



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

OFFICE OF
WATER

September 19, 2013

Dear Interested Party:

The U.S. Environmental Protection Agency (EPA) sponsors WaterSense,[®] a voluntary partnership program that seeks to protect the future of our nation's water supply by offering people a simple way to use less water with water-efficient products, new homes, and programs. EPA has initiated several changes to the process by which professional certification programs can earn the WaterSense label and is requesting partner and stakeholder feedback on several WaterSense program documents.

Background

On October 11, 2012, EPA issued a Notice of Intent (NOI) introducing several possible changes to how WaterSense works with both professional certifying organizations (PCOs) and individuals certified by those organizations' programs. WaterSense held two public meetings, reviewed stakeholders' comments, and concluded that the most advantageous and sustainable path forward requires two substantive programmatic changes. These changes include:

- Creating and instituting a consolidated and common set of requirements (i.e., *WaterSense Professional Certification Program Labeling System*) that complements and streamlines each of the WaterSense program specifications.
- Modifying how WaterSense engages with irrigation professionals by removing the WaterSense partnership designation for individuals certified through WaterSense labeled programs and expanding WaterSense program benefits to all professionals certified through labeled programs.

By implementing these changes, WaterSense will be able to ensure a base level of organizational competency among PCOs regardless of the type of professional certification program that earns the WaterSense label, as well as ensure consistency in the evaluation of professional certification programs. Based on available resources, these changes could allow WaterSense to expand the types of certification programs that can earn the WaterSense label and extend the benefits of the WaterSense program to a larger number of certified individuals.

Additional information regarding EPA's plans to refine the process for labeling certification programs and remove the partnership designation for certified professionals, including the NOI and public meeting presentations, is available on the WaterSense website. WaterSense will accept new irrigation partnership agreements with certified individuals until the final *WaterSense Professional Certification Program Labeling System* is published. Partnerships with individual irrigation partners will no longer be valid one year from that publication date. However, at that point, all professionals certified through WaterSense labeled programs will gain access to a

variety of WaterSense resources to aid in promoting their affiliation with WaterSense as professionals certified through WaterSense labeled programs.

WaterSense and its PCO partners will provide additional information to WaterSense irrigation partners and other stakeholders in the coming weeks.

Relevant Documents

The WaterSense program documents listed below describe the new certification program structure, application process, and roles, responsibilities, and competencies needed for PCOs to earn the WaterSense label for their programs. PCOs shall adhere to the requirements described in these documents once the *WaterSense Professional Certification Program Labeling System* and specifications are finalized:

- *WaterSense Professional Certification Program Labeling System (new)*: The purpose of this document is to define the organizational requirements that PCOs must meet to earn the WaterSense label for a certification program, define roles and responsibilities, and outline the PCO application process.
- *Draft Specifications (revised)*: The technical requirements are largely unchanged from the existing specifications (i.e., Versions 1.0), with two exceptions: (1) revised text to indicate that provisions requiring an understanding of recent innovations and technological developments include WaterSense labeled technologies; and (2) a requirement that a minimum of 50 percent of the proficiency requirements for continuing education are related to water-efficient concepts.
 - *WaterSense Specification for Irrigation System Installation and Maintenance Certification Programs*
 - *WaterSense Specification for Irrigation System Designer Certification Programs*
 - *WaterSense Specification for Irrigation System Auditor Certification Programs*
- *Applications (new/revised)*: The following applications accompany the program labeling system and revised draft specifications:
 - *Application for Professional Certifying Organization Approval*: This application serves as the mechanism for PCOs to demonstrate that general eligibility requirements, found in Section 5.0 of the *WaterSense Professional Certification Program Labeling System*, have been met.
 - *Application to Label a Professional Certification Program*: This application serves as the mechanism for a PCO to request the WaterSense label for a specific certification program under a WaterSense program specification.
 - *Application for Adopting Professional Certifying Organizations*: This application is a sample application to be completed by an organization intending to adopt an existing labeled program and serves as the mechanism for an Adopting PCO to request the use of a labeled program from a Parent PCO.

Once final, the program labeling system and the revised specifications (i.e., Versions 1.1) will provide the structure and requirements for PCOs to obtain the WaterSense label for their relevant professional certification programs. Draft versions of the WaterSense program specifications and applications are located in Appendix A and Appendix B, respectively, of the *WaterSense Professional Certification Program Labeling System*.

