



ABC Biosolids Land Appliers Certification

Association of
Boards of Certification

The Association of Boards of Certification (ABC) offers certification to individuals working in the field of biosolids land application. Two levels of certification are offered; *Class I Field Operator* and *Class II Manager*. On the following pages you will find information about certification and exam requirements for each level of certification. After reading this information, please complete the enclosed application and note additional documentation that must be submitted with the completed application. Also, please note the following:

- *All application review fees are nonrefundable. Please contact ABC if you have questions regarding your eligibility for certification prior to submitting your application.*
- *If there is a mandatory certification program for biosolids land appliers where you currently work or live (if not working), then you must first obtain certification from the program that has primacy in your area before applying for certification with ABC. This policy does not apply to non-mandatory certifications.*
- *ABC certificates are valid for two years after which time you must renew your certificate. Renewal requirements include taking 2.4 CEUs (24 contact hours) of continuing education in your area of certification and paying a renewal fee.*

TYPICAL JOB DUTIES	
Class I-Field Operator	Class II-Manager
<ul style="list-style-type: none"> • Operates loading and spreading equipment for land application • Sets markers of field boundaries and establishes setbacks • Calibrates equipment for assigned application rates • Receives truck deliveries and collects documentation • Maintains records of filed activities and prepares daily operational reports • Communicates required site management practices to biosolids users • Communicates the proper handling and application of biosolids to the public • Practices the proper and safe handling of biosolids during application events 	<ul style="list-style-type: none"> • Conducts site review and selection • Sets schedule of activity with land owner • Calculates agronomic loading rates • Designs and carries out public outreach efforts • Assists with training of site operators and biosolids users • Certifies compliance with local, state and federal regulations • Oversees the collection of samples and reviews reports on biosolids quality • Establishes safety procedures for field operations and ensures compliance of such procedures • Applies for required local, state and federal land application/biosolids permits and assures compliance of such permits

CERTIFICATION REQUIREMENTS

The following are the certification, examination, education and experience requirements for the Class I and Class II Biosolids Land Applier certifications. You must first be certified at the Class I level before applying for Class II certification.

Class I- Field Operator

- High school diploma, GED or equivalent
- 2 years of acceptable experience in a Class I position
- Take and pass the ABC Class I Biosolids Standardized exam with a score of 70% or above.

Class II-Manager

- Hold an active Class I Biosolids Land Application certification
- High school diploma, GED or equivalent
- 1,800 contact hours (180 CEUs) of post high school education in the environmental control field, engineering or related science
- 4 years of acceptable operating experience in a Class I position
- Take and pass the ABC Class II Biosolids Standardized exam with a score of 70% or above.

SUBSTITUTION OF EDUCATION AND EXPERIENCE

ABC permits substitution of the education and experience requirements. Substitutions may not exceed 50% of any requirement except as noted. Education or experience which has been used as a substitution may not be reused to meet the education or experience requirements. Decisions on the acceptance of substitutions will be made on a case-by-case basis.

Experience for Education

- For Class I and II, one year of operating experience may be substituted for one year of high school without limit.
- For Class II, a maximum of two years of experience in a Class II position may be substituted for 900 contact hours.

Education for Experience

- Education used as substitution for experience must be formal post-high school education in the environmental control field, engineering or related science.
- For Class I, a maximum of 450 contact hours¹ may be substituted for one year of operating experience.
- For Class II, a maximum of 900 contact hours may be substituted for 2 years of experience.

Related Work Experience

- Related experience in another type of environmental control utility, in another non-municipal residuals land application facility, or in another environmental certification category may be credited toward the experience requirement.
- Related experience may only be substituted for up to 50% of the experience requirements.

BIOSOLIDS LAND APPLIERS-IN-TRAINING CERTIFICATION

An "In-Training" certificate is an option available to individuals who do not currently meet the education and experience requirements for the class level for which they are applying, but feel they would be able to obtain what is required within a two year period. Applicants interested in applying for an "In-Training" certificate should contact ABC to discuss the benefits and limitations of this type of certification.

¹ 1 CEU = 10 contact hours, 1 semester credit = 1.5 CEU, 1 quarter credit = 1.0 CEU

CERTIFICATION EXAMS

- A certification exam is required for each level of certification. ABC exams are computerized. If your application is approved, arrangements will be made with Applied Measurement Professionals (AMP) to administer the certification exam to you. AMP charges a proctoring fee of approximately \$60.00 in the U.S. and \$120.00 outside the U.S. These fees are subject to change without notice.
- Paper and pencil exams may be available in some locations. Please inquire about the availability of this option if needed.
- Information about topics covered on the exam as well as exam reference material are available on ABC's website at <http://www.abccert.org/examinformation.html>.
- If you require special accommodation due to a disability that may impair your ability to take the examination, ABC will endeavor to meet those special needs. You are responsible for submitting the Request for Accommodation Form with this application and providing documentation of the need for a special accommodation. A letter from a physician or a medical specialist knowledgeable of your disability must accompany the completed application. Please contact ABC to request a copy of the Request for Accommodation Form.

NONDISCRIMINATION

It is the policy of ABC that it shall not discriminate among applicants as to age, sex, race, religion, national origin, disability, sexual orientation or marital status.

