



American Backflow Prevention Association

***Cross-Connection Control Specialist
Certification Program***

Operations & Procedure Manual

ABPA Specialist Certification Committee Operations & Procedure Manual

INDEX

	Page No.
I. - General Information	
1.1 Committee Charge (5-2-03)	1-1
1.2 Frequently Asked Questions (3-20-08)	1-2
II. - Program Criteria	
2.1 Rules - Certification of the Cross-Connection Control Specialist (1-1-09)	2-1
2.2 Need-to-Know Criteria and Course Expected Outcome (1-1-08)	2-5
2.3 Cross-Connection Control Specialist Certification Application Form (6-1-09)	2-9
III. - Examinations	
3.1 Prospective Examination Date Notification Form (3-20-08)	3-1
*3.2 Examination Monitor Responsibility Check Off Sheet (3-20-08)	3-2
3.3 Written Examination	
3.3.1 Written Examination Administration Guidelines (1-1-08)	3-3
*3.3.2 Written Examination Instructions (1-1-08)	3-5
3.3.3 Written Examination Development & Validation Procedure (1-1-08)	3-6
IV. - Examination Monitor	
4.1 Examination Monitor Requirements	
4.1.1 Application for Appointment as a Specialist Examination Monitor (3-20-08)	4-1
4.1.2 Examination Monitor Compensation Policy (1-1-08)	4-2
4.1.2.1 Contractual Agreement for Monitoring Form (1-1-08)	4-3
V. - Appendix	

*Documentation not available to the public. For Examination Purposes Only

1.1 COMMITTEE CHARGE (5/2/03)

The American Backflow Prevention Association's Certification Committee is established by the Association's By-Laws. The committee is charged with the responsibility to evaluate certification needs in the backflow prevention industry and develop guidelines and need-to-know criteria as appropriate. Including, but not limited to, the responsibility for recommending and developing policy and procedures that determine the technical aspects of the American Backflow Prevention Association's Voluntary Backflow Prevention Certification Program(s).

American Backflow Prevention Association

Voluntary Certification Program

Cross-Connection Control Specialist - FAQ's

What Is It?

The ABPA maintains a voluntary certification program for those individuals meeting all of the requirements of the RULES governing the program. A Cross-Connection Control Specialist is a person who demonstrated the knowledge which may be used to administer a Cross-Connection Control program.

Where Is The ABPA Certification Accepted?

Most States or Provinces do not have mandated Specialist programs, therefore, you will find that different areas may have very different requirements. In many jurisdictions where there are no local certification programs, the ABPA Specialist Certification may be recognized. Check with your local water or health departments to determine if the ABPA Specialist Certification is recognized in your area.

Do I Really Need to be Certified?

Yes! Certification means that you have met minimum requirements as a Cross-Connection Control Specialist.

How Do I Qualify to be ABPA Certified?

You must currently be certified as a Backflow Prevention Assembly Tester*
(*see Specialist rules for specific requirements)

You must either obtain the proper training or have prior experience, or a suitable combination of both.

Training - Training in the administration of a Cross-Connection Control program.

Experience - Show at least two (2) years of experience in the administering of a Cross-Connection Control program.

How Much Does the ABPA Specialist Certification Cost?

Application Fee is **\$75**

Do I Have to Take a Test?

Yes. A closed book written examination must be successfully completed.

What's on the Test?

Written Exam - The written exam is a multiple-choice type of exam covering subjects contained on the ABPA Specialist Need-to-Know Criteria.

How do I sign up?

Get Application – Available for download from the ABPA web site: www.abpa.org. Also phone, fax, or email the Administrator or National Office to request an application.

Submit Application - Fill out an application for Specialist certification and submit it, with \$75 *check, money order, or credit card* (MasterCard, Visa, Discover, American Express) payment at least thirty (30) days prior to the examinations.

Where & When are Tests Offered?

Information is available from the ABPA web site: www.abpa.org or contact the National Office or the Administrator for schedule of exams. Exams are generally offered at various times throughout North America.

What do I get?

A qualified applicant who successfully completes the written examination will receive a wall certificate containing your name, date of certification, and certification number. A wallet card is also provided.

How long does my ABPA Certification last?