Request for Feedback

EPA welcomes input on all aspects of the draft labeling system, three draft revised specifications, and applications. In particular, EPA is seeking feedback on several specific questions, including:

- Is the transition time of one year achievable for existing PCOs to become organizationally approved and earn the label for at least one professional certification program? If not, please provide an appropriate amount of time.
- The revised specifications require that 50 percent of a labeled program's continuing educational requirement pertain to water efficiency. Please provide suggestions on how a PCO could demonstrate this requirement is met and what types of continuing education should qualify.
- Should the experiential or exam content requirements outlined in the three draft revised specifications be modified?

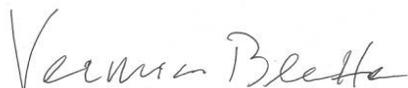
Interested parties are encouraged to review the draft *WaterSense Professional Certification Program Labeling System* and revised specifications and provide written comments by November 19, 2013. Written comments should be sent to watersense-programs@epa.gov. All comments will become part of the public record.

On October 23, 2013, EPA plans to hold a webinar from 1:00 to 4:00 p.m. Eastern to discuss the draft documents with all stakeholders who would like to provide comments in that forum. Details regarding meeting registration can be found on the WaterSense website at <http://www.epa.gov/watersense/partners/programspecs.html>.

Following the close of the comment period, EPA will review all comments and provide a consolidated response. Barring major changes, the *WaterSense Professional Certification Program Labeling System*, revised specifications, and applications will be finalized, and PCOs can begin working with EPA to gain organizational approval and earn the WaterSense label for their program(s). However, if substantive changes to either the labeling system or the revised specifications are deemed necessary after considering stakeholder feedback, EPA will revise the relevant document(s) and release a second draft for public comment.

If you have any questions, please contact Amber Lefstead at (202) 564-2906 or lefstead.amber@epa.gov, or the WaterSense Helpline at (866) 987-7367 or watersense@epa.gov. We look forward to receiving your feedback, as well as your organization's participation with WaterSense.

Sincerely,



Veronica Blette
Chief
WaterSense Branch



DRAFT
WaterSense[®] Professional Certification Program
Labeling System

Version 1.0

September 19, 2013

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1.0 INTRODUCTION

WaterSense, a partnership program sponsored by the U.S. Environmental Protection Agency (EPA), seeks to protect the future of our nation's water supply by offering people a simple way to use less water with water-efficient products, new homes, and programs. To achieve the mission of the WaterSense program, EPA establishes partnerships with interested stakeholders, such as product manufacturers, retailers, builders, water utilities, and other organizations. EPA provides and maintains the WaterSense brand and develops national specifications for water-efficient products, homes, and programs.

The purpose of the *WaterSense Professional Certification Program Labeling System* (program labeling system) is to:

- Define the organizational requirements that professional certifying organizations (PCOs) must meet to earn the WaterSense label for a certification program.
- Define the program roles and responsibilities of the PCOs and WaterSense.
- Outline the application process for PCOs seeking the WaterSense label for a professional certification program.
- Ensure consistency in the evaluation of professional certification programs.
- Ensure a base level of organizational competency regardless of the type of professional certification applying for a WaterSense label.

PCOs can apply for organizational approval in accordance with this program labeling system and the relevant WaterSense specification for professional certification programs (WaterSense program specification). EPA is responsible for determining whether the PCOs meet these general organizational requirements and the requirements specific to each WaterSense program specification.

After EPA has developed a program specification for a given profession, a PCO that is interested in receiving the label for a professional certification program shall apply to EPA with documentation on the organizational requirements outlined in this program labeling system. If those requirements are met, EPA will approve the organization as competent to offer a professional certification program that could qualify to earn the WaterSense label. The PCO will also submit documentation to EPA on the specific program for which the PCO is seeking the label, and EPA will assess the program's conformance to the relevant WaterSense program specification. If conformance is determined, EPA will sign a partnership agreement with the PCO and allow the PCO to use the WaterSense label in conjunction with the respective certification program.

