



Utility Management Certification Application Instruction

The Utility Management Certification is designed to take into account education, experience and training. The minimum requirement for eligibility is 100 points.

Application information:

A phone number and e-mail address are required. Other information is required to facilitate news releases upon your successful completion and award of the "Utility Management Certification" designation.

A minimum of 100 points is required for eligibility in this program.

Education: 10 points are awarded for each item in the left hand column. Include required information and tabulate to the right hand column.

Direct management/operations of a water and/or wastewater utility: 10 points are awarded for each year of direct management/operation of a water and/or wastewater utility. A maximum of 60 points is allowable for this category.

Water University "UMC" specific training course: 10 points are awarded if you attended a "Utility Management Certification" specific training course sponsored by Rural Water Association of Arizona.

Training received in last 2 years: 1 point per hour of training received is awarded in this category. The training is required to be specific to water and wastewater utility operations.

Water and/or Wastewater Certifications: 10 points for each state issued water and/or wastewater certification is awarded in this category.

Fees:

To take the classroom instruction, the application and exam fee is \$375.00 for RWAA members and \$500.00 for non-RWAA members and must be received prior to attending the class. The Water Utility Management Training Guide is included in the above fees. (Classes will be offered on an as-needed basis.)

If you would like to self study for the test, there is a \$55.00 fee to purchase the Water Utility Management Training Guide.

PLEASE NOTE: WE CAN'T MAIL OUT THE TRAINING GUIDE TO YOU UNTIL WE HAVE RECEIVED YOUR PAYMENT OF \$55.

Taking the Test:

Whether you self study or take the classroom instruction, there is a \$250.00 fee to take the test online. When you are ready to take the test, please send the Utility Management application form to the Rural Water Association of Arizona office. Along with the application, please send the payment form either by fax or by email with filled out credit card information, or by mail with a check. Rural Water Association of Arizona will forward your payment or payment information on to National Rural Water Association, who will mail you the web address, your login, and pin, along with any other information you will need to take your Utility Management Certification.

If you have any questions regarding the application or test-taking process, please contact Janelle Russell at (520) 620-0230 or at: janelle.russell@rwaa.info

Utility Management Certification Payment Form

Payments may be made by check or by credit card. Please include this form with payment.

Make all checks payable to "Rural Water Association of Arizona" or "RWAA" and fax to: **(520) 620-0601** or mail to:

Rural Water Association of Arizona
Attention: Janelle Russell
1955 W. Grant Rd., Suite 190
Tucson, AZ 85745

Name: _____

Billing Address: _____

City, State, Zip: _____

Credit Card Number _____ Expiration Date _____

Cardholder Name _____

Cardholder Signature _____

Card Verification Code _____

Visa Mastercard American Express Discover Check Enclosed

Please check the following item you are paying for:

____ Utility Management Study Guide - \$55.00


____ Utility Management Class (Member) - \$375.00

____ Utility Management Class (Non-Member) - \$500.00

____ Utility Management Test - \$250.00

Water University Utility Management Certification Application

PLEASE TYPE OR PRINT. Complete the entire application and sign at the bottom. Mark N/A if a questions does not apply.

		Name (Last, First, Middle):				
Street Address:						
City		State	Zip Code	E-mail address		
Contact Phone Number:		Name of Utility you are employed by		Population served		
Position with Utility		Primary responsibility <input type="checkbox"/> Water <input type="checkbox"/> Wastewater <input type="checkbox"/> both		Years employed by this Utility		
A minimum of 100 points is required		Information		Multiplier 1 if yes	Point Factors	Total Points
High School or GED	Graduated <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of High School			X 10	
AA Degree:	Name of Degree	Received from:			X 10	
Bachelors degree	Name of Degree	Received from:			X 10	
Masters or higher	Name of Degree	Received from:			X 10	
Direct management/operation of a water and/or wastewater utility	Year from: To:	Name of Utility		_____ years	X 10	
Water University "UMC" specific Training Course	Date of course	Location of course			X 10	
Training received in last 2 years	Date Received	Location		_____ hours	X 1	
Water and/or wastewater certifications	Type of certifications	Water or wastewater		_____ (number Of certifications)	X 10	
Total Points						

I certify the above is correct and true to the best of my knowledge: _____
Signature
Date