The Specialist Certification is valid for a period of three (3) years. Six months before your certification expires, you will receive a notice that it is time to *recertify*. You will need to submit a \$75 Recertification Fee, and arrange to take the recertification examination.

Do I need to take another test to recertify?

Yes. You will be required to take a recertification examination.

What if I have additional questions?

Contact the Administrator or National Office by phone, fax, or email.

Administrator

Ernest Havlina

Phone (877) ABPA127 (877-227-2127)

FAX (979) 846-7607

Email: certification@abpa.org

ABPA National Office

P.O. Box 3051

Bryan, TX 77805-3051

(979) 846-7606

FAX (979) 846-7607

Email: certification@abpa.org

2.1 RULES GOVERNING THE CERTIFICATION OF ABPA CROSS-CONNECTION CONTROL SPECIALIST

RULES GOVERNING THE CERTIFICATION OF ABPA CROSS-CONNECTION CONTROL SPECIALIST

1.0 DEFINITIONS

- 1.1 Administrator – The Association’s agent appointed by the Association’s Board of Director who is responsible for evaluation Cross-Connection Control Specialist applications, administering examinations, issuing certificates, and performing associated duties of the Cross-Connection Control Specialist certification program.
- 1.2 Applicant – An individual applying for ABPA Cross-Connection Control Specialist certification or re-certification by submission of the appropriate application to the Administrator.
- 1.3 Association – The international organization known as the American Backflow Prevention Association (ABPA) whose main offices is located in Bryan TX.
- 1.4 Board of Directors – The current duly elected body of the Association as per the Association bylaws.
- 1.5 Certificate – A certificate issued by the Association attesting that an individual has successfully completed the examination process, which demonstrates the knowledge that may be used to administer a Cross-Connection Control program in accordance with the Need to Know Criteria.
- 1.6 Cross-Connection Control Specialist – A person meeting all the requirements of these rules who has demonstrated the knowledge that may be used to administer a Cross Connection Control program as detailed in the ABPA Cross-Connection Control Specialist Need to Know Criteria and maintains a current certificate within three (3) years of issuance date.
- 1.7 Committee – The Association’s Certification Committee as recognized by the Association’s Board of Directors. The Committee is responsible for recommending and developing policy and procedures that determine the technical aspects of the program. The Committee is headed by the Committee Chairman and must submit all rule changes to the Associations Board of Directors for approval.
- 1.8 Need to Know Criteria – The Association’s Cross-Connection Control Specialist Need to Know Criteria as developed by the Certification Committee.
- 1.9 Recognized Certification Program - A backflow prevention assembly tester certification program which contains the following elements:
 - a. The applicant shall have attended a classroom curriculum consisting of: a) hydraulics, b) backsiphonage and backpressure, c) degree of hazard, d) cross

connection control rules and regulations, e) backflow prevention assembly use, testing, installation and troubleshooting.

- b. The recognized certification program shall have included a closed book written examination and a performance examination where the student demonstrated their ability to test and troubleshoot backflow prevention assemblies.

2.0 GENERAL QUALIFICATIONS – CROSS- CONNECTION CONTROL SPECIALIST UNDER THIS PROGRAM SHALL:

2.1 Be able to carry out all duties and responsibilities associated with being an ABPA Cross-Connection Control Specialist as referenced in these rules.

2.2 Education – Have attained graduation from high school, G.E.D. equivalent or demonstrated academic equivalent.

2.3 Currently be certified as an ABPA Backflow Prevention Assembly Tester, or

For the period of three (3) years after the adoption of the ABPA Specialist Certification Program (*1 January 2008*), Applicant must provide documentation for one of the following:

2.3.1 Expired ABPA Backflow Prevention Assembly Tester Certification

2.3.2 Current backflow prevention assembly tester certification from a recognized certification program

2.3.3 Expired backflow prevention assembly tester certification from a recognized certification program which was issued after 1 January 1994.

2.3.4 Provide documentation that the individual is currently conducting cross-connection control surveys and cross-connection control program administration, and has at least five years of acceptable experience as a cross-connection control specialist in conducting cross-connection control surveys and cross-connection control program administration.

