and shipping charges (if applicable). Prepare a list of examinees for the computerized exams [Desktop/Certification/NDEP Contract/Exam Reports](#). Include a copy of the email that was sent to ABC when the pencil paper exams were ordered. NWEA pays ABC directly. The invoiced amounts will be included in the monthly invoices that are billed to NDEP.

Example 2 - NDEP Contract Cover Letter



NWEA C/O HDR
6750 Via Austi Parkway
Suite 350
Las Vegas, NV 89119
www.nvwea.org



EXECUTIVE BOARD

December 3, 2014

John Buzzzone
PRESIDENT

Kelli Callahan
PRESIDENT-ELECT

Linda Peterson
WEF DIRECTOR

John Hulett
SECRETARY

Stephanie Stallsmith
TREASURER

Brian M. Oswald
PAST PRESIDENT

Greg Turner
PWO REPRESENTATIVE

Ms. My-Linh Nguyen
Nevada Division of Environmental Protection
901 S. Stewart, Suite 4001
Carson City, NV 89701

RE: Administration of State of Nevada Wastewater Certification Program
Contract DEP 16027
NWEA Tax ID #88-0273392

Dear Ms. Nguyen:

Please find the Nevada Water Environment Association (NWEA) invoice for services rendered under the contract to administer the State of Nevada Wastewater Certification Program for the period of November 1, 2014 through October 31, 2018. The total contract amount is \$160,000.00, not to exceed \$40,000.00 per year. This invoice is for November 1, 2014 through November 30, 2014. The backup documentation is enclosed.

Cost Summary

Category Title	Annual Budget	Current Expenditures	Cumulative Expenditures	Budget Remaining
Exam Administration	\$10,000.00	\$792.00	\$792.00	\$9,208.00
Labor	\$22,500.00	\$1,998.00	\$1,998.00	\$20,502.00
Operating Expenses	\$4,000.00	\$170.02	\$170.02	\$3,829.98
Travel	\$3,500.00	\$44.80	\$44.80	\$3,455.20
Subtotals:	\$40,000.00	\$3,004.82	\$3,004.82	\$36,995.18

Sincerely,

John Buzzzone, P.E.
NWEA President

cc: Joe Crim, Jr., Vice Chairman
Adrian Edwards, Chairman

Example 2 - NDEP Contract Invoice

INVOICE

December 3, 2014

Ms. My-Linh Nguyen
Nevada Division of Environmental Protection
901 S. Stewart, Suite 4001
Carson City, NV 89701

For Professional Services Rendered the time period of November 1st – November 30th 2014

Category	Rate	Exams/ Hours/ Miles	Billable Totals
EXAM ADMINISTRATION			
Computer Exams	\$ 29.00		\$.00
Pencil/Paper Exams	\$ 37.00		\$.00
ABC Membership Dues*	\$ 792.00		\$ 792.00
LABOR			
Program Administrator*	\$ 37.00	54	\$ 1,998.00
OPERATING EXPENSES			
Office Supplies*			\$ 0.00
P.O. Box*			\$ 0.00
Postage*			\$ 47.32
Internet*			\$ 19.80
Telephone*			\$ 102.90
TRAVEL			
Certification Board Travel*			\$ 0.00
Mileage*	\$ 0.56	80	\$ 44.80
GRAND TOTAL			\$3,004.82

*Please note that 66% of the total expenses have been charged to the contract.

Example 3 – Adjustment Factor Worksheet

NOVEMBER ADJUSTMENT FACTOR

Total number of mandatory wastewater operators:
Total number of voluntary certifications:
Total number of certified individuals:

655
330
985

655 divided by 985 = 66.4% (rounded to 66%)
330 divided by 985 = 33.5% (rounded to 34%)

November billable amounts under the contract:

Exam Administration:
Computer Exams
Pencil/Paper Exams
ABC Membership Dues:
Total:

# of Exams:	Rate:	Total Amount:	Amount Billed:
0	\$ 29.00	\$ -	\$ -
0	\$ 37.00	\$ -	\$ -
0		\$ 1,200.00	\$ 792.00
		\$ 1,200.00	\$ 792.00

Labor = number of hours x \$37/hr
82.5 hours x 66% = 54.4 (rounded to 54 hours)

Labor:
Total:

# of Hours:	Rate:	Total Amount:	Adjustment Factor:
54	\$ 37.00	\$ 1,998.00	\$ 1,998.00
		\$ 1,998.00	\$ 1,998.00

Operating Expenses:
Office Supplies:
P.O. Box:
Postage:
Internet:
Phone Line:
Total:

\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -
\$ 71.69	\$ 71.69	\$ 71.69	\$ 47.32
\$ 30.00	\$ 30.00	\$ 30.00	\$ 19.80
\$ 155.91	\$ 155.91	\$ 155.91	\$ 102.90
\$ 257.60	\$ 257.60	\$ 257.60	\$ 170.02

Travel Expenses:
Board Meeting Travel:
Mileage: Total miles: 121 x 66% = 79.86 (rounded to 80 miles)
Total:

\$ -	\$ -	\$ -	\$ -
80 miles	\$ 0.56	\$ 44.80	\$ 44.80
		\$ 44.80	\$ 44.80
		\$ 44.80	\$ 44.80

Total Billable Amount for November 2014:

\$ 3,004.82

The fees for Labor, Operating Expenses and Travel are determined on the last day of the month as a percentage of the total number of wastewater treatment plant operator certifications to the sum of the total number of wastewater treatment plant operator certifications and voluntary certifications offered by NWEA according to the following formula:

$$\frac{\text{ABC Membership Dues, NDEP Labor, Operating Expenses and Travel} + \text{NDEP Mandatory Certifications} + \text{NWEA Certifications}}{\text{Total Dues} + \text{Total Labor} + \text{Total Operating Expenses} + \text{Total Travel}} \times$$

Exams

❖ Applications

- Payment: If the application is for a voluntary certification, verify the applicant submitted the \$150.00 exam fee. Enter the check in the deposit log.
- File name: [Desktop/Certification/Deposit Logs/Deposit 2014-04](#) (for example). Make sure to use the current deposit log. Enter the examinees last name, first name, type, activity, grade, number, certification date (if applicable), check number, veteran status and the fee received (Example 4).
- Stamp the check with the bank stamp.
- Enter the check on the deposit slip.
- If the applicant would like to pay the exam fee using a credit card they will check the box on the application.
 - After reviewing the application give the applicant a call to get the credit card information: Type of card, card number, expiration date, CVV number and the billing zip code.
 - On the Program Administrator's iPhone find the Square App. Log into the Square account. The login information can be found in the [PA Passwords and Contacts file](#).
 - Enter the amount of the transaction. Write an explanation of the payment in the note section. Enter the prompted information. Email a receipt to the applicant's email address.
 - Log the credit card payment on the Credit Card tracking form: [Desktop/Certification/Deposit Logs/2014 Credit Card Tracking Form](#). (Example 5)
- If the application is for a mandatory wastewater certification exam enter the applicant's information into the NDEP Fees Received spreadsheet: [Desktop/Certification/NDEP Contract/NDEP Fees Received](#). Highlight veteran information using the color coding in the document.
- Application Review: If it is a returning voluntary examinee pull their file. If it is a returning wastewater examinee review their previous exam application in the [Desktop/Certification/Certification Files – WTPO](#). Compare the application to what was previously submitted. Confirm that the address, email, employer and certificate number match the information in the database. If the personal information is different make the necessary changes to the database.
- If the email address is different enter the new email into Outlook and update the website. (See the website instructions.)
- Verify the experience using the previous application.
- Unless the applicant is retesting for an exam that they previously failed, the application must be signed by their supervisor and the operator.

- If an applicant is applying to take the Plant Maintenance Technologist certification examination they can receive direct experience if they performed an acceptable range of equipment maintenance in the following industrial settings:
 - Wastewater Treatment Plant
 - Water Treatment Plant
 - Industrial Plant (treatment, manufacturing, etc.)
 - Military maintenance duties deemed commensurate with any of the three previous examples.
- The PMT experience must be documented including the name of the employer and the percentage of time spent performing the duties. The experience must be in an industrial setting. Some examples of duties are working with motors, windings, blowers and pumps.
- The NWEA Certification Board has adopted the US EPA document "From M.O.S. to J-O-B: A Guide for Applying Military Occupational Specialties (M.O.S) to Civilian Drinking Water and Wastewater Operations". Veterans and active service members of the United States Military who served/serve in any of the MOS's listed in the EPA document will receive up to six months of qualifying experience for Wastewater Treatment Plant Operator, Collection System Operator and Plant Maintenance Technologist certifications. Eligible veterans must submit a copy of their DD-214 document to receive this qualifying experience. Eligible active service members must submit active duty documentation to receive this qualifying experience.
 - In addition to the qualifying experience, veterans and active service members of the United States Military may be eligible to receive up to 6 months of related experience per the NWEA Experience Policy.
 - Veterans and active service member of the United States Military in the following MOS's may be eligible to receive 100% credit for their time served:
 - US Navy Rating: Utilitiesman (UT)
 - US Air Force Specialty Code: 3E4X1 – Water and Fuel Systems Maintenance
 - Eligible veterans must submit a copy of their DD-214 document to receive this experience. Eligible active service members must submit active duty documentation to receive this experience.
- If there is a discrepancy with the experience listed, contact the supervisor to verify the employment dates.
- Always look in the failed examinees applications located in the filing cabinet before processing someone not listed in the database. If the applicant is taking a wastewater exam and they are not listed in the database check the [Desktop/Certification/Certification Files – WTPO](#) to see if they have taken and failed the exam previously.

- If this is the first time the applicant has applied to take an exam in Nevada, review the application for completeness. Confirm that the experience listed matches the type of certification they are applying for. If there is a question, contact the supervisor. The application must be signed by the supervisor and the applicant. Review the 6 CEUs (60 contact hours of training) and high school diploma/equivalent. If the applicant has the necessary hands on experience, but did not submit the CEUs and a copy of their high school diploma/equivalent, they will receive an in-training certificate upon passing the exam.
- If the applicant does not have the necessary hands on experience he/she will also receive an in-training certificate upon passing the exam.
- Prepare approval/denial letters for applicants that have applied to take the exam (Examples 6 & 7). The denial letters are located [Desktop/Certification/Letters/Denial Letters](#). The approved exam letters are located in the directory for each year and then by month [Desktop/Certification/2014 Exam Info/June Exam](#) (for example). Use previous letters and update with the current exam dates. The letters are saved by exam location (Las Vegas, Reno, Ely, and Elko).
- Sort exam applications by location and type.
- Save each applicants letter.
- Confirm that the correct exam fee is listed within the letter as the letter serves as the examinees receipt.
- Print letter.
- Each approved applicant will receive a letter as well as a copy of the ABC Need-to-Know criteria which includes the suggested study material for the type of exam they are taking.
- File the exam application with the copies of the attached approval letter in the pending exam folder.
- When the exam application deadline has been reached make an exam folder for the current exam date. All of the applications for the current exam will be filed in this folder. After the exam, all exam reports will be kept in this folder as well.

