



NEVADA WATER ENVIRONMENT ASSOCIATION COMPUTERIZED EXAM APPLICATION

(Revised May 2008)

This application must be completed and submitted with an exam application and the appropriate exam fee. Wastewater Treatment Plant Operator exam fees are \$60.00. All other certification exam fees are \$150.00.

Full Name: _____
Last Name First Name Middle Initial

Address: _____
(Street Number) (City) (State) (Zip Code)

Work Phone: _____

Home Phone: _____

Email Address: _____

Exam:	<input type="checkbox"/> Treatment Plant Operator	Grade:	<input type="checkbox"/> I	<input type="checkbox"/> II	<input type="checkbox"/> III	<input type="checkbox"/> IV
	<input type="checkbox"/> Wastewater Quality Analyst	Grade:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Industrial Waste Operator (P/C)	Grade:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Industrial Waste Operator (B)	Grade:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4
	<input type="checkbox"/> Collection System Operator	Grade:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4

- Standard testing fees are required to be submitted with your exam application. Upon receiving approval of the application by the Certification Board, an additional fee of \$68 is assessed by AMP when you register to take the computerized exam.
- You must receive an approval letter from the Certification board before scheduling your exam with AMP.
- The exam approval letter will give you instructions for scheduling your exam with AMP.
- Computerized exams are offered in Reno and Las Vegas 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 by selecting "Candidates."

Exam Rescheduling:

A candidate may reschedule the examination once at no charge by calling AMP at 800-345-6559 at least two business days prior to a scheduled computer administration.

Missed Appointments/Cancellations:

A candidate will forfeit the examination registration and all fees paid under the following circumstances.

- The candidate wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled testing session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination, or
- The candidate fails to report for an examination appointment.
- The candidate does not register to take the exam during the approved 90-day window.

Exam Frequency:

The candidate may take the examination as many times as they wish, but must wait 30 days between examination dates. An application, exam fee and computerized testing application must be submitted for each exam.

DATE: _____ SIGNATURE: _____

NWEA Certification Board

Computerized Certification Examination Information

The NWEA Certification Board offers computerized certification exams in addition to pencil and paper exams for all of its certifications with the exception of Industrial Waste Inspector. The computerized examinations are administered at 2 locations in Nevada (Las Vegas and Reno) 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 by selecting “Candidates.”

Standard testing fees are required to be submitted with your exam application. Upon receiving approval of the application by the Certification Board, an additional fee of \$68 is assessed by AMP when you register to take the computerized exam.

After receiving approval from the Certification Board:

Scheduling Online: – go to www.goamp.com and select “Candidates” from AMP’s home page.

1. Choose a category – select “Other” from the pull down menu.
2. Choose a program – select “NWEA Certification Board” from the pull down menu.
3. Choose an exam – select the exam listed on your approval letter from the twenty (5 exam types and 4 exam levels) “NWEA Certification exams/grades” listed on the pull down menu. This is the only exam you are approved to take and can register for.
4. Select the “Register for Exam” option. Read the statements concerning identification requirements, security of the examination and candidate handbook. If you agree, click on “Yes” and select the “Continue” button to continue the registration process.
5. First time users of AMP’s online scheduling must select “I am a New User.”
6. Enter the information requested to create an account. Your nine-character identification number can be found in your approval letter. It starts with NV, followed by seven digits (for example, NV0000001) – include all nine characters. When finished, select the “Continue” button to proceed.
7. A screen appears confirming the account has been successfully established. Select the “Continue” button to proceed. The personal information provided to AMP is displayed for the candidate to verify. Make any necessary changes and select the “Continue” button to proceed and schedule your appointment.
8. Select a location from the list displayed. The closest test center may be in a neighboring state. Select the date and time you want (all available dates are shown in green). Submit your request by clicking on the “Schedule” button.
9. An on-screen confirmation appears showing that the appointment has been scheduled. An email confirmation is also sent with directions to the Assessment Center.
10. The candidate can always go to “My Home Page” which provides information about scheduled examinations and allows candidates to reschedule an appointment (requires two business days notice).

Scheduling by phone:

You may call AMP at 800-345-6559. This toll-free number is answered from 5:00 a.m. to 7:00 p.m. Monday through Thursday, 5:00 a.m. to 3:00 p.m. on Friday and 6:30 a.m. to 3:00 p.m. on Saturday (all times listed are Pacific). You will need your identification number and type and grade exam from your approval letter. Please have your credit card available for payment of examination fees. If special accommodations are being requested please use the telephone option.

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 \$68 payment to AMP. The application is available from NWEA at (775) 465-2045. Payment must be made payable to AMP. Mail to; AMP, 18000 West 105th Street, Olathe, KS 66061-7543.

If you call AMP by 1:00 p.m. Pacific Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

Exam Rescheduling:

A candidate may reschedule the examination once at no charge by calling AMP at 800-345-6559 at least two business days prior to a scheduled computer administration.

Missed Appointments/Cancellations:

A candidate will forfeit the examination registration and all fees paid under the following circumstances.

- The candidate wishes to reschedule an examination but fails to contact AMP at least two business days prior to the scheduled testing session.
- The candidate wishes to reschedule a second time.
- The candidate appears more than 15 minutes late for an examination, or
- The candidate fails to report for an examination appointment.
- The candidate does not register to take the exam during the approved 90-day window.

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. Candidates 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, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

Taking the Examination:

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. The second form of identification must include your name and signature. Some examples of this identification are social security cards, credit cards and library cards.

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

Fees and Exam Frequency:

The candidate may take the examination as many times as they wish, but must wait 30 days between examination dates. An application and computerized testing application must be submitted for each exam. A fee of \$60 for the wastewater treatment plant operator and \$150 for the voluntary programs must be submitted with the application. Once you receive an exam approval letter you will register with AMP.