3.0 GENERAL CERTIFICATION REQUIREMENTS

3.1 The Administrator shall provide application for the Association's Cross-Connection Control Specialist Certification and Re-certification Program. The applications shall be completed by the applicant and sent with the appropriate non-refundable fees to the Administrator at least thirty (30) days prior to the examination date. The applicant shall be notified of the time and place of the appropriate examinations at least twenty (20) days prior to the date of the examination. Applicants attending a training course less than thirty (30) day in length may submit a completed application on the first class meeting date with sixty (60) days prior written recognition of the examination date by the Administrator.

3.2 Before the examination can be taken, the applicant shall have successfully completed a course of instruction as detailed by the Association's Cross-Connection Control Specialist Need to Know Criteria, or show a minimum of two (2) years experience in the administration of a Cross-Connection Control Program.

3.3 The applicant shall successfully complete the ABPA written examination for a Cross-Connection Control Specialist. Applicants shall be notified within thirty (30) days from the last examination date of passage or failure of the examinations. Upon issuance date of certificate, applicant is considered to be certified by the Association. The certificate shall be mailed within sixty (60) days of the last examination date.

3.4 The certification of the ABPA Cross-Connection Control Specialist shall be valid for three (3) years from the date of issuance.

4.0 CERTIFICATION FEES

4.1 The application fee for ABPA Cross-Connection Control Specialist certification shall be payable to the American Backflow Prevention Association (ABPA). The current application fee shall be posted on the application forms provided by the Administrator.

4.2 The application fee must accompany the application form. If the check is returned from the bank for non-payment the returned check charge will be equal to the application fee.

5.0 EXAMINATIONS

5.1 The Association shall utilize examinations developed by the Committee. Examinations shall be constructed to ensure their proper reflections of criteria represented in the Association's Need to Know Criteria.

5.2 An Examination Monitor appointed by the Administrator shall administer all examinations.

5.3 The applicant shall successfully complete the written examination. Applicants failing the examination may apply for re-examination as per Section 3 of these rules.

5.4 If an applicant fails to appear for a scheduled exam, without prior approval of the Administrator, they shall be required to re-submit an application and fees for future examinations.

5.5 Once an applicant successfully completes the examination, the Administrator shall issue a certificate to the applicant. The certificate shall state the type of certification, full name of the applicant, certification number, a date of issuance, and be signed by the Administrator.

6.0 RE-CERTIFICATION

- 6.1 To maintain an ABPA Cross-Connection Control Specialist Certification, beyond the certification expiration date, the Specialist shall submit an application with the appropriate fees as shown on the application to the Administrator for re-certification. Specialists shall re-certify within six (6) months prior to the expiration date.
- 6.2 It is the responsibility of the Specialist to apply for re-certification. Notice of a pending expiration date of certification shall be sent to the address of record of the Specialist. This notice shall be sent six (6) months prior to a certification expiration date. If a Specialist has not responded, a final notice shall be sent three (3) months prior to the certification expiration date.
- 6.3 The Specialist shall be responsible to notify the Administrator of a change of address.
- 6.4 Certification may be renewed for a period of three (3) years, upon receipt of application, payment of the renewal fee, and successful completion of the written exam.
- 6.5 The Specialist applying for re-certification shall meet all requirements of these rules.

7.0 REVOCATION OR APPEAL

- 7.1 The Board of Directors may revoke any certification issued under these rules upon the submission of conclusive evidence from the Committee that the Specialist has been found to have obtained the certification by fraud or deceit or has displayed gross negligence or misconduct in the performance of their duties as a Specialist.
- 7.2 The Administrator or his appointed Examination Monitor shall address all appeals regarding the examination at the examination site. Any appeal made because of the determination of the Administrator or his appointed Examination Monitor shall be submitted in writing within fifteen (15) days of the examination to the Association and to the Chairman of the Certification Committee. The appeal shall contain all facts, circumstances and events relating to the appeal. The Committee shall, within thirty (30) days, make an inquiry of the appeal and give an answer in writing. A further appeal may be made to the Association's Board of Directors whose decision shall be final.