[illegible]

August 2014 Credit Card Payments

[illegible]



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



January 3, 2014

XXX XXXX
XXX XXXXX
XXXX XX XXXXX

SUBJECT: Grade 2 Plant Maintenance Technologist Application Denial

Dear Mr. XXXXX:

After reviewing your application to take the grade 2 Plant Maintenance Technologist (PMT) exam it has been determined that you do not meet the experience requirement. You must have 2 years of full time plant maintenance experience to sit for the grade 2 exam.

You will be eligible to sit for the grade 2 PMT exam once you have 1 year and 6 months of experience at the CCWRD since you have been granted 6 months of related experience per the NWEA Related Experience Policy.

I have enclosed your grade 2 PMT application and check #3737 in the amount of \$150.00.

If you have any questions please feel free to contact me at (775) 465-2045.

Sincerely,

Jennifer McMartin
Program Administrator



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Rizzo • John Solvie



April 8, 2014

XXX XXXXX
XXXX XXXXXX
XXXX XX

SUBJECT: Certification Examination Approval

Dear XXXXXXXX:

You have been approved to take a Grade IV Wastewater Treatment Plant Operator certification examination. Your exam application and \$60.00 exam fee have been processed.

The exam location is:

**CITY OF LAS VEGAS WATER POLLUTION CONTROL FACILITY
6005 EAST VEGAS VALLEY DRIVE
LAS VEGAS, NV 89142**

You may take the examination on one of the following dates:

THURSDAY	JUNE 19, 2014	9:00 a.m. to noon
THURSDAY	SEPTEMBER 18, 2014	9:00 a.m. to noon

Please bring this letter and an official photo I.D. (ex: driver's license) with you to the exam. The only additional items allowed into the exam are a #2 pencil and a non-programmable calculator. No cell phones or palm pilots will be allowed into the exam. If you do not take the examination on the above date, you will forfeit your application fee. To be considered for subsequent examination dates, you will need to reapply and pay an additional application fee.

The Formula/Conversion Table that will be included in the exam can be studied beforehand. You can access the Table online at the following link: http://www.abccert.org/testing_services/formulas_conversion_tables.asp. If you need directions to the testing facility, please contact Mr. Solvie at 229-6547. Good Luck!

Sincerely,

Jennifer McMartin
Program Administrator

❖ Preparation for exam

- Prepare a list of examinees using the excel spreadsheet located in [Desktop/Certification/Exam Lists](#). Each exam has its own file.
- The list of examinees is broken down by exam location and then alphabetized. (Example 8)
- If there are examinees that did not take the exam on the first date offered, highlight their names in yellow with a note at the bottom that the examinee must take the exam this testing cycle.
- The list includes the examinee name, type and grade of exam, employer and phone numbers.
- Once the exam list is final, assign the exam identification number located on the left of the examinees name. Las Vegas begins with 101. Reno begins with 201. Elko begins with 301. Ely begins with 401. Conferences begin with 501. This number will be typed on the ABC Answer Sheet Instructions when the exam packets are put together. The file is located in [Desktop/Certification/ABC Documents/Misc Info/ABC Misc Documents/ABC Answer Sheet Instructions 0906](#).
- Email list of examinees to proctors, and the Board.
- Five to seven days after the application deadline prepare the exam order. Go through the exam list and count the number of exams needed. Also check the pending application file for applications/receipts that NDEP received, but are waiting for the originals to arrive to process. Then go through the exam approval letters in the exam file and count the number of exams needed. Compare the amounts to make sure they are the same. To order the exams send an email to the Association of Boards of Certification: Ann Eddy. Her contact information can be found in the [PA Passwords and Contacts file](#). The email must include the type, grade and number of exams needed for the current exam cycle.
- The exam order must be placed 10 days before the exam delivery date. The exams are shipped UPS Ground. Have the exams delivered 6 business days prior to the exam. This will allow enough time to sort the exams, prepare the exam packets, and Express mail to the proctors.
- Once the exams are received from ABC begin sorting them.
- Prepare the examinee packets. Each packet contains a copy of the exam approval letter and the ABC Answer Sheet Instructions (with the identification number typed on it in red) [Desktop/Certification/Forms/ABC Desktop/ABC Answer Sheet Instructions](#). ABC provides the answer sheets and the Question Comment Forms which are included in the sealed exam booklet.

- Prepare exam packets for proctors. Each proctor will receive a letter stating the number of examinees (Example 9).
- The packet also includes an alphabetical list of examinees, examinee log(s) and a test administrator report for each type of exam. Do not use the test administrator reports provided by ABC. The test administrator reports are located [Desktop/Certification/Exam Administrator Report](#). There is one for each exam location. Copies of these are made prior to preparing the proctor packets. A copy needs to be made for each type of exam that is to be proctored.
- Mail exam packets to proctors using Express Mail. Typically, due to the number of examinees, the Reno and Las Vegas exams will be sent in an Express mail box. Send the Elko and Ely exams in flat rate Express Mail envelopes. Include prepaid Express Mail envelopes for the exams to be returned from Ely and Elko only.

Example 8 - Exam Lists

June Exams

Las Vegas proctored by

<i>ID #</i>	<i>Last Name</i>	<i>First Name</i>	<i>Grade</i>	<i>Employer</i>	<i>Work Phone</i>	<i>Home Phone</i>
101						
102						
103						
104						
105						
106						
107						
108						
109						
110						

Must take exam in June

Example 9 - Proctor Cover Letter



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



September 11, 2014

XXXX XXXXX
XXXX X XXXXXXXX XX
XXXXXX XX XXXXXXXXXX
XXX XXX-XXXX

Dear XX XXXXXXXX:

Thank you for agreeing to proctor the certification examination for the applicants who would like to take their exams in Las Vegas. I've enclosed 14 examination packets for applicants who have been approved to take their exams on September 18th 2014.

Please note: Examinees are not allowed to have their cell phones with them while taking the exam. At the beginning of the exam please collect the cell phones from the examinees and remind them to get them upon completion of the exam.

An alphabetical list, Examinee Log and a Test Administrator Report for each type of exam are enclosed for your use. I have also enclosed some extra answer sheets in case you need them. The completed examination packages should be returned to me at the address listed below. If you have any questions, please feel free to call me at (775) 465-2045. Thank you for all that you do.

Sincerely,

Jennifer McMartin
Program Administrator

❖ Sort and send exams for scoring

- After all of the exams are received from the proctors. Prepare the ABC exam list. The list includes the types of exams, grades and the examinee names. It is sorted by ABC exam Identification numbers [Desktop/Certification/2014 Exam Info/March 2014 Test ID](#). The proctors will send the exam packets after the tests are administered. Las Vegas sends them UPS. Ely & Elko use the prepaid Express Mail Flat Rate envelopes. Sort through the exams. Enter the examinee name under the exam ID number in the Test ID file.
- Verify the exam id number on the answer sheet to verify that it matches the exam id number listed on the exam booklet.
- The answer sheets are filed in test ID sleeves for each exam type. The file is located in [Desktop/Certification/Scantron Cover Sheet](#).
- Once sorted compare the test ID list to the test ID sleeves.
- Copy answer sheets prior to mailing to ABC.
- Prepare a cover letter for the answer sheets [Desktop/Certification/ABC Exam Cover Letter](#). Send the letter, the original exam ID reports, only if there were question/comment forms completed, and the sorted answer sheets in the test ID sleeves to ABC using Express Mail.
- Sort the exam booklets by exam id numbers. Prepare a cover letter for the exam booklets [Desktop/Certification/ABC Booklet Cover Letter](#). Send exam booklets to ABC using a Priority Mail box. It must be mailed Certified mail so that it can be tracked. It does not require a return receipt.

❖ Exam Results

- ABC sends the exam results via email. The file is a password protected file. The password is can be found in the [PA Passwords and Contacts file](#).
- Using the Test ID list for this exam, prepare a list of the examinees that passed or failed the exam. The list that is sent to the Board only lists the scores received for each examinee. The names are not included. The failed examinees are typed in red (Example 10).
- Update pass/fail % spreadsheet under the pencil/paper & overall sections. It is located in [Desktop/Certification/2014 Exam Info directory/NWEA Exam % 2014](#) (Example 11). Each calendar year a new spreadsheet is created.
- Email the pass/fail list – scores only and updated pass/fail % spreadsheet to Board.
- Prepare a separate list of passing examinees for the website as well as the newsletter. (Example 12) This list does not include any scores. It has the type of exam taken and the name of the passing examinee. This list is emailed to Marcy McDermott at NDEP, her

email can be found in the [PA Passwords and Contacts file](#), for publication in Water Lines newsletter. The website will be updated with the passing results. (See the website instructions.)

- Write the exam date, location, proctor, and score on each exam application. Separate the passing examinees from the failed examinees. Failed exam results are written in red.
- Passing examinees taking grade I exams will be issued certificate numbers. The file name is [Desktop/Certification/Certificate Numbers by Program](#). Each program has its own tab. Find the type of certification the examinee passed. Type the name, exam date, grade and certificate number. Write the certificate number on the examinee's application. The expiration date is two years from the exam date. The certificate issued date is the same as the date the exam was taken.
- Prepare the fail letters. Go back to the previous exam cycle and file save as a fail letter. The next exam date and deadline will need to be updated. Prepare a letter for each failed examinee (Example 13).
- Enter the passing examinees information into the most recent database. For new applicants add a line. Enter their name, address, etc. For examinees that have taken a higher grade level exam, update their expiration date, go over to the exam information and update the exam date and the date the grade was taken and passed under the appropriate grade level.
- Enter email address in Outlook: Contacts, Contacts Cert. Also enter the email address on the website. (See the website instructions.)
- Prepare pass letters (Example 14). Go back to the previous exam cycle and file save as a pass letter. Do the same for the in training passing letter as it has additional language about the requirements they will need to meet before receiving the full grade I/1 certificate.
- Prepare the certificates. Each certificate has its own file in [Desktop/Certification](#). The name, dates and certificate numbers need to be updated for each examinee.
- The NWEA certificate paper has a blue border. This certificate is used for the CSO, IWOB, IWOPC, WQA, IWI and PMT certificates.
- After the certificates are printed. Apply the gold Notarial Seal. This seal will need to be embossed on the NWEA certificates.
- Prepare cover letter (Example 15) and send to NWEA President for signature. Include a postage paid envelope for the certificates to be sent to the Certification Board chairman's signature.
- Prepare mandatory certificates. They are saved under TPO. The Wastewater certificate paper has the state seal and gold seal already printed. This certificate is only used for the mandatory wastewater (TPO) certifications.