Note: EPA is also revising its existing WaterSense program specifications (i.e., Versions 1.0)¹ at this time so they are compatible with this program labeling system. Once final, this program labeling system and the revised specifications (i.e., Versions 1.1) will provide the structure and requirements for PCOs to obtain the WaterSense label for their relevant professional

¹ *Specification for WaterSense Labeling of Certification Programs for Irrigation System Installation and Maintenance Professionals, Specification for WaterSense Labeling of Certification Programs for Irrigation System Designers, and Specification for WaterSense Labeling of Certification Programs for Irrigation System Auditors.*

certification programs. The revisions are intended to update the specifications so that they only contain the criteria relevant to the certification programs themselves, not the PCOs. The draft revisions to the three existing WaterSense program specifications are located in Appendix A. As explained in the cover letter accompanying this document, EPA is also seeking comments on the draft Versions 1.1 of these specifications.

2.0 EFFECTIVE DATE

Version 1.0 of this program labeling system shall be effective on [Date TBD].

PCOs currently participating in the program shall be in compliance with Version 1.0 of the program labeling system within one year from the effective date of this labeling system or no later than TBD. Any PCO with an existing WaterSense labeled program that is not in compliance with this program labeling system and does not have a labeled program by the effective date will be disqualified and shall immediately cease to use the label in conjunction with that certification program as outlined in the *WaterSense Program Guidelines*. Until the effective date of this program labeling system, EPA will continue to approve PCOs to earn the label and label all certification programs in accordance with the existing WaterSense program specifications (i.e., Versions 1.0).

After the effective date, all PCOs wishing to offer WaterSense labeled programs (e.g., new PCOs or those offering certification through a program labeled under one or more of the existing WaterSense program specifications) shall be approved by WaterSense in accordance with this program labeling system and the relevant WaterSense program specification (see Appendix A).

3.0 SCOPE

This program labeling system specifies the organizational requirements a PCO shall meet in order to have a professional certification program labeled under one of the WaterSense program specifications. This program labeling system does not apply to certified individuals, but only to the organizations that develop and run the certification programs.

The WaterSense program specifications detail the certification program attributes that shall be in place for a program to earn the WaterSense label. Draft revised versions of all three existing WaterSense program specifications are located in Appendix A. All final specifications, as well as any technical clarifications, are posted on the compendium of program and product specifications located on the [WaterSense website](#).

This program labeling system, WaterSense program specifications, technical clarifications, the *WaterSense Program Guidelines*, and the *WaterSense Program Mark Guidelines* provide the minimum requirements and roles and responsibilities for PCOs and their operation of WaterSense labeled professional certification programs.

4.0 REFERENCES AND DEFINITIONS

The following referenced documents are indispensable for the application of this program labeling system. For any of the referenced documents below, the most recent version applies. References include:

- WaterSense program specifications developed and maintained by EPA and contained in the online compendium.

- *Professional Certifying Organization Partnership Agreement* between EPA and the PCO.
- Applications for professional certification program approval and labeling.
- *WaterSense Program Guidelines* developed and maintained by EPA.
- *WaterSense Program Mark Guidelines* developed and maintained by EPA.
- ISO/IEC 17024, Conformity Assessment—General Requirements for Bodies Operating Certification of Persons.
- ST10, National Commission for Certifying Agencies' Standards for the Accreditation of Certification Programs.

The following terms used in this document are defined below:

- **Independent Academic Institution:** A public or private institution dedicated to higher education that grants academic degrees and is independent from the PCO seeking testing review services.
- **Independent Oversight Committee:** A committee established by the PCO that supervises the certification program while exercising independent, professional judgment. This committee shall act as a governing body for the certification program and be responsible for establishing policies and requirements. It shall be composed of at least three professionals who are recognized for their expertise in the relevant professional field. No more than one-third of the positions may be held by employees of the PCO.
- **Professional Certification Program:** A program that tests and maintains the competency of practitioners in a particular field of service (e.g., irrigation, plumbing, water management). A certification program differs from a certificate program in that a certification program must require maintenance of competency through continued education. This program labeling system applies only to certification programs.
- **Program Labeling System:** This document specifies the organizational requirements EPA has determined a PCO shall meet to have a professional certification program labeled under one of the WaterSense program specifications.
- **Professional Test Administrator:** A professional trained to maintain a secure, fair, and consistent testing environment.
- **Professional Testing Organization:** An organization that supports or provides for the development or administration of standardized tests, typically on a fee-for-service basis.