8.0 REVISION OF THE RULES

- 8.1 The Certification Committee shall be responsible for recommending revisions of these Rules when it is deemed necessary. The Board of Directors shall review and approve any changes to the rules. All revisions shall be published sixty (60) days prior to their effective date and notice of change shall be printed in the ABPA News.
- 8.2 The Board of Directors may render decisions not explicitly covered in these Rules after consulting with the Certification Committee.

**2.2 AMERICAN BACKFLOW PREVENTION ASSOCIATION CROSS-
CONNECTION CONTROL SPECIALIST NEED TO KNOW CRITERIA**

**AMERICAN BACKFLOW PREVENTION ASSOCIATION
CROSS-CONNECTION CONTROL SPECIALIST
NEED TO KNOW CRITERIA**

I. Definitions

- A. Backflow Prevention & Cross-Connection Control Terminology

II. Cross-Connection Control Program Elements

- A. Legal Authority
- B. List of Approved Backflow Prevention Assemblies
- C. Testing and Repair Program
- D. Trained Personnel
- E. Conducting Survey
- F. Record Keeping
- G. Public Education

III. Regulations

- A. Federal
- B. State**
- C. Local

IV. Responsibilities

- A. Water Supplier
- B. Health Agencies
- C. Federal Government
- D. State
- E. Plumbing Inspection
- F. Tester
- G. Consumer

V. Hydraulics

- A. Pressure
- B. Flow Rate
- C. Temperature

VI. Survey

- A. Prioritize Customer List
- B. Review of Drawings and Plans

- C. Contact the Water User
- D. Evaluate Water Usage
- E. Assign Protection
- F. Assure Compliance

VII. Water Service Types

- A. Critical Services
- B. Combined Services
- C. Multiple Services
- D. Fire Sprinkler Services
- E. Irrigation Services
- F. Restricted or Classified Services
- G. Single and Multiple Family dwellings
- H. Industrial / Commercial Services
- I. Temporary Services

VIII. Methods and Assemblies

- A. Reduced Pressure Principle Backflow Prevention Assembly
- B. Pressure Vacuum Breaker Backflow Prevention Assembly
- C. Spill-resistant Vacuum Breaker Backflow Prevention Assembly
- D. Double Check Valve Backflow Prevention Assembly
- E. Atmospheric Vacuum Breaker
- F. Airgap

IX. Drawings & Plans

- A. As-Builts
- B. Plan reading
- C. Isometrics and Symbols

X. Record Keeping

- A. Tester / Repair Program
- B. Survey Documents

XI. Public Relations

2.3 AMERICAN BACKFLOW PREVENTION ASSOCIATION CROSS-CONNECTION CONTROL SPECIALIST TRAINING INFORMATION

AMERICAN BACKFLOW PREVENTION ASSOCIATION CROSS-CONNECTION CONTROL SEPCIALIST TRAINING INFORMATION

This outline was compiled by the American Backflow Prevention Association Certification Committee. The Certification committee was assigned the task to develop a national consensus of what a Cross-Connection Control Specialist needs to know.

This outline is offered as a guide to assure that a Cross-Connection Control Specialist course covers all of the pertinent information.

TRAINING INFORMATION

Course Focus:

The focus of this course shall be to develop skills and knowledge for a Cross-Connection Control Specialist. A working knowledge of the principles of backflow prevention program management must be demonstrated. Recognizing proper backflow prevention assembly application, installation and operation is stressed. Complete understanding and ability to read and understand field test data for all backflow prevention assemblies is required. Record keeping and program responsibilities are a primary focus.

Student Prerequisites:

The student should have knowledge of hydraulic principles and laws, along with plumbing code requirements. Reading, math and mechanical skills are also required. Student shall possess a valid ABPA Backflow Prevention Assembly Tester Certificate.

Student Contribution:

Full attendance at all sessions is required for satisfactory completion of this course.

Course Evaluation:

A passing grade shall be achieved.

INSTRUCTOR INFORMATION

The instructor for this course should meet the following condition:

- 1.) Should be a certified backflow prevention assembly tester in the jurisdiction he/she wishes to teach in for at least two (2) years, and should currently maintain a valid

- backflow prevention program manager/specialist certificate from a recognized certification program.
- 2.) Should have a teaching certificate where applicable.
 - 3.) Should have at least three (3) years of experience in the cross-connection control field.
 - 4.) The instructor should set the lesson plan to cover adequately all points in the need to know criteria. The need to know criteria represents the minimum need to know requirements for the student. The instructor of record should personally present the majority of the course instruction. Outside or guest speakers should be limited. The instructor of record and all others shall present a generic or unbiased presentation. Teaching aids should be used to augment the lecture and not replace it.