- Prepare cover letter (Example 16) and send the mandatory certificates to NDEP for signature.
- Prepare the renewal stickers. These stickers are the ones signed by the current Vice Chairman. There are separate stickers for each type of certification.
- Prepare the wallet cards. The files are found in [Desktop/Certification](#). Each type of certification has its own card. Type the examinees name, grade, certificate number and expiration date.
- If they are voluntary certifications make files for the new examinees unless they are currently certified. Use the blue manila folders. Write last name, first name & middle initial.
- If they are mandatory wastewater treatment examinees they will be filed in the pink pending folder until the entire passing packet is ready to be scanned into the WTPO directory. Once the signed certificate is received scan the entire file into the WTPO directory [Desktop/Certification/Certification Files – WTPO](#). Each applicant has their own file: Smith_John_T (for example). Each application is saved into a separate file within the individuals file: 2014-06 Smith Grade 1 Exam - Pass (for example). If a file does not exist create one and then save the exam file.
- Copy the WTPO electronic files to the NDEP flash drives each quarter. Take the flash drives to NDEP for copying when the original applications are delivered to NDEP.
- A copy of the certificate and the original application and any documentation is stapled and filed in the expandable file that is taken to NDEP. The original files are taken to NDEP quarterly.

Example 10 – Exam Results (Board)

SEPTEMBER 2014

**NEVADA WASTEWATER
TREATMENT**

Grade I

(70)

(34)

(69)

Grade II

(59)

(81)

Grade III

(70)

(61)

(67)

(61)

Grade IV

(55)

(63)

**NEVADA INDUSTRIAL WASTE
INSPECTOR**

Grade 2

(65)

NEVADA COLLECTION

Grade 2

(72)

Grade 4

(67)

NEVADA WASTEWATER LABORATORY

Grade 1

(74)

NEVADA PLANT MAINTENANCE

Grade 3

(76)

Example 11 – Pass/Fail % Spreadsheet

Nevada Wastewater Certification Program
Overall Pass/Fail 2014

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Year- to- Date		
	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass	# Exams # Pass %		
Wastewater Treatment Plant Operator															
Grade OIT	3	0	1	10	4	5	3						19	8	42%
Grade I				1	1								0	0	0%
Grade II	5	3	1	0	1	3	1						0	0	0%
Grade III	1	0	3	2	1	0	1						9	4	44%
Grade IV	2	0	3	1	1	1	1						8	2	25%
Totals	11	3	5	17	8	10	5	1	1	1	0	0	7	3	43%
Wastewater Laboratory Analyst															
Grade 1													0	0	0%
Grade 2			1	0									1	0	0%
Grade 3			1	0									1	0	0%
Grade 4													0	0	0%
Totals	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0%
Industrial Waste Inspector															
Grade 1			1	0									1	0	0%
Grade 2				1	0								1	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	2	0	0	0	0	0	0	0	0	2	0	0%
Industrial Waste Operator - Physical/Chemical															
Grade 1													0	0	0%
Grade 2													0	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Collection System Operator															
Grade 1		3	2	3	2		1	0		1	1		7	5	71%
Grade 2													1	0	0%
Grade 3				3	2	1	0						0	0	0%
Grade 4				6	4	2	0	1	0	0	0	0	4	2	50%
Totals	0	0	3	2	6	4	2	0	1	0	0	0	12	7	58%
Industrial Waste Operator - Biological															
Grade 1													0	0	0%
Grade 2													0	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Plant Maintenance Technologist															
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Grade 1															
Grade 1			1	1									1	1	100%
Grade 2			1	1									1	1	100%
Grade 3			1	1									1	1	100%
Grade 4			2	2	0	0	0	0	0	0	0	0	0	0	0%
Totals	0	0	1	1	2	2	0	0	0	0	0	0	3	3	100%
Total Exams															
	11	3	9	4	29	14	12	5	2	2	0	0	62	27	44%

	# Exams	# Passed	% Passed
Wastewater Treatment Plant Operator			
Grade I	9	3	33%
Grade II	1	1	100%
Grade III	1	0	0%
Grade IV	1	0	0%
Totals	12	4	33%
Wastewater Laboratory Analyst			
Grade 1	1	0	0%
Grade 2	1	0	0%
Grade 3	1	0	0%
Grade 4	0	0	0%
Totals	2	0	0%
Industrial Waste Inspector			
Grade 1	1	0	0%
Grade 2	1	0	0%
Grade 3	0	0	0%
Grade 4	2	0	0%
Totals	2	0	0%
Industrial Waste Operator - Physical/Chemical			
Grade 1	0	0	0%
Grade 2	0	0	0%
Grade 3	0	0	0%
Grade 4	0	0	0%
Totals	0	0	0%
Collection System Operator			
Grade 1	3	2	67%
Grade 2	0	0	0%
Grade 3	1	1	100%
Grade 4	4	3	75%
Totals	8	6	75%
Industrial Waste Operator - Biological			
Grade 1	0	0	0%
Grade 2	0	0	0%
Grade 3	0	0	0%
Grade 4	0	0	0%
Totals	0	0	0%
Plant Maintenance Technologist			
Grade 1	0	0	0%
Grade 2	0	0	0%
Grade 3	0	0	0%
Grade 4	0	0	0%
Totals	0	0	0%
Total Exams	21	8	38%

	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	Jul-14	Aug-14	Sep-14	Oct-14	Nov-14	Dec-14	Year-	To-	Date
	#	#	#	#	#	#	#	#	#	#	#	#	# Exams	% Passed	% Failed
Exams	Pass	Exams	Pass	Exams	Pass	Exams	Pass	Exams	Pass	Exams	Pass	Exams	Pass		
Wastewater Treatment Plant Operator															
Grade CIT	3	0	1	1	1	5	3						10	5	50%
Grade I	5	3	1	0		3	1						0	0	0%
Grade II	1	0	3	0		2	1	0					9	4	44%
Grade III	2	0		2	1	1	0						7	2	29%
Grade IV	2	0		2	1	1	1						6	3	50%
Totals	11	3	5	1	5	4	10	5	1	1	0	0	32	14	44%
Wastewater Laboratory Analyst															
Grade 1													0	0	0%
Grade 2													0	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Industrial Waste Inspector															
Grade 1													0	0	0%
Grade 2													0	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Industrial Waste Operator - Physical/Chemical															
Grade 1													0	0	0%
Grade 2													0	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Collection System Operator															
Grade 1		3	2				1	0		1			4	3	75%
Grade 2							1	0					1	0	0%
Grade 3							2	1	1	0			0	0	0%
Grade 4													3	1	33%
Totals	0	0	3	2		2	1	2	0	1	1	0	8	4	50%
Industrial Waste Operator - Biological															
Grade 1													0	0	0%
Grade 2													0	0	0%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Plant Maintenance Technologist															
Grade 1				1	1								1	1	100%
Grade 2			1	1									1	1	100%
Grade 3													0	0	0%
Grade 4													0	0	0%
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0%
Total Exams	11	3	9	4	8	6	12	5	2	2	0	0	42	20	48%

Example 12 – Exam Results - Newsletter

**Congratulations to the following
wastewater professionals for
passing their Wastewater
Treatment, Collection,
Wastewater Laboratory, and Plant
Maintenance exams in September
of 2014.**

**NEVADA WASTEWATER
TREATMENT**

Grade I

Grade II

Grade III

NEVADA COLLECTION

Grade 2

NEVADA WASTEWATER LABORATORY

Grade 1

NEVADA PLANT MAINTENANCE

Grade 3

Example 13 – Fail Letter



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



October 21, 2014

XXXX XXXX
XXXX XXXX XXXX
XXX XXXXX XX XXXXX

SUBJECT: Certification Examination Results

Dear XX XXXX:

I'm sorry to inform you that you did not pass your Grade I Wastewater Treatment Plant Operator certification examination. An exam analysis is enclosed which provides a breakdown of the scores you received by exam category.

You may reapply to take this exam whenever you feel ready; an application is enclosed for your use. Please be advised that the next exam date is Thursday, December 18, 2014. Applications must be post-marked by November 18, 2014 to be considered for this date.

You can also apply to take a computerized exam. These exams are offered Monday – Friday and one Saturday a month in Las Vegas and Reno. They offer morning and afternoon appointments. There is an additional fee of \$64 that is paid directly to the testing service after you receive your approval letter to take the exam. If you are interested in taking the computerized exam please complete the Wastewater Treatment Plant Operator Exam application as well as the Computerized Exam Application which is located on the NWEA website www.nvwca.org. Mail both applications along with the \$60.00 exam fee to the address listed on the Wastewater Treatment Plant Operator application. If you have any questions, please feel free to give me a call at (775) 465-2045.

Sincerely,

Jennifer McMartin
Program Administrator

Enclosures

Example 14 – Pass Letter



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



October 21, 2014

XXXXXX XXX
XXXX XXXXX XXX
XXX XXXXXX XX XXXXX

SUBJECT: Certification Examination Results

Dear XX XXX:

CONGRATULATIONS — you passed your written examination for Grade I Wastewater Treatment Plant Operator certification with the State of Nevada! You have been assigned certificate number NV-XXXX which will be valid until September 18, 2016. It may be several weeks before you receive your certificate due to preparation and signature processing. Enclosed you will find your State of Nevada Wastewater Treatment Plant Operator wallet card.

Please note that you will receive an Operator-in-Training certificate until you have the required one year of hands-on operator experience and submit documentation of your 6 CEUs (60 hours of training) and a copy of your high school diploma or equivalent. Once you meet these requirements, please submit the enclosed OIT upgrade form. Your certificate will then be converted to the Grade I level, retaining the expiration date of your original certificate.

Your success is a reflection of your hard work and dedication to the wastewater industry. You can truly be proud of your accomplishment, and the Certification Board applauds your effort.

Sincerely,

Jennifer McMartin
Program Administrator

Enclosure

Example 15 – Certificate Signature NWEA



**NEVADA BOARD OF CERTIFICATION FOR
WASTEWATER TREATMENT PLANT OPERATORS**

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



October 17, 2014

XXXX XXXXXX
XXXX
XXXX XX XXXXX

SUBJECT: CERTIFICATES FOR SIGNATURE

Dear XXXX:

I have enclosed two (2) Nevada Water Environment Association certificates that you need to sign as NWEA President. After signing the certificates, please forward them to XXXXX XXXXXXXX at the following address:

XXXXXX XXXXXXXX
XXXX XXXXXXXX XX
XXXXXXXX XX XXXXX

Thank you for your assistance.

Sincerely,

Jennifer McMartin
Program Administrator

Enclosures

Example 16 – Certificate Signature Letter (Wastewater)



**NEVADA BOARD OF CERTIFICATION FOR
WASTEWATER TREATMENT PLANT OPERATORS**

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



October 17, 2014

XXXX XXXX
XXX XXXXX
XXXX XX XXXXX

SUBJECT: CERTIFICATES FOR SIGNATURE

Dear XX XXXXX:

I have enclosed two (2) State of Nevada Wastewater Treatment Plant Operator certificates that need to be signed by you as Administrator. After signing the certificates, please forward them to Harvey Johnson at the following address:

**XXXX XXXXXX
XXXX XXXXXX
XXXXXX XX XXXXX**

Thank you for your assistance.

