



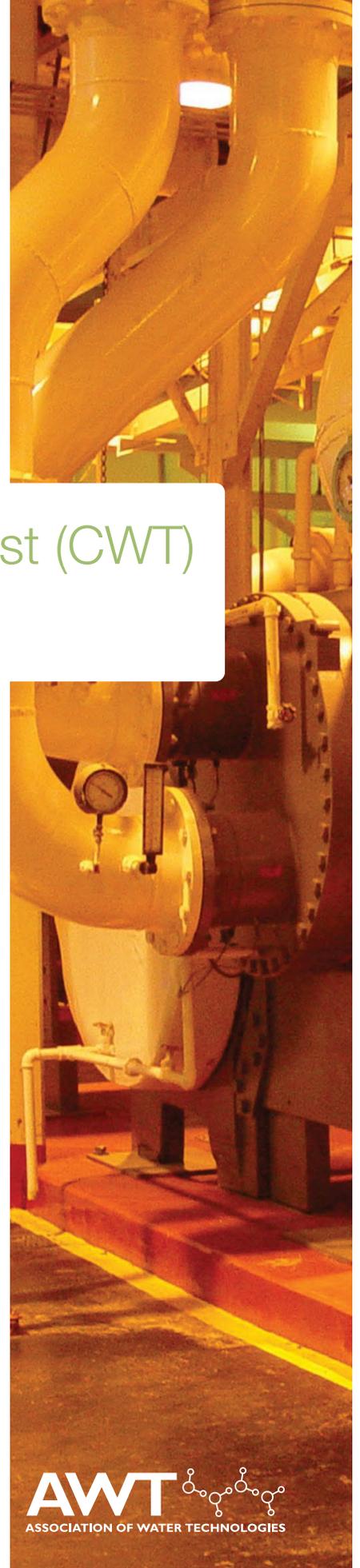
# Certified Water Technologist (CWT) Recertification

# 3

## RECERTIFY

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

1300 Piccard Drive  
Suite LL 14  
Rockville, MD 20850  
P (301) 740-1421  
F (301) 990-9771  
<http://www.awt.org>



**AWT**   
ASSOCIATION OF WATER TECHNOLOGIES



# Certified Water Technologist (CWT) Recertification Handbook

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 does it mean 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 that you possess:

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

## Why is recertification important?

Investing in certification requires an individual to promote and value learning and continuing education. CWTs must maintain their credential by recertifying every five years. This ensures that 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.

## Before you mail the application, have you completed the following?

- Read the handbook cover to cover
- Read and agreed 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, where applicable (either online or attached)
- Made a copy of your entire application for your records
- Paid the appropriate application fee
- Signed your application form (electronic signature is not permitted)
- Mail or fax your application packet to:

AWT  
Certification Program  
1300 Piccard Drive, Suite LL 14  
Rockville, MD 20850

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



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## 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 maintain your CWT status, you must recertify every five years. Recertification is necessary to ensure that an individual continues his/her professional development. Failure to recertify will result in the loss of your certification.

## Recertification Methods

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

- Attend an AWT convention, AWT Technical Training, or AWT Sales Training Seminar.
- Attend the IWC, CTI, ASHRAE, ASHI, or NACE convention.
- Attend a training seminar or related workshop (e.g., RO Training, Pesticide Training, Boiler Maintenance, Cooling Tower Design, NACE Corrosion Seminars).
- Publish a technical water treatment book or technical article or present a technical paper at a convention.
- Take college courses on subject matter related to water treatment.
- Review a technical article and take a short quiz.
- View the AWT online training programs.
- View 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 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/CWT\\_recertification.cfm](https://www.awt.org/certification/CWT_recertification.cfm).

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

### \*Continuing Education Units (CEUs)

During the current certification period, you must have amassed 25 CEUs from professional development. These CEUs must be earned within the five-year period from the date your current certification period began to your current recertification date. CEUs being claimed outside of that parameter cannot be applied to your current recertification. Where applicable, all CEUs must be supported by documented proof (e.g., Certificate/Letter of Attendance, signed participation letter, copy of certificate/diploma) and the documentation must show event dates and total number of education hours undertaken.

The certification program manager will add your CEUs from AWT in-person events to your certification record following the events' conclusions.