RESOURCE MANUALS

The following list of resource manuals is presented for reference purposes only. ABPA does not endorse the use of or preference of one manual over another. The list is presented to show manuals that are commonly used. Resource manuals are periodically updated, be sure you use the most current edition.

CROSS-CONNECTION CONTROL MANUAL- United States Environmental Protection Agency, EPA /570/9-89-007 February 2003.

RECOMMENDED PRACTICE FOR BACKFLOW PREVENTION AND CROSS CONNECTION CONTROL –M14-3rd Edition, American Water Works Association (2004).

MANUAL OF CROSS CONNECTION CONTROL – Current Edition, University of Southern California, Foundation Cross Connection Control & Hydraulic Research.

CROSS CONNECTION CONTROL MANUAL-ACCEPTED PROCEDURE & PRACTICE 6th Edition Pacific Northwest Section AWWA (December 1995).

BACKFLOW PREVENTION THEORY AND PRACTICE – University of Florida, TREEO Center 2nd Edition - 2004.



American Backflow Prevention Association Cross-Connection Control Specialist Certification Program



INSTRUCTIONS TO SPECIALIST APPLICANT

1. Read all questions before completing the application. An incomplete or improperly prepared form will be returned. Questions not applicable mark N/A, all others should be answered as completely as possible to allow the Administrator to make an accurate evaluation of your credentials.

2. Please type or print to ensure your application is legible.

3. Every application must be accompanied with a non-refundable payment. Please make the \$75 (US Dollar) check, money order, or credit card (MC, V, Dis-

cover, American Express - see below) payable to: A.B.P.A.

4. Mail the completed application and payment to the address on this form or if paying by credit card you may FAX to: (979) 846-7607.

5. Applicants who submit satisfactory evidence of experience or education will be notified regarding the time and location of the examinations.

6. Special Request for taking examination: Should you have a disability that

restricts your ability to take an exam under standard conditions, you may request special testing arrangements. Your request must accompany your application.

Should you have any questions contact the A.B.P.A Specialist Certification Administrator at: (877) ABPA127 (227-2127) or certification@abpa.org.

*Information & Rules also available
at
www.abpa.org*

**American Backflow Prevention Association Specialist Certification Program
P.O. Box 3051, Bryan, TX 77805-3051**

Mr. Mrs. Miss Ms. _____
CIRCLE PLEASE PRINT YOUR FULL NAME AS YOU WISH IT TO APPEAR ON THE CERTIFICATE

ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE () _____ WORK PHONE () _____

EMAIL _____ FAX () _____

PRESENT EMPLOYMENT

EMPLOYER _____

ADDRESS _____

JOB TITLE _____ LENGTH OF EMPLOYMENT _____

BRIEFLY STATE YOUR NORMAL DUTIES _____

Official Use Only
Exam Date: _____
Written Score: _____%
Certificate No. ____ - _____
Issuance Date __ / __ / __
Paid CK# _____ Bank# _____
CC: MC V DIS AMEX

Check One: Mastercard Visa Discover American Express

Credit Card # _____ Expiration Date _____

Name as it Appears on Card _____

If you require credit card payment verification, please provide your FAX (_____) _____ - _____

EDUCATION

List below the name of the school, City and state in which you attended	Years Attended	Date Graduated	Subjects studied Or Degree Earned
High School			
College			
Trade, Business Correspondence			

Qualifications / Requirements (must meet one of the following options):

- Option 1: A & B;
 Option 2: A & C;
 Option 3: D

A. Backflow Prevention Assembly Tester Certification *(for applications submitted 1/1/08 to 12/31/10)*

(Check appropriate box)

Current ABPA Backflow Prevention Assembly Tester Certification:

Certificate # _____ Expiration Date __/__/__

or: Expired ABPA Backflow Prevention Assembly Tester Certification:

Certificate # _____ Expiration Date __/__/__

Current Tester certification from a recognized certification program** *(**see Specialist Rules)*