Sincerely,

Jennifer McMartin
Program Administrator

Enclosures

❖ Finalize Pass/Fail Packets

- ABC is providing the exam reports via email in a password protected file. The password can be found in the [PA Passwords and Contacts](#) file. Print 2 copies of the ABC Individual Mastery Reports for both passing and failing examinees. Sort the piles into passing and failing. One copy goes with the applicant's file. One copy is sent with the pass/fail letters.
- Copy the ABC Need-to-Know criteria including the suggested study material for failed examinee packets.
- Copy the most recent Certification Calendars for failed examinee packets.
- Copy the in-training upgrade forms for the passing examinees that will receive an in-training certificate.
- Finalize and print the fail letters for examinees who failed their exam. Mail the fail packets as soon as possible to allow the applicants to reapply for the next exam if they wish. The fail packets include the fail letter, ABC Individual Mastery Report, ABC Need-to-Know criteria, an application, and the NWEA Certification calendar.
- Copy the signed fail letters for the examinees file.
- Prepare mailing labels.
- The fail letters require additional postage to mail.
- Send the fail letters and documentation to the examinees.
- If a voluntary exam applicant does not hold another certification their application is filed in filing cabinet labeled failed examinees. If they have another certification file in their file if they hold a voluntary certification. If they hold a mandatory wastewater exam scan and save the entire file in the certification files located in [Desktop/Certification/Certification Files – WTPO](#). Each certified individual/applicant has its own file. If it is a new examinee create a new file folder for them: Smith_John_T (for example). The file will be named: 2014-06 Smith Grade 1 Exam – Fail (for example).
- Finalize and print the passing letters. Prepare the mailing labels and print two sets of labels. One for the passing packet and one for the certificate envelope.
- Copy the signed passing letters for the examinees file.
- Send passing letters, ABC Individual Mastery Report and wallet cards to examinees. If the examinee is receiving an in-training certificate also include the appropriate upgrade form with their letter.
- Once the signed certificates are received, copy the certificates and then scan and email the entire packet in the individual files located in [Desktop/Certification/Certification Files – WTPO](#). Each applicant has their own file: Smith_John_T (for example). Each application is saved into a separate file within the individuals file: 2014-06 Smith Grade 1

Exam - Pass (for example). If a file does not exist create one and then save the exam file.

- Mail signed certificates to examinees in the catalog envelopes with a piece of card stock.
- Include certification pins for all certifications except: CSO, IWO & PMT.

❖ Proctor Exams

- If needed proctor the exams at the Nevada Water Environment Association (NWEA) and Nevada Rural Water Association (NVRWA) Annual Conferences or as needed.

Computerized Exams

❖ Applications

- Payment: If the application is for a voluntary certification, verify the applicant submitted the \$150.00 exam fee. Enter the check in the deposit log.
- File name: [Desktop/Certification/Deposit Log/Deposit 2008-08](#) (for example). Make sure to use the current deposit log. Enter the examinees last name, first name, type, activity, grade, number, certification date (if applicable), check number, veteran status and the fee received (Example 4).
- Stamp the check with the bank stamp.
- Enter the check on the deposit slip.
- If the applicant would like to pay the exam fee using a credit card they will check the box on the application.
 - After reviewing the application give the applicant a call to get the credit card information: Type of card, card number, expiration date, CVV number and the billing zip code.
 - On the Program Administrator's iPhone find the Square App. Log into the Square account. The login information can be found in the [PA Passwords and Contacts](#) file.
 - Enter the amount of the transaction. Write an explanation of the payment in the note section. Enter the prompted information. Email a receipt to the applicant's email address.
 - Log the credit card payment on the Credit Card tracking form: [Desktop/Certification/Deposit Logs/2014 Credit Card Tracking Form](#). (Example 5)
- If the application is for a mandatory wastewater certification exam enter the applicant's information into the NDEP Fees Received spreadsheet: [Desktop/Certification/NDEP Contract/NDEP Fees Received](#). Highlight veteran information using the color coding in the document.
- Application Review: If it is a returning voluntary examinee pull their file. If it is a returning wastewater examinee review their previous exam application in the [Desktop/Certification/Certification Files – WTPO](#). Compare the application to what was

previously submitted. Confirm that the address, email, employer and certificate number match the information in the database. If the personal information is different make the necessary changes to the database.

- If the email address is different enter the new address in Outlook: Contacts, Contacts Cert. Also enter the email address on the website. (See the website instructions.)
- Verify the experience using the previous application.
- Unless the applicant is retesting for an exam that they previously failed, the application must be signed by their supervisor and the operator.
- The NWEA Certification Board has adopted the US EPA document "From M.O.S. to J-O-B: A Guide for Applying Military Occupational Specialties (M.O.S) to Civilian Drinking Water and Wastewater Operations". Veterans and active service members of the United States Military who served/serve in any of the MOS's listed in the EPA document will receive up to six months of qualifying experience for Wastewater Treatment Plant Operator, Collection System Operator and Plant Maintenance Technologist certifications. Eligible veterans must submit a copy of their DD-214 document to receive this qualifying experience. Eligible active service members must submit active duty documentation to receive this qualifying experience.
 - In addition to the qualifying experience, veterans and active service members of the United States Military may be eligible to receive up to 6 months of related experience per the NWEA Experience Policy.
 - Veterans and active service member of the United States Military in the following MOS's may be eligible to receive 100% credit for their time served:
 - US Navy Rating: Utilitiesman (UT)
 - US Air Force Specialty Code: 3E4X1 – Water and Fuel Systems Maintenance
 - Eligible veterans must submit a copy of their DD-214 document to receive this experience. Eligible active service members must submit active duty documentation to receive this experience.
- If there is a discrepancy with the experience contact the supervisor to verify the employment dates.
- Always look in the failed examinees applications located in the filing cabinet before processing someone not listed in the database. If the applicant is taking a wastewater exam and they are not listed in the database check the [Desktop/Certification/Certification Files – WTPO](#) to see if they have taken and failed the exam previously.
- If this is the first time the applicant has applied to take an exam in Nevada, review the application for completeness. Confirm that the experience listed matches the type of certification they are applying for. If there is a question, contact the supervisor. The application must be signed by the supervisor and the applicant. Review the 6 CEUs (60

contact hours of training) and high school diploma/equivalent. If the applicant has the necessary hands on experience, but did not submit the CEUs and diploma, they will receive an in-training certificate upon passing the exam.

- If the applicant does not have the necessary hands on experience he/she will also receive an in-training certificate upon passing the exam.
- The applicants are given a 90 day window to take the exam.
- Assign an identification number by going to the Test ID Number Log located in [Desktop/Certification/Forms/Computerized Exam Info/Test ID Number Log](#). If the examinee has previously taken an exam, update the exam date information and write their test id number on the computerized exam application form.
- Applied Measurement Professionals requires 48 hours to upload the data file. Take this into account when assigning the 90 day window of dates.
- Prepare a data file that will be transmitted to AMP at a maximum of 2 times per week (Example 18). The data files are located in [Desktop/Certification/Computerized Exam Info/2014 Data Files/2014-04-20 NV Data File](#) (for example). Go to www.goamp.com. Click on VIP Portal and then Business Partner User. The username and password can be found in the [PA Passwords and Contacts](#) file.
- To upload the data file click on the upload tab. Write a comment for example: There are 2 candidates in the attached file. Browse to find the data file and click import.
- Prepare approval/denial letters for applicants that have applied to take the computerized exam (Examples 6 & 17). The denial letters are located [Desktop/Certification/Letters/Denial Letters](#). The approved computerized exam letters are located in the directory for each year and then by month [Desktop/Certification/2014 Exam Info/Computerized Exam](#). Use previous letters and update with the current 90 day range of dates.
- Check AMP at least twice per week for scheduled examinees. Go to www.goamp.com. Click on VIP Portal and then Business Partner User. The username and password can be found in the [PA Passwords and Contacts](#) file. Click on Reports and then Scheduled Candidates. The reports can be queried by dates.
- Add the examinees scheduled exam dates into the Outlook calendar.
- Once an examinee has taken their exam the pass/fail information will be available the next day on the AMP website. Click on Reports and then Multiple-Choice Results Roster. This report can be queried by type of exam, date and candidate name. Print 2 copies of the result report. One will be filed with the examinees application. The other will be filed in the current year Computerized Exam Report file.
- If the examinee passes the exam assign a certificate number if necessary, prepare a pass letter, wallet card, certificate, renewal sticker and update the database. Enter email

address in Outlook: Contacts, Contacts Cert. Also enter the email address on the website. (See the website instructions.)

- Letters are not generated for the examinees that take the computerized exam and fail. They receive the individual mastery report from AMP at the end of the exam session.
- If the examinee fails a voluntary exam staple the results to the exam application and file in the appropriate location. If an examinee fails a mandatory wastewater exam scan and save the entire file in the certification files located in [Desktop/Certification/Certification Files – WTPO](#). Each certified individual/applicant has its own file. If it is a new examinee create a new file folder for them: Smith_John_T (for example). The file will be named: 2014-06 Smith Grade 1 Exam – Fail (for example).
- If they are voluntary certifications make files for the new examinees. Use manila folders. Write last name, first name & middle initial.
- If they are mandatory wastewater treatment examines they will be filed in the pink pending folder until the entire passing packet is ready to be scanned into the WTPO directory [Desktop/Certification/Certification Files – WTPO](#). Each applicant has their own file: Smith_John_T (for example). Each application is saved into a separate file within the individuals file: 2014-06 Smith Grade 1 Exam (for example). If a file does not exist create one and then save the exam file.
- A copy of the certificate and the original application and any documentation is stapled and filed in the expandable file that is taken to NDEP. The original files are taken to NDEP quarterly.
- Update the pass/fail % spreadsheet. It is located in [Desktop/Certification/2014 Exam Info directory/NWEA Exam % 2014](#) (Example 11) under the computerized exam & overall sections. Each calendar year a new spreadsheet is created.

Example 17 – Computerized Exam Approval Letter



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



May 14, 2014

XXXX XXXXXX
XXXX XXXX XX
XXXXXXXX XX XXXX

SUBJECT: Certification Examination Approval

Dear XX XXXXXX:

You are approved to take a Grade IV Wastewater Treatment Plant Operator certification examination. Your exam application and \$60.00 exam fee have been processed.

You may schedule your exam after 05/19/14 by going online to www.goamp.com. Your identification number is: NV0000XXX. The instructions for scheduling an exam are enclosed.

Please bring this letter and two forms of identification, one with a current photograph (ex: driver's license). Both forms of identification must be current and include the candidate's current name and signature. The only additional item allowed into the exam is a non-programmable calculator. No cell phones or palm pilots will be allowed into the exam.

