

## XII. Procedures for Certification

- A. A class application including the class start date, examination date, proctor, instructor, number of students, and names of students shall be submitted together with the proposed instructional objective checklist to the Professional Qualifications Coordinator thirty (30) days prior to the course completion.
- B. Upon receipt of the aforementioned information, the Professional Qualifications Coordinator will forward the ASSE Series 5000: Cross-Connection Control Professional Qualifications Standard and the ASSE Cross Connection Control Protection Device Book to the school for distribution to the students. The examinations will be forwarded to the school prior to the examination date.
- C. The CCC Technical Committee shall make recommendations to the Board of Directors and the Professional Qualifications Coordinator to modify the certification requirements provided herein as necessary. In all instances certification requirements shall include appropriate schooling, work experience, plus written and practical examinations. Changes in applicant requirements will take effect no sooner than ninety (90) days after such changes are published and made available.
- D. Protests of the exam results shall be filed by a candidate. Such protests shall be submitted in writing to the Professional Qualifications Coordinator within thirty (30) days of notification of the exam results. The Professional Qualifications Coordinator shall make an inquiry of the protests and render a determination in writing within sixty (60) days. All expenses incurred shall be borne by the candidate.
- E. Appeals of the Professional Qualifications Coordinator's determination shall be submitted in writing within thirty (30) days to the ASSE Board of Directors. The appellant shall resubmit all original data and shall offer supporting documentation or rationale to justify a second hearing. The Board of Directors shall make their determination within sixty (60) days. The decision of the Board of Directors shall be final.
- F. Sufficient skills in all phases of backflow prevention assembly testing, repair and survey inspection shall be demonstrated by means of education, practical experience and examination in order to be an ASSE Certified Backflow Prevention Assembly Tester, Backflow Prevention Assembly Repairer and/or Cross Connection Control Surveyor. The following are minimum requirements:

## XIII. Educational Requirements

- A. Backflow Assembly Tester
  - 1. Demonstrate five (5) years of experience in a plumbing, pipefitting or related industry field
  - 2. The candidate for certification shall have successfully completed a minimum of forty (40) hours of ASSE approved backflow assembly testing instruction and
  - 3. Passed an ASSE 100 question examination with a score of 70% or higher
  - 4. Pass a practical examination that includes successfully testing an ASSE 1013, 1015, 1020 and a 1056.
- B. Backflow Assembly Repairer
  - 1. The candidate for certification shall have successfully completed a minimum of twenty (20) hours of ASSE approved backflow assembly repair and maintenance instruction and
  - 2. Passed an ASSE 50 question examination with a score of 70% or higher

3. Demonstrate five (5) years experience in a plumbing, pipefitting or related industry field
  4. Pass a practical examination that includes successfully repairing a minimum of two (2) ASSE 1013 assemblies (3 inches or larger), one (1) ASSE 1015 assembly (3 inches or larger and one (1) ASSE1020 assembly (3/4 inch or larger).
  5. Shall possess a current 40 hour ASSE Backflow Assembly Tester Certification or ASSE recognized certification.
- C. Cross Connection Control Surveyor
1. The candidate for certification shall have successfully completed a minimum of twenty (20) hours of ASSE approved instruction and
  2. Passed an ASSE 50 question examination with a score of 70% or higher
  3. Demonstrate five (5) years of experience in a plumbing, pipefitting or related industry field
  4. Successfully completed a field survey
  5. Shall possess a current 40 hour ASSE Backflow Assembly Tester or Repairer Certification or ASSE recognized certification
- D. Fire-Sprinkler System Tester
1. The candidate for certification shall have successfully completed a minimum of thirty (30) hours of ASSE approved instruction and
  2. Passed an ASSE 50 question examination with a score of 70% or higher
  3. Demonstrate five (5) years of experience as a sprinkler fitter or plumber
  4. Shall possess a current ASSE certification to 5110 Cross Connection Control Tester Professional Qualification Standards.
  5. Shall possess a current ASSE certification to 5130 Backflow Prevention Assembly Repairer Professional Qualification Standards.
  6. The individual shall pass a practical examination which includes successfully shutting down and testing of ASSE 1013, ASSE 1015, ASSE 1047, and ASSE 1048 assemblies, and restoring the fire-sprinkler system to proper service as defined by NFPA 13 and 25.
- E. Backflow Prevention Program Administrator
1. The candidate for certification shall have successfully completed a minimum of thirty two (32) hours of ASSE approved instruction
  2. Passed an ASSE 50 question examination with a score of 70% or higher
  3. Shall pass a practical examination which includes successfully passing a 25 question practical exam applying containment protection to any type of service connection that may be encountered in the field.
- XIV. Certification and Recertification
- A. Upon satisfactory fulfillment of the requirements provided herein, the Professional Qualifications Coordinator shall issue a suitable certificate on behalf of ASSE. The certificate shall state the classification for which the applicant is certified.
  - B. The certificate shall indicate that the holder is a certified backflow prevention assembly tester, repairer, and/or surveyor and has satisfactorily fulfilled the requirements as stated in the ASSE Series 5000: Cross-Connection Control Professional Qualifications Standard and these Guidelines.

