



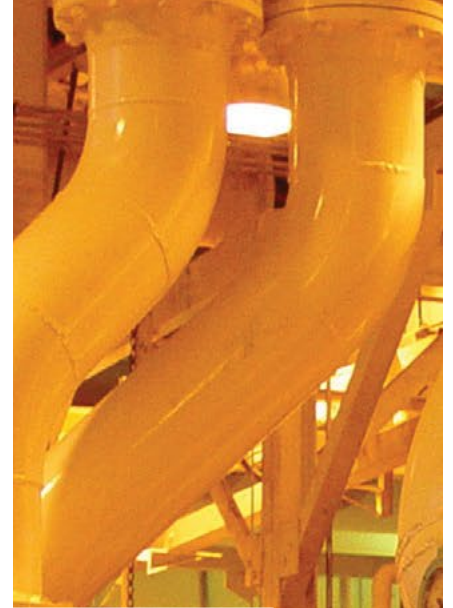
Certified Water Technologist (CWT) Recertification

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>



AWT 
ASSOCIATION OF WATER TECHNOLOGIES



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 or fax your application packet to:

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

Fax: (301) 990-9771



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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 day that the current certification period lapses. After that, failure to complete the recertification process within said three-month grace period will render the certification **inactive** until successful completion of the recertification process, and receipt of the recertification fee at AWT Headquarters, has been finalized. An individual who shows an **inactive** status will have the CWT designation removed from their record and the AWT website listing until the designation becomes current again.

Recertification is allowed during the **inactive** status if the recertification process is finalized within one year from the day the three-month grace period lapses. Individuals who successfully apply for recertification within the **inactive** period, and meet all of the recertification requirements, will be reissued their original certification number upon approval. Please be advised that CEUs accrued during the three-month grace period are not viable for current recertification purposes; these CEUs will be applied to the subsequent recertification period. CEUs accrued during the **inactive** period are not viable for current or subsequent recertification purposes.

Failure to recertify during the **inactive** status will render said individual **invalid** for recertification. In this instance, said individual must begin the certification process anew by taking, and passing, the CWT exam and meeting the current certification criteria at the time of submission of the latest application, including payment of all fees in effect. **No exceptions will be made.** An individual with an **invalid** certification status will forfeit their original certificate number and be issued with a new certificate number upon completion of the certification process.

Anyone inquiring about the certification status of an individual whose certification has become **inactive** or **invalid** will be informed that the individual is not currently certified; no further information or explanation will be supplied. For further information, please visit <https://www.awt.org/Certification/recertification.cfm>.

Please contact AWT at (301) 740-1421 if you have 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.

Name

Company

Address

City State Zip

Phone Fax

E-mail



Recertification Method

(please check one)

Retaking and passing the CWT exam

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 Water Treatment or Wastewater Treatment 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 whether viewed in real time or from the *Members Only* section of the AWT website). AWT Staff can verify attendance. Provide title of webinar(s) and original presentation date(s)::

Total CEUs.....

5. Viewing an online AWT Technical Training Seminar webinar. (Each individual webinar qualifies for 1 CEU). Provide title(s) of seminar(s) viewed:

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;1 CEU per Position Paper). Provide copies of completion certificate(s).

Total CEUs.....

7. Perform a peer review of an AWT convention paper. (1 CEU per paper with a maximum of 3 CEUs per calendar year)

Total CEUs.....

8. *AWT/Marcom Online Safety Training (1 CEU per safety training course). Provide copies of completion certificate(s).

Total CEUs.....



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9. ***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:

Total CEUs.....

10. ***Award of a US Patent.** Date of patent issue must fall within the current five-year recertification period and relate to an invention in the field of water treatment or wastewater treatment technology. (3 CEUs per patent with a maximum of 15 CEUs in a five-year period. Attach a copy of the first page of the issued patent to show issue date, inventor name, and patent abstract).

Total CEUs.....

11. ***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:

Total CEUs.....

12. ***Industry Related Training, Seminar or Workshop: eg., Pesticide Training, NACE Corrosion Seminar, Water Softener Repair Workshop, Vendor Training classes, 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:

Total CEUs.....

13. ***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:

Total CEUs.....



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

Total CEUs.....

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

Total CEUs.....

16. *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:

Total CEUs.....

17. *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:

Total CEUs.....

Please return this form and payment to:

AWT
Certification Program
9707 Key West Avenue, Suite 100
Rockville, MD 20850
or Fax: (301) 990-9771



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.

Signature

Date

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 the completed form to:

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

or Fax: (301) 990-9771