



# Certified Water Technologist (CWT) Recertification Handbook

# 3 RECERTIFY

3 Steps to Certification: 1. Pass 2. Apply **3. Recertify**

9707 Key West Avenue  
Suite 100  
Rockville, MD 20850  
P (301) 740-1421  
F (301) 990-9771  
<http://www.awt.org>





Information in this Handbook represents current policies and procedures for AWT's Certified Water Technologist (CWT) program. Information in this Handbook supersedes information contained in any previously published material.

All information and guidelines are subject to change.

Please read and understand the entire Handbook, including all policies, procedures and consequences.

## What it means to be a CWT

The CWT designation provides professional recognition for individuals involved in water treatment and technology to indicate to the general public, co-workers, employers and others that you have achieved a high level of experience, knowledge and education in the industry. The CWT designation assures that water professionals possess a core body of knowledge and have extensive professional experience in all aspects of water treatment. Those three simple letters let people know you possess:

- Expert, up-to-date knowledge
- Experience and reputation
- Ethics beyond question

## Why is recertification important?

Investing in certification requires that an individual promotes and values learning and continuing education. CWTs must maintain their credential by recertifying every five years. This ensures they are always up-to-date on emerging technologies and best practices. Given the pace of social, technological, professional and disciplinary change, permanent certification is an insufficient guarantee of career-long competence. Recertification is a means to sustain proficiency, motivation and public trust; it allows the customer to see that your commitment to learning doesn't end once you become certified.

## Check List

### Before you mail the application, have you:

- Read the Handbook cover to cover
- Read and agree to be bound by the AWT Code of Ethics, policies and procedures as outlined in this Handbook
- Filled out the application form in its entirety
- Signed your application form
- Submitted your Continuing Education Units (CEUs) with supporting documentation
- Made a copy of your entire application for your records
- Paid the appropriate application fee
- Signed your application form
- Mailed your application packet to:
  - AWT
  - Certification Program
  - 9707 Key West Avenue, Suite 100
  - Rockville, MD 20850



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## CWT Recertification

### Certified Water Technologist (CWT) Recertification

A critical part of being certified is maintaining your knowledge and skills about the industry. A CWT should always be cognizant of the expiration date of their CWT accreditation. To keep your CWT status, you must recertify every five (5) years. Recertification is necessary to ensure that an individual continues his/her professional development. Failure to recertify will render your accreditation inactive.

### Recertification Methods

CWTs can recertify by retaking and passing the CWT exam, or by accumulating 25 Continuing Education Units (CEU's). There are many ways to accumulate the required credits for recertification, including:

- Attend an AWT Convention, AWT Technical Training or Sales Training Seminar
- Attend the IWC, CTI, ASHRAE, ASHI or NACE Convention
- Company-sponsored training programs, and training seminars for your customers or clients on safety or water treatment-related issues
- Attend a training seminar or related workshop (RO Training, Pesticide Training, Boiler Maintenance, Cooling Tower Design, NACE Corrosion Seminars)
- Publish a technical water treatment book, technical article or present a technical paper at a Convention
- Take college courses of subject matter related to water treatment
- Review a technical article and take a short quiz
- Purchase and view the AWT Online Training Podcasts
- Attend an AWT webinar

### Grace Period

A three month grace period for application and completion of the recertification process is granted following the last day of the month in which Certification lapses for any reason. Once the grace period has elapsed, a reinstatement fee must be paid in addition to the renewal fee. Until successful completion of the recertification process, and receipt of the reinstatement fee and the recertification fee at AWT Headquarters, a lapsed Certification will be classified as "Inactive" and the CWT designation will be removed from the AWT database and the CWT listing on the website will also be removed until the recertification process has been completed and approved.

Any person recognized under this program whose Certification has been inactive for a period of three or more years must reapply as a new applicant and must meet the criteria current at the time of their reapplication, including payment in full of appropriate fees in effect at that time. No exceptions are made. Persons who reapply will be reissued their original Certification number upon meeting the requirements.

Should an inquiry be made regarding the status of an individual whose Certification has become inactive, the inquirer will be informed that the individual's certification status is inactive and no longer holds the certification. No further information will be supplied.

For further information, visit <http://awt.org/Certification/recertification.cfm>

Please contact AWT at (301) 740-1421 if you have any questions about recertification.



## Recertification Application

To ensure your accreditation remains active, you must renew your certification every 5 years. Failure to recertify will render your accreditation inactive.

Please complete the recertification form in its entirety, provide proof of ALL CEUs being claimed, and submit with the applicable fees. You must also sign the Declaration of Ethics form each time you recertify.

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Name

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Company

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Address

---

City State Zip

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Phone Fax

---

E-mail



## Recertification Method

(please check one)

**Retaking and passing the CWT exam**

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Location of exam retake

Date (mm/dd/yy):

If recertifying via exam retake, please continue to page 11.

**Meeting Continuing Education Credits (CEUs) requirements.\***

### **\*Continuing Education Units (CEUs)**

In the last five years you must have 25 Continuing Education Units (CEUs) of Professional Development. All claimed credits must be supported by documented proof, eg. Certificate/Letter of Attendance, signed participation letter, copy of transcript/certificate/diploma, copy of seminar or course content if non AWT related or provided.

## CWT Recertification Fees

AWT Member     \$125.00

Non-Member     \$250.00



## Continuing Education Units (CEUs)

Applicant Name \_\_\_\_\_

Company Name \_\_\_\_\_

You must be able to demonstrate that you have at least 3 1/2 years of related experience in the past 5 years:

### List your experience Date(s) and number of Months

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total .....

#### \* Continuing Education Units (CEUs)

In the last five years you must have 25 Continuing Education Units (CEUs) of Professional Development. All claimed credits must be supported by documented proof, eg. Certificate/Letter of Attendance, signed participation letter, copy of transcript/certificate/diploma, copy of seminar or course content if non AWT related or provided.

