

Why Become Certified?

When you become Certified by the National Ground Water Association, you are entitled to use the Certification Emblem to increase public awareness of your professional competence as signified by your successful participation in this program. The emblem is available for use in advertising, on stationery, equipment and uniforms.

More Benefits of Becoming Certified?

- ☛ Promotes confidence to the consumers in your market
- ☛ Local, state and national recognition
- ☛ Exemplifies your dedication to professionalism
- ☛ Continuing education keeps you current in the industry
- ☛ Gives you a competitive edge
- ☛ These are the same exams that many state agencies are using as part of their licensing requirements.

NGWA encourages Certified contractors and pump installers to use the appropriate initials following their names so the public and potential customers will recognize their professional achievements. We actively promote the benefits of hiring Certified professionals to the public. The use of the emblems and certification initials by Certified contractors and pump installers reinforces the public's awareness of your industry's professionalism. NGWA receives many requests from consumers, businesses and government agencies throughout the nation who are seeking Certified professionals for contracts and projects

Where Do I Start?

Certification exams are given in more than 20 locations annually including state, regional and national conventions. Exams are given the first Friday of each month at NGWA Headquarters in Westerville, Ohio. When you arrive at the exam location, an exam proctor will supply you with the application. You must show the proctor a photo I.D. You are required to pay fees on-site with cash, check or credit card. We do not offer a billing system. All cell phones and pagers must be turned off when taking the exam.

Am I Eligible to Apply for Certification?

If you are at least 20 years old and have twenty-four months of full-time experience in well construction or pump installation in an operational or supervisory capacity, you are eligible. You are required to submit written references from two professional contacts who are not affiliated with your current company to verify your experience. You may submit these before or after you take the exams, but we must have them before your certification will be processed. You can acquire the forms on the NGWA website www.ngwa.org, at testing sessions, and from the Certification Coordinator at 800-551-7379.

Exam Procedures:

The exams are designed to test skills and competencies that are essential in today's drilling industry including specific equipment, geological formations, and day to day business operations. These exams are multiple choice. In order to become Certified, you must pass the general exam and at least one other exam in a specialized category with scores of 70 percent or better. If an exam is failed, there is a 90-day waiting period before you may retest in that category. Both exams must be passed within a 12 month period.

How to Prepare for the Exams?

NGWA has designed a Voluntary Certification Exam Study that covers study materials for all exams currently offered by NGWA. Recent additions to this guide include a glossary of terms, test-taking tips, and a sample exam. Take this opportunity to add this to your other study materials.

The Voluntary Certification Exam Study Guide, along with other recommended study materials, can be purchased through the NGWA Online Store. For description, visit our website at www.NGWA.org.

Recommended textbooks and manuals for preparing for the NGWA Certification Exams include:

(Prices and availability are subject to change)

T017-	Ground Water and Wells	\$69.50/86.75*
T044-	Water Well Drillers Beginning Training Manual	\$ 8.00/10.00
T047-	Well Drilling Manual	\$ 7.00/8.75
T048-	Well Drilling Operations	\$11.00/15.00
T045-	Water Well Handbook	\$25.00/30.00
T043-	Water Systems Handbook	\$20.00/25.00
T028-	Introduction to Ground Water Hydrology	\$20.00/25.00
T028A-	Introduction to Ground Water Hydrology- Solutions	\$ 5.00/6.25
T024-	Ground Water Hydrology for Water Well Contractors	\$25.00/31.25
T030-	Manual of Recommended Practices for the Installation Of Thermoplastic Water Well Casing	\$ 5.00/7.00
K940-	NGWA Voluntary Certification Exam Study Guide	\$40.00/50.00
T238-	Large Submersible Pump Manual	\$20.00/25.00
T036-	Planning for an Individual Water System	\$16.00/20.00
T479-	Handbook of Suggested Practices for the Design and Installation of Ground Water Monitoring Wells	\$35.00/43.75
T222-	Practical Guide for Ground Water Sampling	\$18.00/22.50
T871-	Manual of Water Well Construction Practices	\$25.00/31.25

* NGWA member/prospective member prices

Exam Categories:

The General Exam, which must be taken by all new applicants, tests your general knowledge of ground water and the ground water industry. You must pass this exam, plus at least one exam in a specialized category to qualify for Certification.