The Formula/Conversion Table that will be included in the exam can be studied beforehand. You can access the Table online at the following link: http://www.abccert.org/testing_services/formulas_conversion_tables.asp

You will be eligible to take the exam until 08/19/14. If you do not take the examination by this date, you will forfeit your application fee. To be considered for subsequent examination dates, you will need to reapply and pay an additional application fee.

Good Luck!

Sincerely,

Jennifer McMartin
Program Administrator

Example 17 – Computerized Exam Approval Letter

NWEA Certification Board
Computerized Certification Examination Information

The NWEA Certification Board offers computerized certification exams in addition to pencil and paper exams for all of its certifications with the exception of Industrial Waste Inspector. The computerized examinations are administered at 2 locations in Nevada (Las Vegas and Reno) and over 170 AMP Assessment Centers geographically located throughout the United States. The examinations are administered by appointment only, Monday through Saturday at 9:00 a.m. and 1:30 p.m. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at www.goAMP.com by selecting "Candidates."

Standard testing fees are required to be submitted with your exam application. Upon receiving approval of the application by the Certification Board, an additional fee of \$64 is assessed by AMP when you register to take the computerized exam.

After receiving approval from the Certification Board:

Scheduling Online: – go to www.goamp.com and select "Candidates" from AMP's home page.

1. Choose a category – select "Water/Wastewater" from the pull down menu.
2. Choose a program – select "NWEA Certification Board" from the pull down menu.
3. Choose an exam – select the exam listed on your approval letter from the twenty (5 exam types and 4 exam levels) "NWEA Certification exams/grades" listed on the pull down menu. This is the only exam you are approved to take and can register for.
4. Select the "Register for Exam" option. Read the statements concerning identification requirements, security of the examination and candidate handbook. If you agree, click on "Yes" and select the "Continue" button to continue the registration process.
5. First time users of AMP's online scheduling must select "I am a New User."
6. Enter the information requested to create an account. Your nine-character identification number can be found in your approval letter. It starts with NV, followed by seven digits (for example, NV0000001) – include all nine characters. When finished, select the "Continue" button to proceed.
7. A screen appears confirming the account has been successfully established. Select the "Continue" button to proceed. The personal information provided to AMP is displayed for the candidate to verify. Make any necessary changes and select the "Continue" button to proceed and schedule your appointment.
8. Select a location from the list displayed. The closest test center may be in a neighboring state. Select the date and time you want (all available dates are shown in green). Submit your request by clicking on the "Schedule" button.
9. An on-screen confirmation appears showing that the appointment has been scheduled. An email confirmation is also sent with directions to the Assessment Center.
10. The candidate can always go to "My Home Page" which provides information about scheduled examinations and allows candidates to reschedule an appointment (requires two business days notice).

Scheduling by phone:

You may call AMP at 800-345-6559. This toll-free number is answered from 5:00 a.m. to 7:00 p.m. Monday through Thursday, 5:00 a.m. to 3:00 p.m. on Friday and 6:30 a.m. to 3:00 p.m. on Saturday (all times listed are Pacific). You will need your identification number and type and grade exam from your approval letter. Please have your credit card available for payment of examination fees. If special accommodations are being requested please use the telephone option.

Example 17 – Computerized Exam Approval Letter

Paying by Money Order or Company Check:

To pay for your exam by money order or company check (no personal checks, vouchers or purchase orders are accepted), you need to complete a one-page application and include your \$64 payment to AMP. The application is available from NWEA at (775) 465-2045. Payment must be made payable to AMP. Mail to; AMP, 18000 West 105th Street, Olathe, KS 66061-7543.

If you call AMP by 1:00 p.m. Pacific Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Exam Rescheduling:

A candidate may reschedule the examination once at no charge by calling AMP at 800-345-6559 at least two business days prior to a scheduled computer administration.

Missed Appointments/Cancellations:

A candidate will forfeit the examination registration and all fees paid under the following circumstances.

- The candidate wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled testing session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination, or
- The candidate fails to report for an examination appointment.
- The candidate does not register to take the exam during the approved 90-day window.

Inclement Weather/Power Failure/Other Emergency:

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. Candidates may contact AMP's Weather Hotline at 800-380-5416 (24 hours/day) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

Taking the Examination:

Report to the Assessment Center no later than your scheduled appointment time. Look for the signs indicating AMP Assessment Center Check-in. A candidate who arrives more than 15 minutes after the scheduled testing time will not be admitted. Please bring a non-programmable calculator to the examination. Calculators built into cell phones or hand-held computers (PDAs) are not permitted in the Assessment Center.

Identification:

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee. You must have two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Example 17 – Computerized Exam Approval Letter

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment identification cards, student ID card and any type of temporary identification are NOT acceptable as the primary form of identification. The second form of identification must include your name and signature. Some examples of this identification are social security cards, credit cards and library cards.

Security:

- Examinations are proprietary.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

Restrictions:

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- You will be provided with a formula sheet and scratch paper to use during the examination. You must return both items to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

Misconduct:

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- Creates a disturbance, is abusive, or otherwise uncooperative
- Displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- Gives or receives help or is suspected of doing so
- Attempts to record examination questions or make notes
- Attempts to take the examination for someone else
- Is observed with notes, books or other aids

Fees and Exam Frequency:

The candidate may take the examination as many times as they wish, but must wait 30 days between examination dates. An application and computerized testing application must be submitted for each exam. A fee of \$60 for the wastewater treatment plant operator and \$150 for the voluntary programs must be submitted with the application. Once you receive an exam approval letter you will register with AMP.

Example 18 – AMP Data File for Computerized Examinees

ID#	Last Name	First Name	Middle Initial	Suffix	Address 1	Address 2	City	State	Zipcode	Home Phone	Work Phone	Appliant Status	Eligibility Expire Date	Eligibility End Date	Birth Date	Email Address	Exam Type
INXXXXXX												0	10/2/2014	1/1/2015			CSA1
INXXXXXX												1	10/2/2014	1/1/2015			SWA1

Renewals

❖ Prepare Renewals

- Prepare renewal applications for certificates that will be expiring the next renewal cycle. The renewals are sent at least 60 days prior to the certification expiration date.
- The renewal forms are found in [Desktop/Certification/Forms](#). The file names are Renewal Form – Voluntary (use this form for CSO, IWO, IWI, WQA, PMT certificates), and Renewal Form – Mandatory (use this form for wastewater certificates only). The forms are password protected documents that are saved to fill in the form (Examples 19 & 20).
- Query the database to get the list of operators that expire for the next renewal cycle.
- Sort by expired date, last name and type
- Highlight last name through email address.
- Print the selected section.
- The renewals are sent on colored paper.
- Wastewater = green
- Collection System Operator = blue
- Industrial Waste Inspector = pink
- Wastewater Quality Analyst = yellow
- Industrial Waste Operator = goldenrod
- Plant Maintenance Technologist = sky blue linen
- Open the renewal form.
- Check to type of certification on the top of the application.
- Type the applicant's name, certificate number, grade, expiration date, address and email address.
- Print on the correct colored paper for the type of renewal being prepared.
- Complete a mail merge to print the labels for the envelopes. Use the standard size white envelopes to send the renewal notices.
- Print the NWEA Continuing Education Endorsement flyer to be mailed with the renewal. One flyer per renewal. This file is located [Desktop/Certification/2010 NWEA Continuing Education Endorsement Available](#).
- Mail renewal applications at least 60 days prior to the certificate's expiration date.

Example 19 – Renewal Form – Voluntary

State of Nevada / Nevada Water Environment Association
Application for Renewal of
Nevada Voluntary Certification

PROGRAM: ☐ Quality Analyst ☐ Industrial Waste Inspector ☐ Collection System Operator
☐ Industrial Waste Operator (P/C) ☐ Industrial Waste Operator (B) ☐ Plant Maintenance Technologist

Name _____ Certificate Number _____
Grade _____ Expiration Date _____
Address _____

Are you a veteran of the United States Armed Forces: Yes ☐ No ☐ MOS: _____

☐ Renew my certificate ☐ Cancel my certificate ☐ Send application for upgrading

INSTRUCTIONS:
Please complete this form and return with a \$80 non-refundable check or money order made payable to NWEA (Nevada Water Environment Association). The \$80 renewal fee will extend your certificate for an additional two-year period. A \$20 late fee will be charged for payments received after the certification expiration date. You can also pay with a credit card. The Program Administrator will call to obtain the credit card information. The credit card information will not be stored.

☐ Paying with a credit card. Must provide a phone number where you can be reached.

Please provide the following information to help us stay in contact with you:

Email: _____ Phone: _____ Fax: _____
Mailing Address (if changed from above): _____

Present Employer _____
Employer Address _____
Present Job Title _____ Date of Hire _____

☐ YES, you may release my personal information.
☐ NO, please do not release my personal information.
☐ Continuing education documentation submitted.

I certify that the information provided, including attachments, is true and accurate. By signing this application I agree to adhere to the Wastewater Professional Code of Conduct. If this information is found to be untrue or inaccurate I am aware that my certification may be suspended or revoked.

Signature _____ Date _____

Mail this form and your \$80 renewal payment to:

NWEA
P.O. Box 190
Smith, NV 89430

FOR OFFICE USE ONLY:
Check # _____
Date Received _____
Database Updated _____
Renewal Mailed _____

To contact us:
Hotline: 775-465-2045
E-mail: jenniferm@nvwea.org
Web Site: www.nvwea.org

Example 20– Renewal Form - Mandatory (Wastewater Only)

State of Nevada
Application for Renewal of
Nevada Wastewater Certification

PROGRAM: ☒ Treatment Plant Operator

Name _____ Certificate Number _____

Grade _____ Expiration Date _____

Address _____

Are you a veteran of the United States Armed Forces: Yes ☐ No ☐ MOS: _____

☐ Renew my certificate ☐ Cancel my certificate ☐ Send application for upgrading

INSTRUCTIONS:

Please complete this form and return with a \$30 non-refundable check or money order made payable to NDEP (Nevada Division of Environmental Protection). The \$30 renewal fee will extend your certificate for an additional two-year period. A \$20 late fee will be charged for payments received after the certification expiration date.

Please provide the following information to help us stay in contact with you:

Email: _____ Phone: _____ Fax: _____

Mailing Address (if changed from above): _____

Present Employer _____

Employer Address _____

Present Job Title _____ Date of Hire _____

☐ YES, you may release my personal information.

☐ NO, please do not release my personal information.

☐ Continuing education documentation submitted.

I certify that the information provided, including attachments, is true and accurate. By signing this application I agree to adhere to the Wastewater Professional Code of Conduct. If this information is found to be untrue or inaccurate I am aware that my certification may be suspended or revoked.

