



Application for Certified Treatment Designer Exam

Note that applications submitted without payment will not be processed. Incomplete applications will not be processed. Please refer to the WQA Certified Treatment Designer Certification Handbook at wqa.org/ctd for details.

SECTION I: APPLICANT INFORMATION

First Name: _____ Last Name: _____

Company Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip Code/Postal Code: _____

Email: _____ Phone: _____

WQA Member Number (if applicable): _____

SECTION II: QUALIFICATIONS FULFILLMENT

Note: WQA membership is not required for certification.

A. Applicants with less than five years of relevant experience

Check all that apply:

- Completed the WQA Water Treatment Design course on (mm/dd/yyyy) _____
- Have a minimum of two years of continuous experience in B2B technical sales or support configuring treatment systems
- Have a minimum of two years of continuous experience in public health evaluating and recommending treatment for private wells
- Have a minimum of two years of continuous experience in maintaining treatment equipment for one or more of the following: drinking water systems, process water, high purity water, or kidney dialysis applications
- Have a minimum of two years of other relevant experience

Please explain: _____

B. Applicants with five or more years of relevant experience

Indicate your experience:

- Have a minimum of five years of continuous experience in B2B technical sales or support configuring treatment systems
- Have a minimum of five years of continuous experience in public health evaluating and recommending treatment for private wells
- Have a minimum of five years of continuous experience in maintaining treatment equipment for one or more of the following: drinking water systems, process water, high purity water, or kidney dialysis applications
- Have a minimum of five years of other relevant experience

Please explain: _____





Experience documentation

Please attach a current resume or CV as documentation of your relevant professional experience.

SECTION III: REFERENCE

Please provide a reference from your employer or someone who can verify your experience qualifications. References must be from persons who are at a higher level in your company or organization or from relevant persons outside your organization who are familiar with your work and qualifications.

Name: _____ Relationship: _____
Organization: _____ Title: _____
Address: _____ Phone: _____
_____ Email: _____

SECTION IV: COMPLIANCE WITH WQA EXPERIENCED PERSONNEL REQUIREMENTS

I hereby affirm that the information given on this form is accurate, correct, and I am compliant with all the requirements specified in the WQA Experienced Personnel Policy.

Print Name

Date

Signature

SECTION V: Exam Registration

Certification exams are offered online through a video proctoring service. Please review the exam fees and technical requirements for video-proctored exams at wqa.org/exams before completing this application.

By registering for the exam, the applicant consents to be recorded for the exam session duration and to allowing the proctoring service to record the applicant’s computer screen. Note that only the secure exam browser may be displayed on the screen during the exam.

Exams are offered on normal United States business days Monday through Friday from 9:00 am Central (Chicago) time through 5:00 pm. Candidates will have up to three hours to complete the exam. Afternoon exams may not be scheduled for later than 2:00 pm to allow sufficient time for a three-hour exam session.



Please indicate the desired dates and times for your exam. Exams must be scheduled a minimum of 90 days after the date the application is submitted.

First choice: _____
Date (mm/dd/yy) Time (US Central time zone)

Second choice: _____
Date (mm/dd/yy) Time (US Central time zone)

Third choice: _____
Date (mm/dd/yy) Time (US Central time zone)

SECTION VI: STUDY MATERIALS

The exam blueprint with major domains and content areas is available for review in the Study Guides section of wqa.org/exams. WQA members have complimentary access to the online Knowledge Base (wqa.org/kb) and may use that resource as study material for the exam.

Personnel who have completed the Water Treatment Design course in full may request a one-time 90-day complimentary access to their learning path after registering for the exam. Access to the online Knowledge Base is included with the course. Please select *Complimentary Access* in the payment information section below.

Personnel with a minimum of five years of experience who are not required to complete the Water Treatment Design course may purchase a 90-day access to the content for review purposes. Access to the online Knowledge Base is included with the course. Please select *Review Access* in the payment information section below.

SECTION VII: ORDER AND PAYMENT INFORMATION

(Note: payment can also be provided over the phone by contacting WQA’s Professional Certification Coordinator, Daniel LeBlanc at 630 929 2508.)

Application review fee: \$50 (Nonmembers) \$30 (Members)

Exam registration fee: \$485 (Nonmember) \$270 (E-members) \$215 (Core/Premier members)

Study materials (Optional)*:

- 90-day Complimentary Access (for those who completed the Water Treatment Design Course)
- 90-day Review Access: \$335 (Nonmember) \$185 (E-member) \$150 (Core/Premier members)



Credit card type: Visa Mastercard Discover Amex

Name on credit card: _____

Credit card number: _____

Expiration Date: _____ CVC: _____

Authorized signature: _____

Please email the completed application to education@wqa.org. For questions or assistance, please contact WQA's Professional Certification Coordinator, Daniel LeBlanc, at dleblanc@wqa.org or 630 929 2508

*The exam assumes a level of proficiency that draws on both field experience and basic knowledge of point-of-use/point-of-entry water treatment. Completion of WQA's training courses does not guarantee success on the exam.

EXAM RETAKE POLICY:

Exams with less than a passing score may be retaken after a 90 day waiting period. The candidate must submit the retake request form at wqa.org/exams and pay the full exam fee as well as any fees for re-accessing study materials.

EXAM RESCHEDULING AND CANCELLATION POLICY: The exam date and time may be rescheduled by notifying the WQA Professional Certification & Training department at education@wqa.org or by contacting the Professional Certification Coordinator, Daniel LeBlanc at 630 929 2508 or dleblanc@wqa.org at least twenty-four hours before the scheduled exam time.

Exam cancellations must be received at least twenty-four hours prior to the scheduled exam time. The exam registration fee will be refunded in full. The study materials access fee will be refunded at a prorated rate. The application review fee is nonrefundable.