Issued by: _____ Phone: (____) _____

Certificate # _____ Expiration Date __/__/__

Expired Tester certification (issued after 1/1/1994) from a recognized certification program**

Issued by: _____ Phone: (____) _____

Certificate # _____ Expiration Date __/__/__

B. Training: Have you taken, or are you presently enrolled in, a Cross-Connection Control Specialist training course? Yes No

If Yes, Training Provider _____ Course Title _____

Location _____ Instructor's Name _____

C. Experience: Summarize your minimum of two years experience which qualifies you for certification:

(Attach additional page if necessary)

D. Experience: Summarize your minimum of five years experience which qualifies you for certification:

(Attach additional page if necessary)

I have carefully read and understand the application instructions and RULES governing the American Backflow Prevention Association's Certification of Cross-Connection Control Specialist. I understand the following:

- *Specialist Application Fee is \$75, and is non-refundable*
- *My name may be included on a list of certified Specialist published by the ABPA, unless I check this box*
→ *Do not publish my name*
- *It may be the judgment of the Administrator that my qualifications are insufficient for the certification applied for.*

In any event, ABPA liability will be limited to the application fee. I certify that the above information given by me is true.

Applicant Signature _____ Date _____

American Backflow Prevention Association Cross-Connection Control Specialist Certification Program

Prospective Examination Date Notification

INSTRUCTIONS:

1. Please type or print legibly.
2. The Training Provider must request an ABPA test date more than 60 days before the examination. The ABPA Cross-Connection Control Specialist Rules require that the Administrator provide written recognition of the examination date at least sixty (60) days prior to the examination.
3. The Training Provider must use this form in order to request an ABPA examination date. This form will

initiate a review by the Administrator to determine if ABPA can administer a certification examination on a particular date(s) and location(s). If the ABPA Specialist examination can be coordinated for the requested date(s) and location(s), the Administrator will confirm in writing to the Training Provider. If the date and location cannot be scheduled, then the Administrator will provide in writing the closest scheduled alternative test date(s) and location(s).

4. Fax or mail the completed application to the Administrator.

All communication regarding this request shall be directed to the Administrator. Should you have any questions contact the ABPA Specialist Certification Administrator at:

*American Backflow Prevention Association
Specialist Certification Program
P.O. Box 3051
Bryan, TX 77805-3051
Phone (877)ABPA-127 (227-2127)
FAX (979) 846-7607
Email: certification@abpa.org*

**Fax/Mail To: American Backflow Prevention Association Specialist Certification Program
P.O. Box 3051, Bryan, TX 77805-3051 Ph (877) ABPA-127 (227-2127) FAX (979) 846-7607**

Proposed Date(s) and Location(s) for Cross-Connection Control Specialist Examination

Written Examination

Date _____
Time _____ a.m./p.m. to _____ a.m./p.m.
Location _____

Instructor(s) of Record _____ Number of Applicants _____

NOTE: Examination Monitor will be assigned by the Administrator

Official Use Only

Received _____ Confirmed _____ Number of Applicants _____

Examinations scheduled for:

Date(s) & Time(s) Requested above

Alternate Date: _____ Location _____

Time: _____ a.m./p.m. _____

NOTE: Any change of date or location requires a minimum notice of 30 days. Any change in the number of applicants, or cancellation of exam must be received by the Administrator at least 14 calendar days prior to examination date.

3.3.1 WRITTEN EXAMINATION ADMINISTRATION GUIDELINES

ABPA WRITTEN EXAMINATION ADMINISTRATION GUIDELINES

1.0 WRITTEN EXAMINATION SITE

- 1.1 Facilities shall provide adequate seating space to have an empty space on each side of an applicant. This is to ensure confidentiality of examination results.
- 1.2 The Administrator shall notify the Examination monitor of the number of applicants at least twenty-five (25) days prior to the examination date.

