



**New England Water Environment Association
Executive Committee Meeting - June 2, 2020**

ACTION ITEM: Ad Hoc Certification Committee charge adoption

By vote of the Certification Committee, I Mary Jane Meier submit the following Action Item for approval to the Executive Committee at the NEWEA Executive Committee Meeting on June 2, 2020:

CERTIFICATION COMMITTEE (ad hoc)

Overall Charge

1. To provide a restructured and standardized administrative process to ensure uniformity and utmost integrity for all NEWEA-sponsored certification programs offered. To encourage industry-recognized certification as a measure of professional qualification and validation for collection system operators, laboratory specialists, and any future NEWEA-certifiable specialized technical professionals, with the object of promoting employment of trained and efficient personnel working safely in the water industry.

Membership

1. The committee shall consist of up to twelve members, with the chair appointed by the President. Representation by each state is desirable.
2. The committee shall include the SOP Task Force, collection systems certification subcommittee and the laboratory practices subcommittee with options to expand for future programs.
3. The committee shall oversee a technically focused subcommittee for each professional skill set to be certified under NEWEA auspices.

Specific Duties

1. To establish standard operating practices for certification creation and administration.
2. To administer NEWEA sponsored certification programs with responsibility for developing uniform rules, regulations, application forms, and examination procedures.
3. To oversee certification subcommittee application receipt, investigation, verification, and evaluation of eligibility of each applicant.
4. To oversee technical subcommittee preparation, review, updates, and secure handling of examinations for the various professional certifications.
5. To ensure NEWEA issuance of certificates of the proper professional grades on behalf of the Association to all successfully examined applicants.
6. To develop and maintain a uniform system to maintain confidentiality of all records and integrity of examination materials.
7. To promote certification opportunities to existing and prospective water industry professionals and their employers.



8. To participate in at least three existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.
9. To report progress to the Executive Committee on at least an annual basis.

Liaison with Others

1. Collection Systems Committee
2. Laboratory Practices Committee
3. Industrial Wastewater Committee
4. Plant Operations Committee
5. Sustainability Committee
6. Public Education Committee

Committee Activity

1. To provide uniform administrative structure and guidance to the technical subcommittees charged with maintaining, updating, and administering the NEWEA Voluntary Certification Program for each applicable professional discipline. To administer, maintain, report on, and expand the NEWEA-sponsored certification programs for water industry professionals.

Tasks

1. Review certification exam development, review, security, and administration procedures for all disciplines.
2. Ensure uniformity of procedures for reciprocity where applicable.
3. Oversee secure development and integrity procedures regarding new questions and answers for examinations.
4. Develop and oversee uniform administration of examinations for all NEWEA-sponsored professional certifications.
5. Investigate and evaluate and make recommendations regarding examination options including electronic exam option, identify potential service providers, associated costs, and required protocols that would need to be developed.
6. Develop and oversee subcommittee review and grading practices for examinations to ensure precision and integrity.
7. Regularly evaluate the effectiveness of the certification program through candidate interviews and review of certification exam results.
8. Oversee the timely issuance of Pass/Fail notification for candidates and transmittal of certificates to successful candidates for each applicable discipline.
9. Evaluate the costs, benefits, and procedural needs of establishing renewal requirements to maintain certification.



10. Evaluate the costs, benefits, and procedural activities for requiring continuing education credit requirements to maintain certification.
11. Participate in a minimum of three existing or new student (of any age group) and/or public outreach activity (e.g., a presentation at a school classroom, a participating visit at a student chapter meeting, presenting before a community service club meeting) each year to promote academic and public awareness of technical challenges and occupational opportunities in the water and wastewater community.

COLLECTION SYSTEMS CERTIFICATION SUBCOMMITTEE

Overall Charge

1. Acting as a subcommittee to the Certification committee, to encourage certification as a measure of professional qualification and recognition, to promote the employment of trained and efficient personnel in the wastewater field and to administer the program of certification of collection system operators.

