

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 Association’s 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.