

# Certification Renewal Application

**Dear Certificate Holder,**



The Kansas Water Environment Association, utilizing the Association of Boards of Certification's (ABC) National Standardized Exams, issues certificates in the disciplines of Collections, Distribution, Plant Maintenance, Water and Wastewater Laboratory, Residuals Management, and Industrial Biological and Physical Treatment. These certificates expire on Sept. 1 every two years from the date of issue and must be renewed to stay current.

The primary purpose of renewal is to confirm that the certificate holder is staying current on related training as 10 hours of training are required to maintain the certificate in good standing. If you hold a certificate in Water (Distribution, Water laboratory, etc.), then 10 hours of water-related training are necessary, and if you hold a certificate in wastewater (Collections, Wastewater Laboratory, etc.), then 10 hours of wastewater-related training are necessary. In the future, these certificates may require additional and more specific training, but at this time, this is the requirement. A holder of a Plant Maintenance Certificate is able to count either water or wastewater training as long as it is maintenance-related.

To renew, complete the form below and mail it along with \$25 for each certificate held to:

**KWEA, 6209 SW 24th Terrace, Topeka, KS 66614**

Although technically expired on Sept. 1, you are not in danger of losing your certification unless one year has lapsed, at which time a reinstatement fee of \$25 and the requirement of 15 training hours is necessary to renew. Certificates expired for over 24 months will not be renewed.

## **Please fill in the appropriate information:**

\_\_\_\_\_  
Certificate Number

\_\_\_\_\_  
Certificate Type

\_\_\_\_\_  
Certificate Class

\_\_\_\_\_  
Certificate Expiration

\_\_\_\_\_  
Certificate Holder Name (First, Middle, Last)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Home Telephone

\_\_\_\_\_  
Email Address

**List training in the past two years (10 hours required)**

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**EVENT:** \_\_\_\_\_

- a) Date: \_\_\_\_\_
- b) Hours Awarded: \_\_\_\_\_
- c) Training Institution: \_\_\_\_\_

**EVENT:** \_\_\_\_\_

- a) Date: \_\_\_\_\_
- b) Hours Awarded: \_\_\_\_\_
- c) Training Institution: \_\_\_\_\_

**EVENT:** \_\_\_\_\_

- a) Date: \_\_\_\_\_
- b) Hours Awarded: \_\_\_\_\_
- c) Training Institution: \_\_\_\_\_

**EVENT:** \_\_\_\_\_

- a) Date: \_\_\_\_\_
- b) Hours Awarded: \_\_\_\_\_
- c) Training Institution: \_\_\_\_\_

Please print clearly so the form is easily read and your data is entered incorrectly. You may check your updated information in the training section of our website at [www.kwea.net](http://www.kwea.net). If you find your data or contact information is incorrect, contact us at [kwea@sbcglobal.net](mailto:kwea@sbcglobal.net).

Renewal certificates will be mailed within four weeks of receipt of your completed paperwork. If you have any questions, email us.

All the best,

*Sylvan Coles*

KWEA Certification Officer