2.0 ADMINISTRATION

- 2.1 The written examination shall be a closed-book type and shall be provided by the Association.
- 2.2 An examination monitor, appointed by the administrator shall administer the written examination. The examination monitor shall not be the training provider or instructor of the class or group taking the examination.
- 2.3 Training aids or books shall not be permitted in the examination area. The exam shall be completed by the applicant without help from any source such as cell phones, pagers, PDAs, computers, advanced calculators, or notes, etc. A simple numeric self powered calculator may be permitted in the examination area. The examination monitor shall read the written examination instructions to the applicants.
- 2.4 Applicants shall provide a valid government issued photo identification and confirmation letter in order to gain admittance to the examination.
- 2.5 Any applicant not in compliance with these guidelines shall forfeit the right to finish the examination and will have to re-apply according to the ABPA Cross-Connection Control Specialist Certification Rules.

3.0 COMPLETION

- 3.1 The written examination shall be graded and evaluated by ABPA
- 3.2 A grade of seventy percent (70 %) or greater shall be required for successful completion of the examination.

- 3.3 Applicants shall be notified within thirty (30) days from the examination date of passage or failure on the examinations. Upon issuance date of certificate, applicant is considered to be certified by the Association. The certificate shall be mailed within sixty (60) days the from the examination date.
- 3.4 The certification of ABPA Cross-Connection Control Specialist shall be valid for three (3) years from the date of issuance.

3.3.3 WRITTEN EXAMINATION DEVELOPMENT & VALIDATION PROCEDURE

The ABPA voluntary Cross-Connection Control Specialist Certification Program requires the applicant to successfully complete a written examination. The required knowledge is based on the Need-to-Know Criteria, as established by the ABPA Certification Committee, for the Cross-Connection Control Specialist. The Need-to-Know job analysis was conducted by Certification Committee subject matter experts. Each item in the Need-to-Know was verified as a function critical to the performance of the Specialist. The Certification Committee came to a consensus and voted to accept each item in the Need-to-Know Criteria.

The written examination is based on the eleven (11) sections of the Need to Know Criteria. Each section of the Need to Know Criteria is weighted as to its importance (i.e., relevancy and critical component of Specialist's task) and more questions are asked on the more important sections. A 100-question multiple choice written examination is based on the percentages of the weighting of each section. The present written examination bank of questions contains approximately 400 questions, from which the Program Administrator randomly draws 100 questions for each printed version of the examination. Each printed version of the written examination maintains the same weighting from the Need to Know Criteria. A software package allows the continued cycling of different written examination questions from the examination bank, and the manipulation of the location of the correct answer among the incorrect alternate responses.

The written examination is administered to the applicant by an Examination Monitor assigned by the Program Administrator. The Examination Monitor must administer the closed book written examination according to the rules and procedures of the program. When examinations are administered, the Examination Monitor cannot be associated with the instructor of the class or training provider to assure neutrality. (see Section 2.2 - Written Examination Administration Guidelines) The written examination(s) is delivered via traceable means (i.e., UPS, FedEx, etc.) from the ABPA to the Examination Monitor in a sealed envelope so that the written examination is not seen by anyone before the examination is administered. Each examination booklet also carries a security seal on the edge of the examination that is only broken by the applicant taking the written examination. Once the applicant has completed the written examination it is returned to the Examination Monitor and then sent to ABPA to be graded. Applicants shall be notified within thirty (30) days from the examination date of passage or failure on the examinations. All completed and unused written examinations are returned via traceable means by the Examination Monitor in a sealed envelope to ABPA. To maintain the security and validity of the written examination, the chain of custody of the written examination is controlled by ABPA. All permanent records are maintained by ABPA.

The ABPA Certification Committee maintains the bank of written examination questions. This Committee is given the task to develop and maintain the Need to Know Criteria, the weighting of the sections of the criteria, and the questions that properly reflect the

required knowledge. The Program Administrator reviews all used and unused written examinations when returned from the Examination Monitors.

