



# ABC Laboratory Analyst Certification Application

## GENERAL INSTRUCTIONS

1. Please read and follow all instructions carefully. **Complete all sections** fully and accurately.
2. The application review fee is \$120.00. If you are required to take an exam, additional proctoring fees will be assessed by the proctor. **ALL FEES ARE NONREFUNDABLE.**
3. Make check or money order payable to: Association of Boards of Certification
4. To qualify for ABC certification without examination (reciprocity), you must have the following:
  - Taken a certification exam equivalent to ABC's Standardized Exam (refer to the enclosed chart).
  - Received a score of 70% or above on your certification exam.
  - An active license which is in good standing in the area of certification for which you are applying.
  - Met the specific class certification standards for which you are applying (see page 2).
5. If you are not certified, you must take ABC's exam and meet the certification standards listed on page 2. ABC has a sequential entry requirement which means you must begin with the Class I.
6. You must complete a separate application for each type of certificate you wish to receive.
7. All ABC certificates are valid for 2 years. After two years, you may renew your certificate by paying \$110.00 and submitting documentation showing you have taken 2.4 CEUs (24 contact hours) of continuing education in your area of certification.
8. Please allow 4 weeks for processing before calling to check on the status of your application.
9. Mail completed application to: ABC • 2805 SW Snyder Blvd. Ste. 535, Ankeny, IA 50023 • Phone (515) 232-3623

I am applying for certification by: (Please check only one)

Reciprocity

Exam

Class level: (Check one, or OIT with level) I

II

III

IV

OIT

Category: (Please check only one) Water Laboratory Analyst

Wastewater Laboratory Analyst

## GENERAL INFORMATION

Name \_\_\_\_\_  
First Middle Initial Last

Address \_\_\_\_\_  
\_\_\_\_\_

City, State/Province \_\_\_\_\_

Zip/Postal Code \_\_\_\_\_

Country \_\_\_\_\_

Work Phone \_\_\_\_\_

Fax \_\_\_\_\_

Home Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Birth Date   -   -      
(Day) (Month) (Year)

Social Security Number (Last 4 digits)

## CURRENT CERTIFICATION

If you are currently certified complete this section and enclose a copy of your certificate.

Valid certificate number \_\_\_\_\_

Issuing agency \_\_\_\_\_

Title of certificate and/or class \_\_\_\_\_

Percentage score you received on exam \_\_\_\_\_

Month/year you took the exam \_\_\_\_\_

TOTAL YEARS OF ANALYST EXPERIENCE \_\_\_\_\_

## LABORATORY EXPERIENCE

LABORATORY

DATES OF EMPLOYMENT

SUPERVISOR'S NAME

TELEPHONE

- Attach to your application a detailed description of your laboratory job duties. List tasks that you perform and the percentage of time you spend doing those tasks on a weekly basis.
- Please include a letter from your supervisor verifying your job duties and your dates of employment.

### CERTIFICATION STANDARDS

Provide documentation that you meet the following specific class certification standards for which you are applying:

#### CLASS I

- High school diploma, GED or equivalent.
- 1 year of acceptable environmental laboratory experience.

#### CLASS II

- High school diploma, GED or equivalent.
- 3 years of acceptable environmental laboratory experience.

#### CLASS III

- High school diploma, GED or equivalent.
- 180 CEUs<sup>1</sup> of post high school education in the environmental control field, engineering or related science.
- 4 years of acceptable environmental laboratory experience.

#### CLASS IV

- High school diploma, GED or equivalent.
- 180 CEUs<sup>1</sup> of post high school education in the environmental control field, engineering or related science.
- 4 years of acceptable environmental laboratory experience.

### EXAM ARRANGEMENTS

- 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 charge a proctoring fee of \$59.00 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.
- 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.

<sup>1</sup>1 CEU = 10 contact hours, 1 semester credit = 1.5 CEU, 1 quarter credit = 1.0 CEU

<sup>2</sup>Direct Responsible Charge is active daily on-site technical direction and supervision or active daily on-site accountability of a facility or a major segment of a facility.

### ACKNOWLEDGEMENT

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 non-refundable 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 \_\_\_\_\_

## SUBSTITUTIONS

The Association permits substitution of the education and experience requirements. Substitutions may not exceed 50% of any requirement except as noted. Related experience may not be substituted for education. Decisions on the acceptance of substitutions will be made on a case-by-case basis.

## SUBSTITUTING EXPERIENCE FOR EDUCATION

Experience used to meet the experience requirement may not be reused as substitution for the education requirement.

- **For Class I and II, no substitution of experience for education shall be permitted.**
- For Class III, a maximum of 1 year experience in a Class II or higher position may be substituted for 45.0 CEUs of post-high school education in the environmental control field, engineering, or related science.
- For Class IV, a maximum of 2 years experience in a Class III or higher position may be substituted for 90.0 CEUs of post-high school education in the environmental control field, engineering, or related science.

## SUBSTITUTING 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. Education used as substitution for experience may not be reused to meet the education requirement.

- **For Class I, no substitution of education for experience shall be permitted.**
- For Class II, a maximum of 67.5 CEUs may be substituted for 1.5 years of environmental laboratory experience.
- For Class III and IV operators, a maximum of 90.0 CEUs may be substituted for 2 years of environmental laboratory experience.

## RELATED EXPERIENCE

Where applicable, related experience in another type of environmental control utility, in a related utility division or certification category or allied trade, such as hospital laboratory technician, may be credited toward the experience requirement. Related experience may only be substituted for up to 50% of the experience requirements.

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## IMPORTANT CHECKLIST

Please use this checklist before you mail your application. Your application will be delayed if the following information is not included.\*

- \_\_\_\_ 1. Copy of high school diploma, GED, or equivalent.
- \_\_\_\_ 2. Copy of all transcripts/documentation of post-secondary education.
- \_\_\_\_ 3. Resume of work experience. Provide description of job duties, percentage of time spent at various job tasks.
- \_\_\_\_ 4. Supervisor(s) contact information. For applicants working outside of the US and Canada, a letter from your supervisor must be included with the application verifying dates of employment and job duties.
- \_\_\_\_ 5. Copy of current certification.
- \_\_\_\_ 6. Nonrefundable application fee.

\*If supporting documents are not written in English, a certified translation into English must be provided.

**Association of Boards of Certification**

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2805 SW Snyder Blvd., Ste 535 • Ankeny, IA 50023-8404