

### **Computerized Certification Examination Information**

The Pennsylvania Drinking Water certification examinations are delivered at 4 locations in Pennsylvania and over 170 AMP Assessment Centers geographically located throughout the United States. The examinations are administered by appointment only, Monday through Saturday at 9:00 a.m. and 1:30 p.m. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at [www.goAMP.com](http://www.goAMP.com) by selecting "Candidates."

### **Scheduling by phone:**

You may call AMP at 800/345-6559. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees. If special accommodations are being requested inform the Candidate Support Center representative when scheduling your appointment.

### **Paying by Money Order or Company Check:**

To pay for your exam by money order or company check (no personal checks, vouchers or purchase orders are accepted), you need to complete a one-page application and include your payment to AMP. Payment must be made payable to AMP. Mail to; AMP, 18000 West 105<sup>th</sup> Street, Olathe, KS 66061-7543.

If you call AMP by 3:00 p.m.

Central Time on...

Depending on availability, your examination may be scheduled beginning...

Monday Wednesday

Tuesday Thursday

Wednesday Friday/Saturday

Thursday Monday

Friday Tuesday

### **Exam Rescheduling:**

You may reschedule the examination once at no charge by calling AMP at 800/345-6559 at least two business days prior to your scheduled testing session.

### **Missed Appointments/Cancellations:**

Examination registration and all fees paid will be forfeited under the following circumstances.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You are more than 15 minutes late for an examination, or
- You fail to report for your examination appointment.

### **Inclement Weather/Power Failure/Other Emergency:**

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. You may contact AMP's Weather Hotline at 800/380-5416 (24 hours/day) prior to the examination to determine if AMP has been

advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, you will receive notification following the examination regarding rescheduling or reapplication procedures.

**Taking the Examination:**

Please report to the Assessment Center no later than your scheduled appointment time. Look for the signs indicating AMP Assessment Center Check-in. A candidate who arrives more than 15 minutes after the scheduled testing time will not be admitted. Please bring a non-programmable calculator to the examination. Calculators built into cell phones or hand-held computers (PDAs) are not permitted in the Assessment Center.

**Identification:**

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee. You must have two forms of identification, one with a current photograph. Both forms of identification must be current and include the candidate's current name and signature. The candidate will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment identification cards, student ID card and any type of temporary identification are NOT acceptable as the primary form of identification.

**Security:**

- Examinations are proprietary.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room and AMP is not responsible for items left in the reception area.

**Restrictions:**

- No personal belongings will be allowed in the Assessment Center. Pencils will be provided during check-in.
- No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- You will be provided with a formula sheet and scratch paper to use during the examination. You must return both items to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

**Misconduct:**

Individuals who engage in any of the following conduct may be dismissed from the

examination, their scores will not be reported and examination fees will not be refunded. Examples of misconduct are when a candidate:

- Creates a disturbance, is abusive, or otherwise uncooperative
- Displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- Gives or receives help or is suspected of doing so
- Attempts to record examination questions or make notes
- Attempts to take the examination for someone else
- Is observed with notes, books or other aids

### Examination Inactivity

You may take the examination as many times as you wish, but you must wait two (2) business days between examination dates.

## Pennsylvania Drinking Water Operator EXAMINATION REGISTRATION FORM

Submit this form ONLY if you are paying your examination fee by money order or company check. If payment is to be made by credit card, call AMP at 800/345-6559 to schedule your appointment and do not submit this form.

### 1. NAME \_\_\_\_\_

Last Name First Name M.I.

### 2. MAILING ADDRESS \_\_\_\_\_

Number, Street and Apartment Number \_\_\_\_\_

City State Zip Code \_\_\_\_\_

E-mail Address \_\_\_\_\_

### 3. TELEPHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ and (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Daytime Telephone Number Evening Telephone Number

### 4. SOCIAL SECURITY NUMBER \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### 5. BIRTH DATE \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Month Day Year

### 6. EXAMINATION FEE

Your examination fee must be submitted with your registration form. Payment may be made by cashier's check, company check or money order made payable to AMP. Payment by personal check or cash is not acceptable.

If the length of your exam is:

2 hours or less \$44.00

2½ hours \$53.00

3 hours \$61.00

3½ hours \$70.00

### 7. EXAMINATIONS

#### Water:

- CLASS E** – Distribution Systems Examination (WE) [60 minutes]
- Dc** – Groundwater source that serves less than 500 individuals or 150 connections and requires only disinfection (WDC) [90 minutes]
- Dn** – Groundwater source that serves less than 500 individuals or 150 connections and requires NO treatment (WDN) [60 minutes]
- PART 1 – GENERAL EXAMINATION (WGEN)** [30 minutes]
- PART 2 – TECHNOLOGY SPECIFIC EXAMINATIONS**
- Subclass 1** – Conventional filtration (W1) [60 minutes]
- Subclass 2** – Direct filtration (W2) [45 minutes]
- Subclass 3** – Diatomaceous earth filtration (W3) [30 minutes]

- Subclass 4** – Slow sand filtration (W4) [30 minutes]
- Subclass 5** – Cartridge or bag filtration (W5) [30 minutes]
- Subclass 6** – Membrane filtration (W6) [30 minutes]
- Subclass 7** – Corrosion control and sequestering (W7) [30 minutes]
- Subclass 8** – Chemical addition (W8) [90 minutes]
- Subclass 9** – Ion exchange and greensand (W9) [45 minutes]
- Subclass 10** – Aeration and activated carbon adsorption (W10) [45 minutes]
- Subclass 11** – Gaseous chlorine disinfection (W11) [60 minutes]
- Subclass 12** – Non-gaseous chemical disinfection (W12) [60 minutes]
- Subclass 13** – Ultraviolet disinfection (W13) [30 minutes]
- Subclass 14** – Ozonation (W14) [30 minutes]

**WASTEWATER**

- CLASS E** – Satellite Collection System with Pump Station/Single Entity Owner Collection System Examination (WWE4) [75 minutes]
- PART 1 – GENERAL EXAMINATION** (WWGEN) [75 minutes]
- PART 2 – TECHNOLOGY SPECIFIC EXAMINATIONS:**
- Subclass 1** – Activated sludge (WW1) [45 minutes]
- Subclass 2** – Fixed film treatment (WW2) [30 minutes]
- Subclass 3** – Treatment ponds and lagoons (WW3) [30 minutes]

**Guidelines on the average time to take each examination are in brackets next to each examination name. Examination sessions are limited to four (4) hours. Applicants should not register for more examinations than can be completed in the allocated 4 hours.**

**8. SIGNATURE AND DATE**

I hereby certify that all information in this application is true and accurate to the best of my knowledge. I understand that any information provided by me that is not accurate may be grounds for ineligibility for certification to operate a Water or Wastewater System.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mail this form with money order or company check to:

AMP  
 Examination Services  
 18000 W. 105th Street  
 Olathe, KS 66061