Signature _____ Date _____

Mail this form and your \$30 renewal payment (payable to NDEP) to:

Wastewater Operator Certification Program
Bureau of Water Pollution Control
Nevada Division of Environmental Protection
901 S. Stewart St., Suite 4001
Carson City, NV 89701

FOR OFFICE USE ONLY:

Check # _____
Date Received _____
Database Updated _____
Renewal Mailed _____

To contact us:

Hotline: 775-465-2045
E-mail: jenniferm@nvwea.org
Web Site: www.nvwea.org

Process Renewals

- Process renewals postmarked on or before the certification expiration date.
- Payment: If the application is for a voluntary certification, verify the applicant submitted the \$80.00 renewal fee. The payment must be postmarked on or before their certification expiration date or they will need to send an additional \$20 late fee. Enter the check in the deposit log [Desktop/Certification/Deposit Log/Deposit 2011-05](#) (for example).
- Make sure to use the current deposit log. Enter the examinees last name, first name, type, activity, grade, number, certification date (if applicable), check number, veteran status and the fee received (Example 4).
- Stamp the check with the bank stamp.
- Enter the check on the deposit slip.
- If the applicant would like to pay the exam fee using a credit card they will check the box on the application.
 - After reviewing the application give the applicant a call to get the credit card information: Type of card, card number, expiration date, CVV number and the billing zip code.
 - On the Program Administrator's iPhone find the Square App. Log into the Square account. The login information can be found in the [PA Passwords and Contacts](#) file.
 - Enter the amount of the transaction. Write an explanation of the payment in the note section. Enter the prompted information. Email a receipt to the applicant's email address.
 - Log the credit card payment on the Credit Card tracking form: [Desktop/Certification/Deposit Logs/2014 Credit Card Tracking Form](#). (Example 5)
- If the application is for a mandatory wastewater certification renewal enter the applicant's information into the NDEP Fees Received spreadsheet located in [Desktop/Certification/NDEP Contract/NDEP Fees Received](#). Highlight veteran information using the color coding in the document.
- Review continuing education if the applicant has chosen to participate in the voluntary CEU program. If the applicant meets the requirements listed in the Voluntary Education Policy complete the CEU endorsement sticker. Include this sticker along with the regular renewal sticker.
- After the fees are logged. Update the database [Desktop/Certification/Database](#). Verify the address and certification information. Update the certification expiration date. If the applicant submitted continuing education, enter the date and number of hours into the database. Highlight the applicant's name to delineate that they have participated in the

continuing education program. Use golden to track the wastewater CEUs and blue to track the voluntary CEUs.

- If the email address is different enter the new email address in Outlook: Contacts, Contacts Cert. Also enter the email address on the website. (See the website instructions.)
- Prepare the renewal sticker. Always keep some renewal stickers printed for each type of certification. The renewal stickers are located in [Desktop/Certification/Renewal Stickers](#). The renewal stickers are saved by certification type. If the certificate was suspended for any period, the date that it was postmarked is now the valid from date on the renewal sticker. If there was no suspension the valid from date is the date the certificate expired.
- Prepare wallet card. The files are found in [Desktop/Certification](#). There is a separate file for each type of certification. Type the applicant's name, grade, certificate number and expiration date.
- The renewal stickers are placed on the renewal sticker form. There are separate forms for the mandatory and voluntary programs. The renewal sticker form is located in [Desktop/Certification/Forms/Renewal Sticker Form](#).
- The CEU Endorsement sticker is also placed on the renewal sticker form.
- Mail wallet card and renewal sticker to the applicant in the standard envelopes.
- If renewal is postmarked after the renewal date and the late fee is not included send late fee letter requesting the \$20.00 late fee. This is only for the voluntary certification programs. NDEP will send the late fee letters to the Wastewater Treatment Plant Operators.
- The late fee letters are found in [Desktop/Certification/Letters/Late Fee Letters](#). Once the renewal and late fee are received process and mail.
- Voluntary renewals: After the renewal is processed file the renewal form and any documentation in the applicant's certification file.
- Mandatory renewals: After the renewal is processed scan the renewal form, continuing education documentation and the NDEP receipt in the individual files located in [Desktop/Certification/Certification Files – WTPO](#). Each applicant has their own file: Smith_John_T (for example). Each application is saved into a separate file within the individuals file: 2014-06 Smith Renewal 2 (for example).

❖ Decertification

- Decertification Letters
 - Prepare letters 30 days after expiration date.
 - The decert letters are located in [Desktop/Certification/Letters/Decert Letters](#) (Example 21).
 - Prepare a renewal form to include with the letter.
 - Mail via Certified Mail: Return Receipt Requested

- Process renewal applications received on or before the certificate decertification date. The renewal must include the \$20 late fee to be processed.
- Four Month Decertification Calls
 - Each month a report is created from the database: [Desktop/Certification/Database](#) Sort the database by Expiration Date, Last Name and Type. Highlight the desired rows and print the selection. This list will be used to document the calls/placed.
 - A telephone call will be placed to the holder of the expired certificate four months after the expiration date. The calls are documented on the printed decert list.
- NDEP Decertification List
 - The third week of every month email NDEP the 30 day decert list (Wastewater Treatment Plant Operators only). [Desktop/Certification/Database/NDEP Decert Lists](#) by year. Also include documentation of the calls that were placed and the status of the certified letter that was mailed to the individual.
 - Wastewater certificate holders will be forwarded to NDEP for action as they deem appropriate. NDEP will send a final notification letter to the operator. This letter has a final date which they must respond by if they wish to remain certified in the State of Nevada. If no response is received the operator is decertified effective the date given in the NDEP letter which is 12 months after the certification expiration date.
- Decertification Procedure
 - Decertify certifications from which renewal applications are not received by the certification decertification date.
 - Go into the database and print the certified individual's information. If they hold a voluntary certification this will be filed in their file.
 - Remove the operator from the current database. Print the information from the database. Copy the information into the decertified tab of the database. The certifications are separated by type.
 - Write the date they were decertified. Wastewater certifications will be scanned and filed in the WWTP directory by the operator's name: [Desktop/Certification/Certification Files – WTPO](#)
 - The original printout will be filed in the NDEP file box to be taken to NDEP. The decertified operators are filed at the back of the file box.
 - File the decertified voluntary files in the decertified box unless they have multiple certifications. If they hold a current certification their file is kept in the regular filing cabinet.



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



October 3, 2014

XXX XXXXX
XXX XXX XX
XXXXXX XX XXXXX

SUBJECT: Decertification of NV-XX

Dear XX XXXXX:

Your Wastewater Treatment Plant Operator certificate NV-XX expired on July 14, 2014. If the enclosed renewal form and a check or a money order in the amount of \$50.00 (\$30.00 for the renewal and \$20.00 for the late fee) is not received by the Nevada Division of Environmental Protection before July 14, 2015 your certificate will be decertified. If your certification is decertified, testing will be required for you to become certified in the State of Nevada again.

Please give me a call if you have any questions regarding your certification at (775) 465-2045.

Sincerely,

Jennifer McMartin
Program Administrator

❖ Reciprocity

- Process applications for reciprocity from other states in accordance with NWEA Reciprocity policy.
- Review the applications for completeness.
- Verify the correct fee was sent.
- Must include documentation of 6 CEUs (60 hours) that are related to the type of certification they are applying for.
- Must include a copy of high school diploma or equivalent.
- Must have the required experience.
- Must include copies of certificate/s or passing letter/s from the reciprocal state.
- Contact the reciprocal state to confirm that the applicant took and passed an exam. Verify the current grade level and status of the certification. The certificate must be current and in good standing.
- If necessary contact employers to verify the type of experience listed on the application.
- If the reciprocity application is for a voluntary certification enter the money into the deposit log [Desktop/Certification/Deposit Log/Deposit Log 2014-05](#) (for example), and the deposit slip (Example 4).
- If the applicant would like to pay the exam fee using a credit card they will check the box on the application.
 - After reviewing the application give the applicant a call to get the credit card information: Type of card, card number, expiration date, CVV number and the billing zip code.
 - On the Program Administrator's iPhone find the Square App. Log into the Square account. The login information can be found in the [PA Passwords and Contacts](#) file.
 - Enter the amount of the transaction. Write an explanation of the payment in the note section. Enter the prompted information. Email a receipt to the applicant's email address.
 - Log the credit card payment on the Credit Card tracking form: [Desktop/Certification/Deposit Logs/2014 Credit Card Tracking Form](#). (Example 5)
- If they are not currently certified assign a certificate number. The file name is [Desktop/Certification/Certificate Numbers by Program](#). Each program has its own tab. Find the type of certification you need. Type the name, exam date, grade and certificate number. Write the number on the examinee's application. The expiration date is two years from the approval date. The certificate issued date is the same as the approval date.
- Prepare approval letter [Desktop/Letters/Reciprocity Requests](#) (Example 22).

- Prepare a certificate. Each certificate has its own file in [Desktop/Certification](#). The name, dates and certificate numbers need to be updated for each examinee. The reciprocity certificates must include the reciprocity state.
- The NWEA certificate paper has a blue border. This certificate is used for the CSO, IWOB, IWOPC, WQA IWI and PMT certificates.
- After the certificate is printed. Apply the gold Notarial Seal. This seal will need to be embossed on the NWEA certificate.
- Prepare cover letter (Example 15) and send to NWEA President for signature.
- If the application is for mandatory wastewater certification, log the payment into the NDEP Fees Received. [Desktop/Certification/NDEP Contract/NDEP Fees Received](#) Highlight veteran information using the color coding in the document.
- If they are not currently certified, assign a certificate number. The file name is [Desktop/Certification/Certificate Numbers by Program](#). Each program has its own tab. Find the TPO certification tab. Type the name, exam date, grade and certificate number. Write the number on the examinee's application. The expiration date is two years from the approval date. The certificate issued date is the same as the approval date.
- Prepare approval letter [Desktop/Letters/Reciprocity Requests](#) (Example 22).
- Prepare a mandatory certificate. They are saved under TPO. The Wastewater certificate paper has the state seal and gold seal already printed. This certificate is only used for the TPO certificate.
- Prepare cover letter (Example 16) and send the mandatory certificate to NDEP for signature.
- Prepare the renewal sticker. These stickers are the ones signed by the current Vice Chairman. There are separate stickers for each type of certification.
- Prepare the wallet card. The files are found in [Desktop/Certification](#). Each type of certification has its own card. Type the applicant's name, grade, certificate number and expiration date.
- For voluntary certificates: make a file using the blue manila folders. Write last name, first name & middle initial.
- Mail the letter and wallet card to the applicant.
- Voluntary certifications: Once the signed certificate is received, copy and mail the certificate to the applicant.
- File the file in the cabinet.
- If they are mandatory wastewater treatment examines they will be filed in the pink pending folder until the entire passing packet is ready to be scanned into the WTPO directory [Desktop/Certification/Certification Files – WTPO](#). Each applicant has their own file: Smith_John_T (for example). Each application is saved into a separate file within

the individuals file: 2014-06 Smith Grade 1 Reciprocity (for example). If a file does not exist create one and then save the exam file.