- C. The certificate shall be signed by the President of ASSE or the Professional Qualifications Coordinator and presented to the school for distribution.
- D. The certificate shall bear the seal of the American Society of Sanitary Engineering.
- E. Any certificate used in accordance with these regulations shall be valid for a period of three (3) years from the date of issuance. At the end of that time, the certificate shall be renewed for a period of three (3) years in accordance with section XVI of these Guidelines.
- F. Certificate holders failing to renew their certificates by their expiration dates shall be permitted to reapply within six (6) months. After six (6) months the applicant shall apply for certification under the ASSE approved course and examination. Ninety (90) days, or more, prior to expiration, ASSE will notify the certificate holder that their certification will no longer be valid.
- G. Certificate holders failing to renew their certificates prior to the expiration date shall have their names removed from the certification list.
- H. The Board of Directors shall revoke the certificate of any person who, after a hearing before the Board of Directors, shall be found to have obtained a certificate by fraud or deceit, or displays gross negligence, incompetence or misconduct in the performance of his/her duties as a certified Cross Connection Control Professional.
  - 1. All costs incurred for the hearing shall be the responsibility of the certificate holder.
- I. Any applicant failing to meet an appointed examination, scheduled by the school, shall forfeit the full application fee.
- J. Any applicant failing to pass the examination, who wishes to retake the exam, shall file for reexamination within 30 days and shall test within 6 months of the failure. A retest fee is required
- K. An ASSE accredited Instructor may recertify without exam if they have taught an ASSE approved cross-connection control course within the previous three (3) years. The recertification fee is required.
- L. An ASSE accredited Proctor may recertify without exam if they have proctored an ASSE cross-connection control exam within the previous three (3) years. The recertification fee is required.

#### XV. Certification without Examination

- A. ASSE, upon the recommendation of the School Accreditation Committee, shall elect to certify an applicant as a Backflow Prevention Assembly Tester who has previously been certified by another agency. The applicant shall submit data showing that they have attended the required hours of instruction, passed a written and practical examination, and has been certified by an entity that has been recognized by ASSE.
- B. The above-mentioned course outline, written and practical examination shall be reviewed by the School Accreditation Committee and approved by the ASSE Board of Directors. Once a certifying entity has been approved by ASSE, future applicants certified by that entity need only apply for ASSE certification without examination.
- C. Certification without examination will be valid until the expiration of the original certification or for a period no longer than three (3) years from the date of the application. The applicant shall then apply for recertification through ASSE.

#### XVI. Recertification

To recertify, a person shall successfully complete:

1. A minimum of a three (3) hour review course.
2. A minimum of a twenty-five (25) question written examination (time allotted is one (1) hour.)
3. Proper test of an ASSE 1015 and ASSE 1013 (time allotted for the practical test is one (1) hour)

#### XVII. Testing Equipment

- A. There shall be an unbiased representation of assembly manufacturers utilized for training and/or demonstrations. Refer to Section 5 of these Guidelines - Facilities and Equipment. Also see ASSE Series 5000: Cross-Connection Control Professional Qualifications Standard, 5110 section 7.0.

#### XVIII. Fees for Certification

- A. The application fee for backflow assembly tester, repairer, and surveyor certification examination shall be payable to ASSE and is the responsibility of the school conducting the class.
- B. The fee shall not be returned to the applicant because of failure to qualify for certification or recertification or failure to appear at a scheduled examination.