5.0 ELIGIBILITY REQUIREMENTS FOR PROFESSIONAL CERTIFYING ORGANIZATIONS

EPA offers several eligibility paths for PCOs to have their programs earn the WaterSense label. The following subsections describe requirements for each eligibility path a PCO may choose. For clarification purposes, PCOs may fall into one of the following categories and are referenced throughout the document as follows:

- **EPA Approved PCOs:** PCOs that apply directly to EPA for organizational approval and to have a professional certification program labeled. For organizational approval,

a PCO can choose one of two paths: accreditation or non-accreditation (see Section 5.2).

- **Adopting PCOs:** PCOs that have adopted an existing WaterSense labeled program as described in Section 5.3. The PCO that provides the labeled program for adoption is called the Parent PCO.

The application requirements to document that a PCO's eligibility requirements have been met are outlined in Section 6.0.

5.1 General Eligibility Requirements for All PCOs

All PCOs that seek to have a professional certification program labeled in accordance with this program labeling system shall:

- Meet the eligibility requirements for EPA Approved PCOs (see Section 5.2) or Adopting PCOs (see Section 5.3).
- Be responsible for the impartiality of their professional certification program activities and not allow commercial, financial, or other interests to compromise their impartiality.

5.2 Eligibility Requirements for EPA Approved PCOs

PCOs may choose one of two paths to meet the eligibility requirements of this program labeling system. PCOs shall either follow the accreditation path or the non-accreditation path. The accreditation path is a more streamlined approach and involves organizational or program accreditation to a national standard as described in Section 5.2.1. The non-accreditation path involves documenting eligibility requirements to EPA as described in Section 5.2.2.

5.2.1 Accreditation Path

PCOs may choose to meet the requirements of this program labeling system by meeting the general eligibility requirements in Section 5.1 and obtaining accreditation in accordance with one of the following standards (generally, or for any specific related or unrelated certification program²):

- ISO/IEC 17024, Conformity Assessment—General Requirements for Bodies Operating Certification of Persons.
- ST10, National Commission for Certifying Agencies' Standards for the Accreditation of Certification Programs.

Accredited PCOs shall submit a certificate of accreditation when they apply for approval as outlined in Section 6.1.

² The purpose of accreditation is to demonstrate that the PCO is organizationally competent and capable of offering program certifications, and that its capability has been assessed by an independent third party. As such, the accreditation is not required to be related to the program the PCO intends to have labeled. EPA will continue to evaluate the specific certification program requirements according to the relevant WaterSense program specification.

5.2.2 *Non-Accreditation Path*

As an alternative to accreditation, PCOs may submit documentation of the eligibility requirements described in this section directly to EPA. PCOs that choose this path shall also meet the requirements in Section 5.1. PCOs shall submit documentation demonstrating they meet these eligibility requirements as outlined in Section 6.1.

5.2.2.1 Institutional Stability

- The PCO shall have sufficient personnel resources with the necessary education, training, technical knowledge, and experience to perform certification activities relevant to the type, range, and volume of work performed.
- The PCO shall have a management structure with overall responsibility for the following elements:
 - Evaluation and certification decisions.
 - Formulation and management of policies and procedures relating to the certification of persons.
 - Management of the certification organization, including finance, personnel and records.
 - Delegation of authority to any committees or individuals to undertake defined activities on its behalf.
- The PCO shall be a legal entity or part of a legal entity as defined by the state in which it is organized.

5.2.2.2 Subcontracting

- The PCO may contract with another organization regarding work related to the certification program(s); however, the PCO shall take responsibility for the contracted work and shall maintain ultimate responsibility for all certification-related decisions. The PCO shall have a legally binding contract in place that ensures contractor competency, secures confidentiality, and prevents a conflict of interest.

5.2.2.3 Independent Oversight of Certification Program Development and Management

- The PCO shall establish an independent oversight committee(s) to supervise the certification process(es). The oversight committee(s) shall be composed of at least three professionals who are recognized for their expertise in the relevant field. Employees of the PCO shall hold no more than one-third of the oversight committee positions. The committee(s) shall exercise independent judgment and oversight to ensure the integrity of the certification process.

5.2.2.4 Management of Certified Professionals' Eligibility Requirements

- The oversight committee(s) shall have procedures in place that ensure the eligibility requirements (e.g., experiential requirements) outlined in the relevant WaterSense program specification have been met, as applicable. The procedures shall require that the eligibility requirements are publicly available.

