

Application for Professional Certifying Organization Approval

Professional certifying organizations (PCOs) seeking the U.S. Environmental Protection Agency's (EPA's) WaterSense® label for a professional certification program should complete this application to document that the organizational eligibility requirements have been met, as listed in Section 5 of the *WaterSense Professional Certification Program Labeling System*.

PCOs **applying directly to EPA** (EPA Approved PCOs) for organizational approval shall submit **Sections 1 and 2** of this application to EPA.

PCOs **adopting an existing WaterSense labeled program** (Adopting PCOs) shall submit **Sections 1 and 3** of this application to EPA.

Mail this form and attachments to:

EPA WaterSense Program
c/o ERG
2300 Wilson Boulevard
Suite 350
Arlington, VA 22201

OR

Email this form and attachments to:

WaterSense Helpline
watersense@epa.gov

PCOs should mark sensitive or proprietary documentation with the term "Confidential Business Information." Please **DO NOT** send confidential business information (CBI) electronically. All CBI should be sent only in hard copy to the address provided above.

For more information, please call the WaterSense Helpline at (866) WTRSENS (987-7367) or email watersense@epa.gov.

Section 1: General Information

Professional Certifying Organization: _____

Contact name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

Email: _____

Program website (if applicable): _____

By signing this application, I confirm that all the information included in this form is accurate and true, and that the organization named above is structured so as to give confidence in its competence and integrity as a PCO such that it will not allow commercial, financial, nor other interests to compromise its impartiality.

Signature: _____ Date: _____

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Section 2: EPA Approved PCOs

To gain organizational approval, an EPA Approved PCO may choose one of two paths: third-party accreditation or WaterSense accreditation. Please complete the appropriate section for your organization below.

Section 2.1: Third-Party Accreditation Path

This section should be completed by PCOs that have chosen the third-party accreditation path described in Section 5.2.1 of the *WaterSense Professional Certification Program Labeling System*.

Please list the standard to which your certifying organization is accredited:

- Include the certificate of accreditation with your application packet.

Section 2.2: WaterSense Accreditation Path

This section should be completed by PCOs that have chosen the WaterSense accreditation path described in Section 5.2.2 of the *WaterSense Professional Certification Program Labeling System*.

Please submit the following items for each requirement described in the referenced sections of the *WaterSense Professional Certification Program Labeling System*.

Institutional Stability (Section 5.2.2.1)

- Names and titles for each employee providing services to the certification program and justification for how he or she is qualified for the position.
- Documentation and description of the management (e.g., team or person) responsible for each of the managerial elements listed in Section 5.2.2.1. This description can be accompanied by or presented in organizational chart format.
- Documentation proving the PCO is a legal entity or part of a legal entity.

Subcontracting (Section 5.2.2.2)

- Provide a copy of the legally binding contract used to ensure the PCO will take responsibility for contracted work and shall maintain ultimate responsibility for all certification-related decisions.

Independent Oversight of Certification Program Development and Management (Section 5.2.2.3)

- Provide a description of the role, responsibility, and function of the oversight committee within the organization. If available, a copy of the organization's procedures or by-laws pertaining to the oversight committee may be submitted as documentation. The information should address the following topics:
 - How committee members are selected or appointed.

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- Committee member terms of service, such as duration of appointment or nature of compensation, if any.
- For the current oversight committee, provide each committee member's name, committee position, professional affiliation, and a brief synopsis of expertise relevant to the field to which the certification applies.

Please submit in a separate document(s) your relevant procedures and include below where in your procedures WaterSense can find information related to each requirement described in the referenced sections of the *WaterSense Professional Certifying Program Labeling System*. If the procedures described below are not part of an existing procedural document for the organization, please attach a separate written description and reference appropriately below.

Management of Certified Professionals' Eligibility Requirements (Section 5.2.2.4)

- Procedures to ensure that all eligibility requirements relevant to certified individuals (e.g., experience) are made public and to ensure these requirements are met and maintained by certified individuals as part of the certification process.
- Procedure section or page number: _____

Development and Maintenance of Certification Exams (Section 5.2.2.5)

- Procedures to ensure that the technical content of exam questions and passing scores are established or approved by the oversight committee(s).
- Procedures and the name and address of the independent academic institution or professional testing organization used to review exam material.
- Procedure section or page number: _____

Security of Assessment Instruments (Section 5.2.2.6)

- Procedures to ensure the security, confidentiality, and independent proctoring and grading of exams, including maintaining a record of the name and address of the organization or certified professional that graded each exam.
- Procedures to ensure that all personnel involved in handling and grading examinations and related items are trained in the security procedures established by the PCO.
- Procedure section or page number: _____

Procedures to Revoke Certification From Certified Professionals (Section 5.2.2.7)

- Procedures to implement disciplinary actions, which include handling complaints and defining the terms and conditions for suspending or withdrawing the certification.
- Procedure section or page number: _____

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Section 3: Adopting PCOs

Title of labeled program being adopted: _____

Parent PCO: _____

Parent PCO representative: _____

Representative's email: _____

Representative's phone number: _____

Geographic area(s) (municipality, state, nationwide, etc) in which the above certification program will be offered by the Adopting PCO:

Date the Parent PCO approved and signed the *Application for Adopting Professional Certifying Organizations*, or the Parent PCO's alternative documentation: _____