Drilling categories:

- A/B Cable Tool Drilling
- C/D Air Rotary Drilling
- E/F Mud Rotary Drilling
- G Reverse Circulation Drilling
- H Jetting and Driving Wells

Pump categories:

- J Inclusive Pump Installation
- K Water Systems < 100 GPM
- L Water Systems > 100 GPM

Specialty Exams categories:

- M Augering and Monitoring
- N Well Servicing and Maintenance
- O Ground Water Heat Pumps

After passing the General exam and exams A/B through L, individuals may request to take the Master exam. This is a 50 questions essay exam. Those passing are recognized as being the top in their industry.

What are the Exam Fees?

NGWA Members:

\$35 for General Exam

\$20 for each exam in a specialized category

Prospective Members:

\$275 for General Exam and one exam in a specialized category

\$20 for each additional exam in a specialized category

How Can I Maintain My Certification?

1. Pay the annual recertification fee.
2. Complete seven Continuing Education Points by December 31st for that year.
3. Sign an affidavit each year verifying that you have no pending legal action against you for failure to properly construct wells or install pumps and that you have maintained the qualified licenses to operate in your state.

Annual Recertification fees:

NGWA Members \$25 per year

Prospective Members \$275 per year

Recertification fees must be paid by December 31st of each year. Failure to pay this fee or maintain the other certification requirements results in Decertification. A reinstatement fee is assessed along with all missing recertification items to be reinstated into the certification program.

What are Continuing Education Points (CEPs)?

Due to the constantly changing technology and equipment in today's world, every person in the work force must continually learn about the new products, techniques, rules, regulations and ideas relative to their own job. To maintain the high standards of the Certification Program participants are required to earn and reports a minimum of seven hours of committee approved education in the ground water industry each calendar year. Examples of where you can earn Continuing Education Points are:

- ◆ attending meetings, seminars, conventions
- ◆ conducting safety programs
- ◆ correspondence courses
- ◆ community ground water awareness

If you participate in an activity that you feel is equivalent to one of the above, contact the Certification Coordinator to have it evaluated for credit. Newly Certified people must report Continuing Education Points beginning the first calendar year following their initial Certification. An official CEP report form will be sent each year. CEPs must be reported on the official report forms. Contact the Certification Coordinator for forms or access them from the website at www.ngwa.org.

How Can I Promote My NGWA Certification?

As a newly Certified contractor, you will receive a certificate, wallet card, and also a complimentary packet of promotional materials ad camera ready logo sheets for your advertising and printing needs, and a pres release to send to your local papers.

f you are interested in additional promotional items, NGWA offers many items that enable you to proudly promote that you are an NGWA Certified Contractor. These items include:

C2-	Certified Contractor Small Emblem Decals	\$.30 per decal
C3-	Certified Contractor Cloth Emblem Patch	\$2.25 each
C4-	Master Ground Water Contractor Cloth Emblem Patch	\$6.00 each
C5-	Certified Contractor Window Decals	\$.50 each

C15-	Master Ground Water Contractor Patch	\$2.00 each
	Certification Foil Emblem Stickers	\$35.00/roll of 500
	C7- CWD Emblem	
	C8- CPI Emblem	
	C9- Monitoring Emblem	
	C10- MGWC Emblem	
C11-	Look for this Emblem Leaflets	\$.10 each
C24-	Certified Contractor Lapel Pin	\$10.00
C25-	Master Ground Water Contractor Lapel Pin	\$10.00
	Large Truck Decals	\$8.00 per decal
	C16- CWD	
	C17- CWD/PI	
	C18- CPI	
	C19- Monitoring	
	C20- Master Ground Water Contractor	

What is Decertification?

Decertification is automatic if the annual recertification fee is not paid each year or if you do not submit the necessary CEPs or signed affidavit. The person being notified of decertification has 30 days to comply with all the requirements. There are no refunds of recertification fees if you fail to comply with all requirements. The deadline each year for recertification is Dec 31st. The logo remains the property of NGWA and must be surrendered upon demand if you fail to meet the certification renewal requirements.

What if I Need Assistance?

If you have a disability and may require some accommodation for taking the exams, contact the Certification Coordinator at NGWA and as for a "Request for Accommodation " form. If accommodation is not requested in advance, we cannot guarantee the availability of accommodating on -site.

Become part of NGWA Voluntary Certification program now!