#### 1. Attending an AWT Convention. (5 CEUs each)

Provide details of Convention location and dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total CEUs .....

#### 2. Attending an AWT Technical Training Seminar. (15 CEUs each) Provide details of seminar location and dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total CEUs .....

#### 3. Attending an AWT Sales Training Seminar. (3 CEUs each) Provide details of seminar location and dates:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total CEUs .....



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**4. Attending an AWT Webinar.** (1 CEU per webinar). AWT Staff can verify attendance. Provide details of webinar and date(s):

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Total CEUs.....

**5. Viewing an online AWT Technical Training Seminar webinar.** (Each individual webinar qualifies for 0.333 CEUs. The entire series of 15 webinars qualifies for 5 CEUs). Provide details of dates viewed:

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Total CEUs.....

**6. Study of related Analyst articles or Position Papers, culminating in an 80% minimum pass score on the accompanying quiz relating to said articles.** (.5 CEUs per quiz). List below:

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Total CEUs.....

**7. \*Attending an Industry Convention (ASHE, ASHRAE, CTI, etc.).** (3 CEUs each) Provide details of Convention location and dates:

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**8. \*Giving or developing a unique seminar for employees or customers.** (1 CEU per seminar with a maximum of 3 total CEUs per year for seminars). List below:

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Total CEUs.....



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**9. \*Attend a local technical society meeting relevant to water treatment.** (.5 CEUs each with a maximum of 2 total CEUs per year for technical meetings). List below:

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Total CEUs.....

**10. \*Presentation at a technical society meeting relevant to water treatment.** (2 CEUs per presentation with a maximum of 2 total CEUs per year for presentations). List below:

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Total CEUs.....

**11. \*Tower Design, NACE Corrosion Seminar etc.** (1 CEU for each 4 hours of class time with a maximum of 15 total CEUs for workshops in a five year period). List below:

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Total CEUs.....

**12. \*Publishing an article. Attach copy of article with publication details.** (3 CEUs each with a maximum of 15 CEUs for articles in a 5-year period). List below:

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Total CEUs.....

**13. \*Publishing a water technology related book.** (5 CEUs per book). List title below:

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Total CEUs.....



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**14. \*Home study course of subject related to water treatment. Provide copy of certification/diploma. (1 CEU for each class credit hour). List below:**

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Total CEUs.....

**15. \*College course(s) of subject matter related to water treatment. Provide copy of certification(s)/diploma(s). (1 CEU for each class credit hour). List below:**

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Total CEUs.....

**16. \*Professional volunteer services related to water treatment: Pro-bono Consulting, Community Service. (2 CEUs per service, with a maximum of 2 CEUs for volunteering per year). List below:**

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Total CEUs.....

Please return this form and payment to:

AWT  
Certification Department  
9707 Key West Avenue, Suite 100  
Rockville, MD 20850

**Phone:** (240) 404-6477

**Fax:** (301) 990-9771

**E-mail:** [apike@awt.org](mailto:apike@awt.org)



## Declaration Of Ethics

***I hereby:***

- (a) Recognize and acknowledge that the proper control of industrial water treatment problems can be critical to the safety and welfare of the general public and industrial facilities.
- (b) Recognize and acknowledge that the control of industrial water treatment problems is obligatory to maximize conservation of our material resources and to reduce economic losses.
- (c) Recognize and acknowledge that the entire field of industrial water treatment encompasses the application of the knowledge and experience of many diverse disciplines and levels of technical competence which must often be consulted.
- (d) Recognize and acknowledge that only through continual association and cooperation with others in this field can the safest and most economical solutions be found to the many types of industrial water treatment problems.
- (e) Recognize and acknowledge that the quality of my work reflects on the entire industrial water treatment profession.

***For these reasons I:***

- (a) Agree to give first consideration in my water treatment work to safety and public welfare.
- (b) Agree to apply myself with diligence and responsibility to the water treatment work that lies within my area of competence.
- (c) Agree to pursue my work with fairness, honesty, integrity and courtesy, ever mindful of the best interests of the public, my employer, and of fellow workers in the field of industrial water treatment.
- (d) Agree to not represent myself to be proficient or make recommendations in phases of water treatment work in which I am not qualified by knowledge and experience.
- (e) Agree to avoid and discourage untrue, sensational, exaggerated, or unwarranted statements regarding my work or products in oral presentations, written texts, or advertising media.
- (f) Agree to treat as confidential my knowledge of the business affairs or technical process of clients, employers, or customers when their interests so require.
- (g) Agree to inform clients or employers of any business affiliations, interests, or connections which might influence my judgment.
- (h) Agree to uphold, foster, and contribute to the achievement of the published objectives of the AWT.

*I understand that my failure to comply with these requirements could result in disciplinary action against me and/or the loss of my accreditation.*

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Signature

Date

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Name (Print)



## Recertification Payment Form

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

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

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### CWT Recertification Fees:

AWT Member \$125.00

Non-Member \$250.00

Additional Certificate(s) at \$10 each

### Payment Method

Please find enclosed check # \_\_\_\_\_ payable to AWT in the amount of \$ \_\_\_\_\_

Please charge my  VISA  MC  AMEX in the amount of \$ \_\_\_\_\_

Card Number \_\_\_\_\_

Security Code \_\_\_\_\_

Expiration Date \_\_\_\_\_

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

Cardholder Signature \_\_\_\_\_

Please mail this form to:

AWT  
Certification Department  
9707 Key West Avenue, Suite 100  
Rockville, MD 20850

**Phone:** (240) 404-6477

**Fax:** (301) 990-9771

**E-mail:** apike@awt.org