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Harvey Johnson, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Adrian J. Edwards • Andrew Joyner • LeAnna Risso • John Solvie



October 6, 2014

XXXX XXXXXX
XXX XXXXX XX
XXX XXXXXX XX XXXXXX

SUBJECT: Request for Reciprocity

Dear Mr. XXXXXXr:

I'm pleased to inform you that your request for Grade III Wastewater Treatment Plant Operator reciprocity certification has been approved. You have been assigned certificate number NV-XXX, which is valid until October 3, 2016. It may be several weeks before you receive your certificate due to preparation and signature processing. Enclosed you will find your Nevada Wastewater Treatment Plant Operator wallet card.

Congratulations on your certification!

Sincerely,

Jennifer McMartin
Program Administrator

Enclosure

❖ Database

- File name: [Desktop/Certification/Database](#)
- Maintain and update semi-monthly. The file is renamed every two weeks. Data sort the database. Once the certification expiration date has passed change the status from “Active” to “Suspended”.
- E-mail the database to the Board and NDEP semi-monthly.
- Update the database on the website. (See the website instructions.)

❖ Deposit/Bank

- At least once per month create a new deposit log [Desktop/Certification/Deposit Log](#).
- Each month fill out a Bank of America deposit slip. Log the checks/money orders as they are received on the deposit slip and in the deposit log. Endorse the checks/money orders with the bank stamp.
- The monies are deposited at least once a month (at the end of the month), or as soon as the log is full.
- Deposit funds into NWEA Certification bank account at the Bank of America. The account number can be found in the [PA Passwords and Contact](#) file.
- Email the deposit log to the NWEA President, Treasurer and the Certification Vice Chairman and Chairman. Copy the entire Certification Board.
- Enter the deposit information in the budget tracking. [Desktop/Certification/Program Adm Report/Financial Reports/14/15 Budget Tracking](#) (for example).
- At the end of each month email the credit card tracking form to NWEA President, Treasurer and the Certification Vice Chairman and Chairman. Copy the entire Certification Board. Enter the credit card information in the budget tracking.
- If credit cards payments were received for NWEA classes they are tracked in a separate file and emailed separately.

❖ Budget

- Maintain Certification Board budget [Desktop/Certification/Program Adm Report/Financial Reports](#).
 - Financial reports are saved by fiscal year. (July 1, 2014 – June 30, 2015 for example)
 - At the end of each quarter save under a new file name. Always the end of the quarter i.e.: 6/30/14.
 - All Certification Board invoices come through the Program Administrator for tracking prior to approval.
 - Prepare cover letters if necessary.
 - Code and enter into budget tracking.

Email to Vice Chairman, Chairman and NWEA President for approval. Copy the NWEA Treasurer and Certification Board.

- All deposits are entered into budget tracking.
- Reconcile the budget to the bank statements. Highlight the expenditures that have cleared red. The NWEA Treasurer will send the bank statements upon request.
- For the Program Administrator amounts that are transferred from the reserve account bold and italics the amounts that are transferred from the reserve account on the bank statement.

- Annual Certification Budget

- Assist the Vice Chairman and Chairman in preparing the next year's Certification justification document and budget.

❖ Invoices/Reports/Meetings

- Program Administrator Invoicing

- At the end of each month prepare an invoice for the Program Administrator hours and expenses. Use the Program Administrator log to create this invoice. The file is located: [Desktop/Certification/Invoices/14-15 Budget/Jens Hours/06-2014 McMartin hours](#) for example. The log tracks the number of hours worked for the Board, NWEA and Tri-State. The mileage is also tracked here. Only a percentage of the Board hours and mileage are charged to the NDEP contract. The Program Administrator invoice is located: [Desktop/Certification/Invoices/14-15 Budget/2014-06-30 PA Invoice](#) for example. After the invoice and backup is finalized email to Vice Chairman, Chairman and NWEA President for review and approval. Enter into budget the tracking. Copy the NWEA Treasurer and Certification Board.

- Monthly Computer Exam Report

- Prepare monthly computerized exam report. Go to www.goamp.com. Click on VIP Portal and then Business Partner User. The username and password can be found in the [PA Passwords and Contacts](#) file. Click on Multiple-Choice Result Roster. Query the report for the previous month. Create a new report that lists the exams taken and the exam scores. Do not include the examinees name. (Example 10). Email this report to the Certification Board at the beginning of every month.

- Program Administrator's Report

- Prepare the Program Administrator's Report before each Certification Board meeting. This report is based on the calendar year. Using the database get the

most current information and enter it into the report.

[Desktop/Certification/Program Adm Report](#)

- Use the deposit log/credit card log/NDEP Fees Received for the quarter/report cycle to complete the activity portion of the Program Administrator's Report. This report is a cumulative report. Each quarter/report cycle add the current report numbers to the previous report totals.
- Save the previous report to the new report period name.
- Sort the database by type, grade, and status. Count the number of certification for each type and grade and enter into the Program Administrator's Report.
- The certification pins are counted each year in December.
- The Program Administrator's Report also includes the most recent pass/fail % spreadsheet.
- Budget/Financial Reports
 - Prepare the budget report for the current fiscal year.
[Desktop/Certification/Program Adm Report/Financial Reports](#)
- Board Meeting Agenda/Package
 - Prepare the Board meeting agenda (Example 23). [Desktop/Board Meetings/Agenda](#)
 - The agenda must be posted at a minimum 1 week prior to the meeting date per the State of Nevada Public Meeting Law NRS 241.035. Email the agenda to the Certification Board, NDEP and Elko County for posting. The agenda is posted at the following locations:
 - NDEP website
 - State of Nevada website
 - City of Henderson
 - CCWRD
 - City of N. Las Vegas
 - City of Las Vegas
 - Elko County Community Development
 - The agenda is also posted on the NWEA website <http://nvwea.org/meeting-minutes-and-agendas>. In addition an email it sent to the Certified Community with a link to the agenda.
 - Email the agenda to NDEP for posting on the NDEP and State of Nevada's websites.
 - Convert the Board agenda and additional documents into a PDF file. The Board packet includes: Agenda, previous Certification Board meeting minutes, email approvals of the previous Board meeting minutes, Program Administrator Report, pass/fail spreadsheet, reconciled budget and any other required documents.

Email the final Board meeting agenda and meeting documents to the Certification Board prior to the next Certification Board meeting.

- Attend Certification Board Meetings. There are three face to face meetings alternating between northern and southern Nevada.
- After the meeting file all the Board meeting documents into the Board meeting binders. This is the historical record for the Certification Board.
- Review the meeting minutes prepared by the Secretary. Make any additions and then email to the Board for review. The draft meeting minutes must be posted on the NWEA website 10 business days after the meeting. Once the draft Board meeting minutes are approved, post them to the NWEA website: <http://nvwea.org/meeting-minutes> (See the website instructions.)

○ Additional Meetings

- Attend NWEA business meetings via conference call. These meetings are typically monthly. Give a Certification Board update at these meetings.
- Attend NWEA Conference planning meetings via conference call.
- Attend the DW/WW Operator Forum meetings via conference call.
- Attend the Tri-State Conference meetings in Las Vegas in March, June, September and November.



NEVADA BOARD OF CERTIFICATION FOR WASTEWATER TREATMENT PLANT OPERATORS

Adrian J. Edwards, Chairman • Joe Crim, Jr., Vice Chairman
• Dave Commons • Harvey Johnson • Andrew Joyner • LeAnna Risso • John Solvie



Notice of Public Meeting

This meeting has been properly noticed and posted in the following locations:

Nevada Water Environment Association (NWEA) website: www.nvwea.org
Nevada Division of Environmental Protection (NDEP) website: www.ndep.nv.gov
State of Nevada website: www.notice.nv.gov
Elko County Community Development
Clark County - Water Reclamation District (CCWRD)
City of Henderson – Kurt R. Segler Water Reclamation Facility (KRSWRF)
City of Las Vegas – Water Pollution Control Facility (CLVWPCF)
City of N. Las Vegas – Water Reclamation Facility (CNLVWRF)

Posted by: Jennifer McMartin, jenniferm@nvwea.org

AGENDA

Date: Thursday, January 29, 2015
Time: 9:00am – 12:00pm
Locations: Carson City: NDEP, 4001 S. Stewart St., Great Basin Conference Room
(4 South), Carson City, NV
Las Vegas: CCWRD, 5857 E. Flamingo Rd., Las Vegas, NV 89122

Items may be taken out of order, may be combined for consideration, and may be pulled or removed from the agenda at any time.

The NWEA Certification Board shall make reasonable efforts to assist and accommodate persons with physical disabilities desiring to attend a meeting. Please contact Jennifer McMartin at (775) 465-2045 in advance of the meeting to make arrangements for attendance.

1. Introduction of guests (Adrian)
2. Public Comment:
The public may comment on any subject that is pertinent to the NWEA Certification Program. The public may comment on any item that is on the agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any item during the public comment period. Comments may be limited by the discretion of the Chairman, and may not exceed three (3) minutes. If any member of the Board wishes to extend the length of the comments this will be done by the Chairman, or the Board by majority vote. Please note that the Board is prohibited by law from taking action on issues raised by the public that are not listed on the agenda.
3. Approval of the November 6, 2014 Meeting Minutes (Adrian) For Possible Action
4. Program Administrator's Report (Jennifer) For Possible Action
 - » Computerized Exams Update (25 pending examinees as of 01/21/15)
 - » NVRWA Conference For Possible Action
5. Program Administrator Succession Planning (John/Joe) For Possible Action
6. Approval of the 2015/2016 Budget and Justifications (Adrian) For Possible Action

Nevada Water Environment Association, PO Box 190, Smith, Nevada, 89430
Phone: 775-465-2045 E-Mail: jenniferm@nvwea.org Web: www.nvwea.org

Example 23 – Certification Board Meeting Agenda – Page # 2

7. Program Review
 - » ABC's Model Standards Conformity Assessment Service *For Possible Action*
 - » Operator Questionnaire *For Possible Action*
 - » Manager/Facility Questionnaire *For Possible Action*
8. NWEA Awards *For Possible Action*
9. Direct/Related Experience (John) *For Possible Action*
10. NDEP Contract/Regulation Changes (Adrian) *For Possible Action*
11. Continuing Education Participation Update (Jennifer) *For Possible Action*
 - » Wastewater CEU Participants: 01/21/15 = 163 up from 161
 - » Voluntary CEU Participants: 01/21/15 = 54 up from 53
12. Education Opportunities/Training Updates *For Possible Action*
13. Policies & Procedures (John) *For Possible Action*
 - » Military Experience Policy – NWEA Executive Board approved 12/9/2014
14. ABC update (John) *For Possible Action*
 - » ABC Conference Overview (John/Jennifer) *For Possible Action*
15. Water Certification Board Update (Harvey) *For Possible Action*
16. Website Update (Jennifer) *For Possible Action*
17. Public Comment

The public may comment on any subject that is pertinent to the NWEA Certification Program. The public may comment on any item that is on the agenda at the time it is discussed. Therefore, the public is encouraged and permitted to make comments on any item during the public comment period. Comments may be limited by the discretion of the Chairman, and may not exceed three (3) minutes. If any member of the Board wishes to extend the length of the comments this will be done by the Chairman, or the Board by majority vote. Please note that the Board is prohibited by law from taking action on issues raised by the public that are not listed on the agenda.