- The PCO shall have procedures in place to establish and maintain current documentation on the eligibility requirements of each certified individual.

5.2.2.5 Development and Maintenance of Certification Exams

- The PCO shall have procedures in place to ensure that the technical content of exam questions and passing scores are established or approved by the oversight committee(s) to ensure that the exam meets the requirements specified as relevant in the certification program specification.
- The PCO shall have procedures in place to ensure that an independent academic institution or professional testing organization reviews the exam questions to ensure that they accurately test the subject material. This review shall occur prior to the initial issuance of the exam and at least once every two years or every 1,000 exams, whichever occurs first.

5.2.2.6 Security of Assessment Instruments

- The PCO shall have procedures in place to ensure that all examinations and related items are maintained in a secure environment to protect their confidentiality throughout their useful life.
- The PCO shall have procedures in place to ensure that exams are administered by an independent academic institute, a professional testing organization, professional test administrator, or a professional certified in the subject matter.
- The PCO shall have procedures in place to ensure that exams are graded by an independent academic institution, professional testing organization, professional test administrator, or a certified professional not involved in the training or proctoring of the practitioner being examined.
- The PCO shall have procedures in place to ensure that all personnel involved in handling and grading examinations and related items are trained in the security procedures established by the PCO.

5.2.2.7 Procedures to Revoke Certification From Certified Professionals

- The PCO shall have procedures in place for implementing disciplinary actions, which include handling complaints and defining the terms and conditions for suspending or withdrawing the certification.

5.3 Eligibility Requirements for Adopting PCOs

A PCO may adopt a WaterSense labeled program offered by a Parent PCO, provided it meets the general eligibility requirements for all PCOs listed in Section 5.1 and is approved by the Parent PCO to meet the following minimum requirements described in Section 5.2.2:

- Institutional stability (Section 5.2.2.1)
- Subcontracting (Section 5.2.2.2)
- Management of certified professionals' eligibility requirements (Section 5.2.2.4)
- Security of assessment instruments (Section 5.2.2.6)

- Procedures to revoke certification from certified professionals (Section 5.2.2.7)

Upon approval by the Parent PCO, the Adopting PCO shall apply to EPA and submit the relevant documentation as described in Section 6.2.

6.0 APPLICATION

The application process for seeking organizational approval and the WaterSense label for a specific professional certification program varies by PCO type, as outlined in the following subsections. Figure 1 provides a summary of this process.

6.1 Application Requirements for EPA Approved PCOs

EPA Approved PCOs seeking the WaterSense label for a professional certification program shall apply for EPA approval in accordance with this program labeling system. The PCO shall also apply to EPA to have its certification program(s) labeled. The application shall include the following documentation components:

- **Application for PCO Approval:** This application documents that the requirements listed in Section 5.0 of this program labeling system have been met. This application serves as the mechanism for PCOs to demonstrate the general eligibility requirements have been met. Once initially approved by EPA, a PCO does not need to submit the *Application for Professional Certifying Organization Approval* upon subsequent applications for labeling additional certification programs unless the additional certification programs are administered differently from the previously approved certification program. If such differences exist, the PCO must document those differences when they submit their *Application to Label a Professional Certification Program*.
- **Application to Label a Professional Certification Program:** This application documents that the relevant WaterSense program specification criteria have been met. It serves as the mechanism for a PCO to request the WaterSense label for a specific certification program under a WaterSense program specification. As part of the application, two letters of reference are required. The letters shall address how the certification program has benefited water efficiency efforts within the region, state, or on a national level. One letter shall come from a utility and the other from a state agency or regional water district. Both letters shall be signed and dated by the individual responsible for the reference.
- **Partnership Agreement:** This agreement is signed by both the PCO and EPA. The partnership agreement is signed by EPA upon labeling of the first certification program and is not required for subsequently labeled programs.