The Certification Committee reviews question failure data to assure the questions are valid. Questions may be incorrectly answered because the concept is not adequately taught by training providers, or the applicant doesn't understand the concept(s), or the question may not be written clearly. ABPA does not involve itself in the training of an applicant. The Administrator analyzes the written questions used in each examination to see if there was an inordinate amount of failures on any one question. The Administrator continuously monitors the pass/fail data and refers all documentation to the Certification Committee. To assure all questions remain valid, the Certification Committee will review the data presented by the Program Administrator. The Administrator will present the question statistics to the Certification Committee. If any question presents an unusually high failure rate, the Committee will review those questions immediately. If there is no unusually high failure rate, the Committee will organize a question validation meeting at least every 3 years. The purpose of the validation meeting is to assure all questions properly test the knowledge of a concept, idea, or skill, the question is designed to cover in the Need to Know Criteria. Each question in the examination bank is reviewed at the validation meeting not just those that show a high failure rate. Each question is reviewed for the following criteria;

1. Verify that each question represents a specific section of the ABPA Need to Know Criteria.
2. Verify that each question is assigned to the correct section of the Need to Know Criteria.
3. Verify that the question poses a complete question, or those that are not complete questions, verify that all responses are grammatically and logically consistent with the question.
4. Verify that the answer is correct, and that the incorrect alternate responses are wrong. Each question is a four (4) multiple-choice answer question.
5. Review the failure statistics of the individual question and rate the difficulty of the question; easy, medium, hard.
6. Identify location of answers in the suggested reference sources as listed in the ABPA Need to Know Criteria.

The validation meeting is held in a closed Committee Meeting. Only Certification Committee members are allowed to see the questions in the exam bank. The Administrator brings in the exam bank questions and hands them out to the Committee members to use during the meeting. Once the meeting is over the Administrator will collect all copies and make all suggested changes to the individual questions. A simple majority of the Committee is needed to change or alter a question or answer.

**APPLICATION FOR APPOINTMENT
AS A CROSS-CONNECTION
CONTROL SPECIALIST
EXAMINATION MONITOR**



SPECIALIST EXAMINATION MONITOR APPLICATION

1. Please type or print to insure your application is legible.
2. Mail or Fax the completed application to the address below.
3. Should you have any questions contact the ABPA Specialist

Certification Program Administrator at:

**American Backflow Prevention Association (ABPA)
Specialist Certification Program
P.O. Box 3051
Bryan, TX 77805-3051**

**Ph: (877) ABPA-127 (227-2127)
FAX (979) 846-7607
Email: certification@abpa.org**

*Information & Rules available
at
www.abpa.org*

American Backflow Prevention Association Specialist Certification Program
Fax/Mail To: American Backflow Prevention Association Specialist Certification Program
P.O. Box 3051, Bryan, TX 77805-3051 Ph (877) ABPA-127 (227-2127) FAX (979) 846-7607

Name _____ Ph (_____) _____

Mailing Address _____ FAX (_____) _____

City _____ State _____ Zip _____ Email _____

Employer _____ Title _____ Ph (_____) _____

Work Address _____ FAX (_____) _____

City _____ State _____ Zip _____

I agree to administer the examination according to the requirements contained in the ABPA Rules
I have no conflict of interest regarding the administration of this examination
I agree to comply with the responsibilities as set forth in the Examination Monitor Check off Sheet
I agree to protect the integrity and security of the ABPA examination

I certify that the above information given by me is true.

Signature _____ **Date** _____

4.1.2 EXAMINATION MONITOR COMPENSATION POLICY

POLICY - \$50 Examination Monitor Fee

Scheduled for the Examination Monitor.



AMERICAN BACKFLOW PREVENTION ASSOCIATION

Contractual Agreement for Specialist Examination Monitoring

(Please print clearly)

Claimant: _____

Residential Address: _____

SPECIALIST CERTIFICATION EXAMINATION:

Number of Applicants: _____

Exam Date: _____

Exam Location: _____

TOTAL CLAIM \$50

I certify that the above claim is correct, that services have been performed, and payment has not been received.

I certify that payments will not constitute dual payment of Federal, State or County dollars, and that my regular employer has authorized my availability for the above period of time.

I recognize my legal responsibility to report, as an item of gross income on my Federal and State Income Tax Return, and payments received by me as a result of this claim.

AUTHORIZATIONS:

Claimant Signature Date

Certification Administrator Date

Social Security Number

ABPA Representative Date

Decline Payment

POST OFFICE BOX 3051. BRYAN, TX 77805-3051 , 979-846-7606 , 979-846-7607 FAX
3829 OLD COLLEGE ROAD . BRYAN, TX 77801-4112 . WWW.ABPA.ORG