18. New Business *For Possible Action*
19. Next Board Meeting: April 6, 2015, Tuscany Hotel, Las Vegas *For Possible Action*

Notice to Persons with Disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the NWEA Certification Board in writing at NWEA, P.O. Box 190, Smith, NV 89430 or by calling (775) 465-2045 at least 24 hours in advance.

❖ Application for Approval of Continuing Education

- Review applications for approval of continuing education.
- Forward the application and backup documentation to the Board for their review and approval.
- Once a course has been approved assign a course number and update the approved course list located in [Desktop/Certification/CEU Info](#). (Example 24) Email the approved course list to the Certification Board.
- Post the list on the website under training opportunities. (See the website instructions.)
- Notify the trainer.
- When applicable update the Certification Training Calendar on the NWEA website.

NWEA Approved Courses for Continuing Education

Course #	Name of Course	Instructor	Approved Contact Hours	Approval Date	Expiration Date	WW	CSO	WQA	IWO	PMT	IWI
NV1201	CEU Plan - All Courses	www.ceuplan.com	As listed	8/8/2012	8/8/2014	X	X	X	X	X	X
NV1301	SWMOA 2013 Annual Symposium	SWMOA	12 hours	1/18/2013	1/18/2015	X		X	X	X	X
NV1303	DUS Maximo Train: Basic, Ops/Tech, Sup/Plan	Nancy Campbell & Vicki White	Up to 8 hours	2/1/2013	2/1/2015	X		X	X		
NV1304	Target Solutions - All Water Industry Courses	Target Solutions - Various	1 hour - 8 hours	2/26/2013	2/26/2015	X	X	X	X	X	X
NV1305	Centrifugal and Rotary Pumps	Dr. Lev Nelik, P.E., APICS	16 hours	3/28/2013	3/28/2015	X		X	X		
NV1306	Introduction to Water Safety Disinfection	Hach Company	6 hours	9/27/2013	9/27/2015	X	X	X	X	X	X
NV1307	Excavation Safety - CPT	United Rentals - Various	6.25 hours	11/22/2013	11/22/2015		X				
NV1308	Confined Space Entry Training	United Rentals - Various	6.25 hours	11/22/2013	11/22/2015	X	X	X	X	X	X
NV1309	Sampling and Distribution Monitoring	Hach Company	7 hours	12/20/2013	12/20/2015	X	X	X	X	X	X
NV1310	Process Instrument Verification	Hach Company	7 hours	12/20/2013	12/20/2015	X	X	X	X	X	X
NV1401	CWACS Pretreatment Training	Curt McCormick, CWACS	14.5 hours	2/20/2014	2/20/2016	X	X	X	X	X	X
NV1402	SWMOA 2014 Annual Symposium	SWMOA	10.5 hours	4/25/2014	4/25/2016	X		X	X	X	X

The NWEA Certification Board has preapproved these courses for content and hours. Course preapproval is not to be considered an NWEA endorsement of any training organization.

❖ Customer Service

- Receive/Return phone calls placed to the hotline number.
- Respond to emails sent to the Board.
- Correspond regularly with NDEP, NWEA and ABC on certification issues.
- Send/email notices and updates as needed. This includes information regarding the NWEA Annual Conference, upcoming training courses, etc.
- Post events on the NWEA Events calendar.
- Administer the Wastewater section of the Nevada Water and Wastewater Operator's Forum on Facebook.
- Check the WEF website www.wef.org for upcoming webcasts. Post the webcast information in the website training calendar and email the certified community.

❖ Conferences/Networking Event

- Attend ABC Annual Conference
 - Prepare report for the Board summarizing conference findings.
- Attend NWEA Annual Conference
 - Attend the NWEA Conference planning meetings. All of this time is donated to NWEA.
 - Registration/Information desk at the conference.
 - Have a table with applications, brochures and other relevant material. Be available to answer any operator questions. Prepare a presentation to update the operators on any program changes as needed.
- Attend NVRWA Annual Conference
 - Have a table with applications, brochures and other relevant material. Be available to answer any operator questions. Prepare a presentation to update the operators on any program changes.
- Attend Tri-State Annual conference.
 - Attend planning meetings in March, June, September and December.
 - Take meeting notes and provide to Nevada Tri-State Board members and NWEA Executive Board.
 - Tri-State conference registration booth.
 - Assist at the conference wherever needed.
- NWEA Networking Event.
 - Coordinate the event with the selected venue.
 - Create a spreadsheet to track RSVP'd attendees.
 - Create name badges for attendees.
 - At the event highlight the attendees and pass out the tickets.
 - Create a sign in sheet for attendees that did not RSVP.

- Have attendees that did not RSVP sign in and create a badge for them.

❖ Special Projects

- Involvement with ABC activities as needed.
- Assist Board in various projects.
- Create new Board member binders as needed.

❖ Website

- Maintain the Certification Board website www.nvwea.org.
- Post applications, brochures, and all related documents.
- Post database semi-monthly.
- Post agenda, minutes and newsletters accordingly.
- Post passing written exam results.
- Update/maintain training calendar.

- Go to Zee's website:
http://nvwea.org/manager/log_in.php
- See the [PA Passwords and Contacts](#) file for login information.
- Updating the database:
 - Open the current database file
 - Delete 1st row
 - Delete A & B
 - Delete everything but
 - Last name
 - First name
 - Grade
 - Status
 - Expiration date
 - Certificate #
 - Type
 - Employer
 - Save as 2014-04-15 website in the 2014 website database file (for example)
 - Save as a CSV File (comma delimited)
 - Click okay
 - Click yes

- Go to Zee's website http://nvwea.org/manager/log_in.php
- Log in
- Website NVWEA
 - Getting Certified
 - WTPO List
 - Check both boxes
 - Import
 - Browse to find the database: [Desktop/Certification/Database/2014 Website Databases](#)

- Match fields
 - Match the fields – same as the database
 - Op-id (skip this one)
 - Last Name = Lname
 - First Name = Fname
 - Exp Date = Expires
 - Cert Number = Cert_No
 - Employer = Emplr
 - Import the file
 - Preview
 - Hit the submit button
-
- Certification Board Links:
 - Website nvwea: Getting Certified
 - Applications
 - Exam applications
 - Renewal applications
 - NWEA award applications
 - Continuing education applications
 - Rules:
 - Brochures
 - Policies & Procedures
 - Posting exam results:
 - Copy the Word file with passing results only
 - Select all – copy
 - Website nvwea: Getting Certified/Exam Results
 - Paste the new results into the space
 - Format the spacing
 - Adding/Editing a Link
 - Website nvwea: News & Info
 - Certification board links
 - Useful links click on it
 - Add or edit
 - To add you will need to know if it is a URL file or an attachment
 - Adding Pre-Approved Course
Website nvwea: News & Info
 - Certification board links
 - Useful links click on it

- Add or edit
- To add you will need to know if it is a URL file or an attachment
- Adding/Editing an email address
 - To Add:
 - Modules
 - Go to module...
 - eNews
 - Categories
 - Certified Operators
 - Add Subscriber
 - First Name
 - Last Name
 - Contact Info
 - Email Address
 - To Edit:
 - Modules
 - Go to module...
 - eNews
 - Categories
 - Certified Operators
 - Click on the operators name
 - Edit contact info
 - To Delete a Contact:
 - Click the box on the right hand side of the screen on the line that you wish to delete.
 - Click the delete button on the bottom of the screen.

❖ NWEA

Current Board Activities:

- Attend (by phone) Board meetings. Take minutes when needed/directed using NWEA format.
- Coordinate and attend operator training workshops in the north and south. Post classes on the NWEA Event Calendar and email the training information to the certified community. Track registrations using an excel spreadsheet. Create invoices for attendees as needed.
- Accept credit card payment for various functions
- Coordinate annual NDEP Networking Meeting (Carson City)
- Participate in Tri-State planning and implementation (when directed)

Current Conference Activities

- Participate in Conference Planning (attend meetings and take meeting minutes).
- Distribute meeting minutes and agenda.
- Assist in facility set-up/break-down.
- Coordinate with exhibitors.
- Assist with on-site registrations/attendee check-in.

Other NWEA duties assigned to PA and agreed upon by both parties

❖ NDEP Veteran Tracking

- Annually NDEP will request the number of veteran applications that have been processed.
- Complete the Nevada Wastewater Certification Program tracking form and submit to NDEP. [Desktop/Certification/NDEP Contract/Veteran Tracking Form/](#). (Example 25)

**Nevada Wastewater Certification Program
Governor's Executive Order 20-2014 Veteran Operator Applications Tracking**

DATE	NAME	MOS DESIGNATION	APPLICATION TYPE	CERTIFICATION	ISSUE DATE
7/24/2013		US Air Force	Test WW 1	Grade OIT/I	11/21/2013
9/30/2013		US Army	Test WW 4	Grade 4	12/19/2013
11/19/2013		US Army	Test WW 4		
2/20/2014		US Army	Test WW 4		
4/7/2014		USAF	Test WW 4		
6/17/2014		US Navy	Test WW 4		
8/25/2014		USAF	Test WW 4		
10/29/2014		US Navy	Test WW 3		
11/21/2014		US Navy	Test WW 1	Grade OIT/I	12/18/2014
11/24/2014		US Navy	Test WW 1	Grade OIT/I	12/5/2014
12/23/2014		US Marine Corps	Reciprocity	Grade 2	12/29/2014

C: NDEP Contract/Veteran Tracking Form/2014 Veteran Tracking Form

❖ NWEA Policies & Procedures Manual

- Revise/create policies per the direction of the Certification Board.
- Once the policies have been reviewed they will be added to the next Certification Board meeting agenda for a formal vote by the Certification Board.
- Once the Certification Board has approved ask the NWEA Executive Board to review and approval the updated policies.
- Once NWEA has approved the policies email the changes to NDEP. See the [PA Passwords and Contacts](#) file for an email address.
- Post the updated NWEA Policies & Procedures manual to the NWEA website. (See the website instructions.)

❖ Association of Boards of Certification Database

- Go to the ABC website: www.abccert.org
- Member login – contact ABC to get login information
- Compare certification programs
- Edit my program information. Make sure to save each screen and then the main screen also.
 - Update the number of certified individual for each category:
 - WWT = Wastewater
 - COLL = Collection
 - WWLA = Wastewater Quality Analyst
 - BIW = Industrial Waste Operator – Biological
 - PCIW = Industrial Waste Operator – Physical/Chemical
 - INSP – Industrial Waste Inspector
 - MAIN = Plant Maintenance Technologist
- Update the total number of certified individuals on the first page.

❖ WEF Reports

- To create a list of current NWEA members
 - www.e-wef.org
 - See the [PA Passwords and Contacts](#) file for login information.
 - Report: MA Member Roster