## Recertification Application

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

Please complete the recertification form in its entirety; where applicable, you must provide proof of ALL CEUs being claimed (either online or attached). Submit the application with the fees. You must also sign the Declaration of Ethics form each time you recertify (electronic signature is not permitted).

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Name

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Company

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Address

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City State ZIP

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Phone Fax

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Email



## Recertification Method

(please check one)

**Retaking and passing the CWT exam**

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Date of exam pass (mm/dd/yyyy)

If recertifying via exam retake, please continue to page 10.

**Meeting Continuing Education Unit (CEUs) requirements.\*** (Refer to page 3)



## 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 five years:

List your experience date(s) and number of months within the last five years.

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

Total.....

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

Provide details of convention location(s) and year(s):

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

Total CEUs.....

**2. Attending an AWT Water Treatment or Wastewater Treatment Training Seminar. (15 CEUs each).**

Provide details of seminar location(s) and year(s):

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

Total CEUs.....

**3. Attending an AWT Sales Training or RO Training Seminar. (3 CEUs each).**

Provide details of seminar location(s) and year(s):

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

Total CEUs.....



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**4. Attending an AWT Fundamentals and Applications Training Seminar.** (5 CEUs each).  
Provide details of seminar location(s) and year(s):

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Total CEUs.....

**5. 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(s) of webinar(s) and original presentation date(s):

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Total CEUs.....

**6. Viewing an online AWT Technical Training Seminar webinar.** (1 CEU per webinar).  
Provide title(s) of seminar(s) viewed:

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Total CEUs.....

**7. 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).

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Total CEUs.....

**8. Perform a peer review of an AWT convention paper.** (1 CEU per paper, with a maximum of 3 CEUs per calendar year).  
List year(s) and title(s) of paper(s).

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Total CEUs.....



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

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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. Provide a copy of the first page of the issued patent to show issue date, inventor name, and patent abstract).

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Total CEUs.....

**11. Technical presentation at an AWT convention or a technical society meeting relevant to water treatment.** (2 CEUs per presentation, with a maximum of 2 total CEUs per year for presentations). List year(s) and presentation title(s) below:

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Total CEUs.....

**12. Attendance at industry related conference, training, seminar, or workshop: e.g., Pesticide Training, NACE Corrosion Seminar, Water Softener Repair Workshop, Vendor Training classes.** (1 CEU for every 4 hours of class time, with a maximum of 15 total CEUs for workshops in a five-year period). List name(s) of event(s) and date(s) below:

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Total CEUs.....

**13. Publishing an article. Provide copy of article with publication details.** (3 CEUs each, with a maximum of 15 CEUs for articles in a five-year period). List title(s) of article(s) and date(s) below:

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Total CEUs.....



# Certified Water Technologist (CWT) Recertification Handbook

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

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Total CEUs.....

**15. Home study course of subject related to water treatment.** (1 CEU for each class credit hour).

Provide copy of certification/diploma. List name(s) of course(s) below:

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Total CEUs.....

**16. College course(s) of subject matter related to water treatment.** (1 CEU for each class credit hour).

Provide copy of certification(s)/diploma(s). List name(s) of course(s) below:

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Total CEUs.....

**17. Professional volunteer services related to water treatment: e.g., pro bono consulting, community service.** (2 CEUs per service, with a maximum of 2 CEUs for volunteering per year).

Provide letter from organization receiving pro bono services. List name(s) of organization(s) below:

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Total CEUs.....

Please return this form and payment to:

AWT  
Certification Program  
1300 Piccard Drive, Suite LL 14  
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 that 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 to safety and public welfare in my water treatment work.
- (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 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 or 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 that might influence my judgment.
- (h) Agree to uphold, foster, and contribute to the achievement of the published objectives of 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)

\*An electronic signature is not acceptable.



## Recertification Payment Form

Name \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_ Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### CWT Recertification Fees:

- AWT Member \$125.00
- Nonmember \$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 Namer \_\_\_\_\_ Billing ZIP Code \_\_\_\_\_

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

### Please mail the completed form to:

AWT  
 Certification Program  
 1300 Piccard Drive, Suite LL 14  
 Rockville, MD 20850

or Fax: (301) 990-9771