Membership

1. This subcommittee to the Certification Committee shall consist of up to six members, with the chair approved by the Certification Committee and Collection Systems chairs. Representation by each state is desirable.

Specific Duties

1. To provide collection systems-specific technical input to the Certification Committee with regard to the collection systems certification qualification, application, examination, and continuing education requirements of the certification program.
2. To review all applications for certification and to verify and evaluate the technical ability and potential of each applicant.
3. To prepare, review, and update the technical subject matter for the examination for the four grades of collection systems certification.
4. To maintain confidentiality and therefore the integrity of all exam details and materials.
5. To field any challenges and questions from exam candidates regarding technical examination items, and to issue clarifications and/or revisions if and as necessary.
6. To promote the benefits the certification program to personnel and groups involved in the operations and maintenance of collection systems.



7. To bring to the Certification Committee suggestions and discussion regarding improvements to the administration and execution of the certification process.

Liaison with Others

1. Collection Systems Committee
2. Plant Operations Committee

Committee Activity

1. To ensure the practical technical efficacy and integrity of the NEWEA collection systems certification program, and to initiate improvements to maintain an effective instrument that will encourage and ensure a field of capable certified collection systems professionals.

Tasks

1. Review applications for certification.
2. Review and evaluate reciprocity requests.
3. Develop new technical questions and answers for examinations in order to ensure effective evaluation of candidate subject knowledge.
4. Ensure that exams are administered in such a way as to protect the integrity and confidentiality of the exam question pool.
5. Review and grade examinations as necessary to maintain exam integrity and confidentiality.

LABORATORY PRACTICES CERTIFICATION SUBCOMMITTEE

Overall Charge

1. Acting as a subcommittee to the Certification Committee, to encourage certification as a measure of professional qualification and recognition, to promote the employment of trained and efficient laboratory personnel in the water quality field and to administer the program of certification of water quality laboratory professionals.

Membership

1. This subcommittee to the Certification Committee shall consist of up to six members, with the chair approved by the Certification Committee and Laboratory Practices Committee chairs. Representation by each state is desirable.

Specific Duties



1. To provide technical laboratory practices input to the Certification Committee with regard to the laboratory practices certification qualification, application, examination, and continuing education requirements of the certification program.
2. To review all applications for certification and to verify and evaluate the technical ability and potential of each applicant.
3. To prepare, review, and update the technical subject matter for the examination for the various grades of laboratory practices certification.
4. To maintain confidentiality and therefore the integrity of all exam details and materials.
5. To field any challenges and questions from exam candidates regarding technical examination items, and to issue clarifications and/or revisions if and as necessary.
6. To promote the benefits the certification program to personnel and groups involved in the effective and accurate application of accepted water quality laboratory practices.
7. To bring to the Certification Committee suggestions and discussion regarding improvements to the administration and execution of the certification process.

Liaison with Others

1. Laboratory Practices Committee
2. Plant Operations Committee

Committee Activity

1. To ensure the practical technical efficacy and integrity of the NEWEA laboratory practices certification program, and to initiate improvements to maintain an effective instrument that will encourage and ensure a field of capable certified laboratory professionals.

Tasks

1. Review applications for certification.
 2. Review and evaluate reciprocity requests.
 3. Develop new technical questions and answers for examinations in order to ensure effective evaluation of candidate subject knowledge.
 4. Ensure that exams are administered in such a way as to protect the integrity and confidentiality of the exam question pool.
 5. Review and grade examinations as necessary to maintain exam integrity and confidentiality.
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Respectfully Submitted to the NEWEA Executive Committee on May 28, 2020 by the NEWEA ad hoc Certification Committee

Chair: Mary Jane Meier
Lab Sub Committee Chair: Jim Galasyn
CS Sub Committee Chair: Ken Conaty

ACTION ITEM

The NEWEA ad hoc Certification Committee recommends that the Executive Committee accept this action.

Action:

- _____ Approved
- _____ Approved as Amended
- _____ Denied