APPLICATION CHECKLIST

Follow the instructions below and use the checklist to help insure that your application is complete before submitting it to ABC. Complete all sections of the application accurately and completely and provide all requested documents. Failure to do so will result in a delay of processing your application. Please allow 4 weeks before contacting ABC about the status of your application.

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| <input type="checkbox"/> 1. <u>Application Review Fee</u> -Submit a check or money order for of US\$120.00 made payable to the Association of Boards of Certification. | <input type="checkbox"/> 5. Indicate your level of education. Provide a copy of your high school diploma or GED or post high school degree. A transcript of your post high school education must also be included with Class II applications or if substituting education for experience.. |
| <input type="checkbox"/> 2. Provide all identification and contact information. | <input type="checkbox"/> 6. Provide information about your current job duties. Be sure to obtain the required signature verifying your employment (Section VI). |
| <input type="checkbox"/> 3. Review certification requirements and select the type and level of certification for which you wish to apply. | <input type="checkbox"/> 7. Provide information about other positions you have held that would be applicable to meeting the work experience certification requirements. |
| <input type="checkbox"/> 4. If applicable, indicate your current level of certification. Be sure to include a copy of your certification with your application material. | <input type="checkbox"/> 8. Sign and date the acknowledgment on the back page of the application (Section VIII). |
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ABC Biosolids Land Appliers Application

COMPLETE ALL SECTIONS FULLY AND ACCURATELY.

SECTION I: IDENTIFICATION AND CONTACT INFORMATION <i>(Please type or print)</i>				
First Name:		MI:	Last Name:	
Mailing address (number and street):				
City:		State:		Zip:
Country (if out side the U.S.A.):				
Work telephone number:		Home or cell telephone number:		
FAX number:		Email:		
Birth Day	<input type="text"/>	<input type="text"/>	Birth Month	<input type="text"/>
	<input type="text"/>	<input type="text"/>	Birth Year	<input type="text"/>
				Social Security Number (last 4 digits only)*
				<input type="text"/>

*For U.S. citizens/residents only. If outside the U.S., provide the last 4 digits of your government issued national identification number in the space provided.

SECTION II: APPLICATION TYPE AND CLASS LEVEL	
<p><i>Application Type (check one):</i></p> <p><input type="checkbox"/> Examination</p> <p><input type="checkbox"/> In-Training fulfillment</p>	<p><i>Application Class Level (check one):</i></p> <p><input type="checkbox"/> Class I</p> <p><input type="checkbox"/> Class II</p> <p><input type="checkbox"/> In-Training</p>

SECTION III: CURRENT LEVEL OF CERTIFICATION. <i>If you are currently certified in Biosolids Land Application, submit a copy of your current certificate and complete the following.</i>	
Are you currently certified in Biosolids Land Application? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type and level of certification:	
Certificate Number:	Expiration date:
Name of Certifying Agency:	

SECTION IV: EDUCATION. <i>Check your highest level of education. Provide a copy of your diploma verifying the highest level of education obtained. Class II applicants must also provide a transcript of post high school education.</i>	
<input type="checkbox"/> High School Diploma	<input type="checkbox"/> Associates Degree (2 year degree)
<input type="checkbox"/> GED or Equivalent	<input type="checkbox"/> BA/BS Degree (4 year degree)
<input type="checkbox"/> Some College (no degree earned)	<input type="checkbox"/> Graduate Degree

ABC Biosolids Land Appliers Application

SECTION V: CURRENT EMPLOYMENT

Company/Treatment Facility Name:

Mailing address (number and street):

City:	State:	Zip:
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Country (if out side the U.S.A):

Work telephone number:	Work FAX number:
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Supervisor's Name:	Supervisor's telephone number:
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Current Job Title:	Start /End Date:	Hours per week:
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Job Duties: If available, attach a copy of your job description, otherwise, provide a description of your primary job duties in the space below.

SECTION VI: VERIFICATION OF EMPLOYMENT. To be completed by supervisor or human resources.

I, _____ acknowledge that the dates of employment and job duties as described above are the primary job duties for _____.

I am responsible for the supervision and/or hiring of this individual and am aware of his daily job duties.

Supervisor's / HR Title

Telephone No.

Supervisor's / HR Signature

Date

ABC Biosolids Land Appliers Application

SECTION VIII: ACKNOWLEDGMENT

I, the undersigned, certify that I am the above applicant; that all statements made and information contained in this application are true and correct to the best of my knowledge and belief; that I understand that any omissions or misrepresentations may result in ineligibility for certification or revocation of any certificate granted. I understand that the enclosed fee is nonrefundable and that an additional processing fee may be charged if the application is completed incorrectly or is unreadable. Further, should I have received the certification under false circumstances, I will immediately surrender the certificate to ABC. I also consent to a thorough investigation of my application for the purpose of verification of my qualifications for certification. I also understand that by signing below I give ABC the authority to use and report this information and my test results. I waive all claims and agree to indemnify and hold harmless ABC for any action taken pursuant to the rules and standards of ABC with regard to my application, the ABC examination(s) and/or my certification except claims based on gross negligence or lack of good faith.

Signature of Applicant _____

Date _____