

2.1 Rules Governing the Certification of Backflow Prevention Assembly Tester

AMERICAN BACKFLOW PREVENTION ASSOCIATION
RULES GOVERNING THE CERTIFICATION
OF
BACKFLOW PREVENTION ASSEMBLY TESTER
Effective 1/1/06

1.0 DEFINITIONS

- 1.1 Administrator - The Association's agent appointed by the Association's Board of Director who is responsible for evaluating backflow prevention assembly tester applications, administering examinations, issuing certificates, and performing associated duties of the backflow prevention assembly tester certification program.
- 1.2 Applicant - An individual applying for ABPA backflow prevention assembly tester certification or recertification by submission of the appropriate application to the Administrator.
- 1.3 Association - The international organization known as the American Backflow Prevention Association (A.B.P.A.)
- 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 their qualifications for performing testing of backflow prevention assemblies in accordance with the rules governing the ABPA Backflow Prevention Assembly Tester Certification.
- 1.6 Certified Backflow Prevention Assembly Tester (tester) - A person meeting all the requirements of these rules who is responsible for backflow prevention assemblies as detailed in the Association's Backflow Prevention Assembly 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 Backflow Prevention Assembly Tester Need to Know Criteria as developed by the Committee.
- 1.9 Performance Examination - A closed book hands on demonstration of the tester's ability to conduct a field test on backflow prevention assemblies. The tester shall be able to convey their knowledge of the test procedures they are performing. The tester shall be able to troubleshoot an assembly and convey the operating conditions.
- 1.10 Proctor - A person who administers the written and/or performance examinations. The proctor will be appointed by the Administrator for a specific examination. The proctor shall not have a private or personal interest sufficient to influence or appear to influence the objective exercise of the Proctor's official duties.
- 1.11 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.
- 1.12 Testing - The physical examination and field testing of a backflow prevention assembly.
- 1.13 Written examination - A closed book, multiple choice written examination generated from the Association's bank of questions. The examination shall represent the points in the Association's Backflow Prevention Assembly Tester Need to Know Criteria.

2.0 GENERAL QUALIFICATIONS

Testers under this program should:

- 2.1 Be able to carry out all duties and responsibilities associated with being a backflow prevention assembly tester as referenced in these rules.
- 2.2 Education - Have attained graduation from high school, G.E.D. equivalent or demonstrated academic equivalent.

- 2.3 Have reached the proper age requirements as needed in the jurisdiction where working.

3.0 GENERAL CERTIFICATION REQUIREMENTS

- 3.1 The Administrator shall provide applications for the Association's Backflow Prevention Assembly Tester Certification Program. The application 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) days 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 examinations can be taken, the applicant shall have successfully completed a course of instruction as detailed by the Association's Backflow Prevention Assembly Tester Need to Know Criteria, or show two (2) years experience in testing of backflow prevention assemblies within a recognized certification program.
- 3.3 The applicant shall successfully complete the Association's written and performance examinations for the backflow prevention assembly tester. Applicant 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 backflow prevention assembly tester shall be valid for three (3) years from the date of issuance.

4.0 CERTIFICATION FEES

- 4.1 The application fee for the backflow prevention assembly tester 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 reflection of criteria as represented in the Association's Need to Know Criteria.
- 5.2 All examinations shall be administered by a proctor appointed by the Administrator. The proctor shall meet all requirements of the proctor qualifications of the Association. The proctor shall administer the necessary closed book examinations to all applicants who have completed the application per these rules.
- 5.3 The applicant shall successfully complete the written examination and the performance examination. Both examinations shall be successfully completed within thirty (30) days of each other. Applicants failing one or both of the examinations may apply for re-examination 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 examinations, a certificate shall be issued by the Administrator to the applicant. The certificate shall state the type of certification, full name of the tester, certificate number, a date of issuance, and be signed by the Administrator.

6.0 RECERTIFICATION

- 6.1 To maintain an ABPA Backflow Prevention Assembly Tester Certification, beyond the certification expiration date, the tester shall submit an application with the appropriate fee as shown on the application to the Administrator for recertification. The applicant shall be required to successfully complete a written and performance examination within six (6) months prior to expiration date as referenced in Section 5 of these rules.
- 6.2 It is the responsibility of the tester to apply for recertification. Notice of a pending expiration date of certification shall be sent to the address of record of the tester. This notice shall be sent six (6) months prior to a certification expiration date. If a tester has not responded, a second notice shall be sent three (3) months prior to the certification expiration date. A final notice shall be mailed thirty (30) days prior to the certification expiration date.
- 6.3 The tester shall be responsible to notify the Administrator of a change of address.

- 6.4 Once the completed application for recertification is received by the Administrator, the tester shall receive notice of the examination time and location as per Section 3.1.
- 6.5 The applicant applying for re-certification shall meet all requirements of these rules.
- 6.6 Applicant may retain certification number up to one year after date of expiration. Applicant's anniversary date shall remain the same regardless of examination date within that one year period.

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 tester 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 tester.
- 7.2 The Administrator or his appointed proctor shall address all applicant appeals regarding the examination at the examination site. Any applicant appeal made because of the determination of the Administrator or his appointed Proctor shall be submitted in writing within fifteen (15) days of the examination to the Association office to the Chairman of the Certification Committee. The applicant shall state the reason and all facts regarding the appeal. The Committee shall, within thirty (30) days, make an inquiry of the appeal and give an answer in writing. A further written appeal may be made to the Association's Board of Directors. This appeal will be placed on the agenda at the next regular scheduled Board of Directors meeting. Their 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 sent to the membership.
- 8.2 The Board of Directors may render decisions not explicitly covered in these Rules after consulting with the Certification Committee.