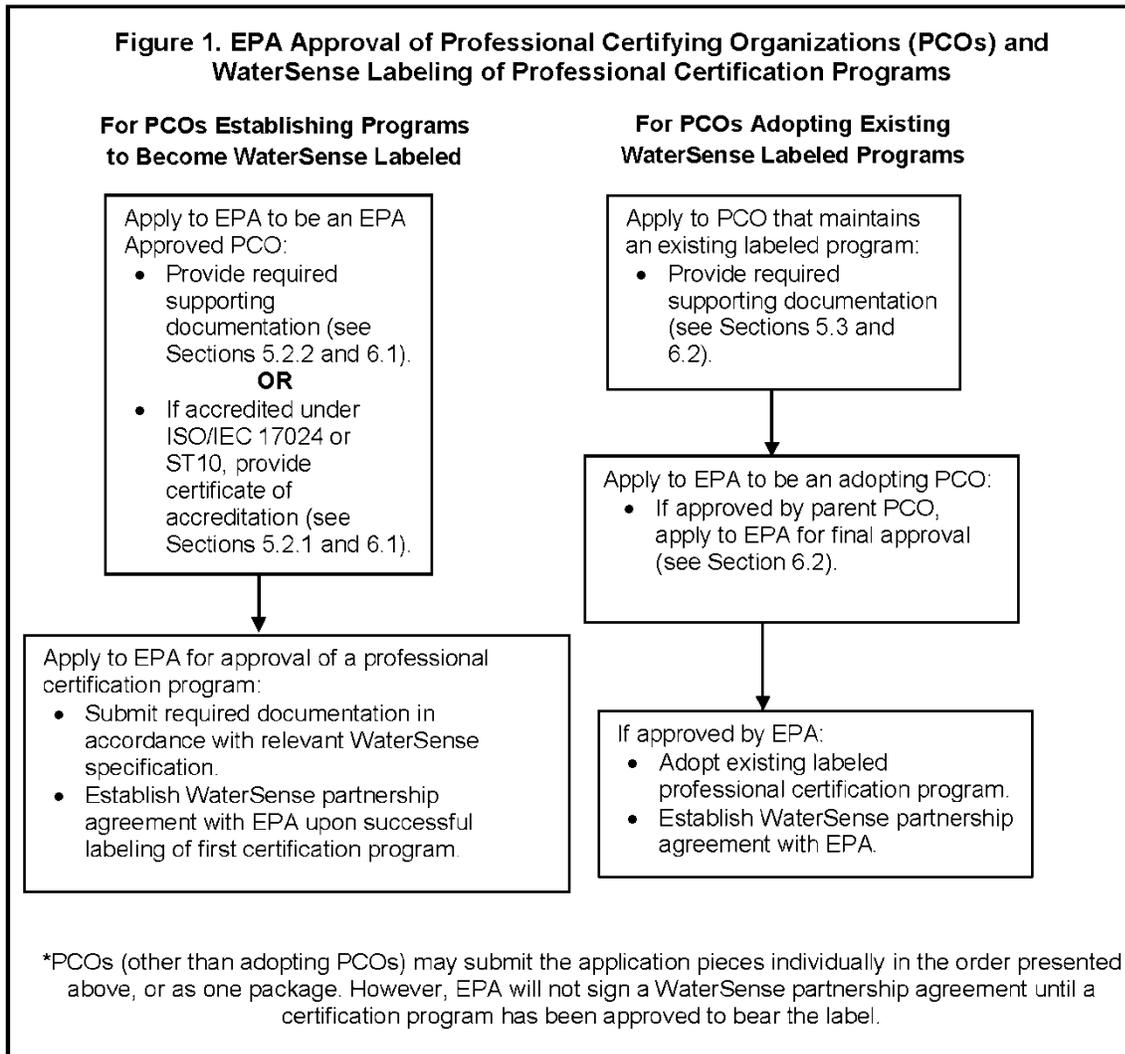
The application documents can be submitted individually in the order listed above, or as one package. The partnership agreement will not be signed by EPA until a certification program has been approved to earn the label. If a PCO is applying to have subsequent certification programs labeled, only the *Application to Label a Professional Certification Program* shall be submitted for the subsequent programs.

Note: For the purposes of this draft program labeling system, all application materials are located in Appendix B. When the documents are final, they will be available on the [WaterSense website](#) and should be submitted to EPA at watersense@epa.gov.

6.2 Application Requirements for Adopting PCOs

A Parent PCO may offer their labeled program for adoption. If a Parent PCO offers their labeled program for adoption, they must notify EPA beforehand. The Parent PCO shall offer an application to Adopting PCOs that documents the requirements listed in Section 5.3 of this program labeling system. An Adopting PCO shall submit this application to the relevant Parent PCO. The Parent PCO will review the application and notify the Adopting PCO when the requirements are met. WaterSense has provided a sample *Application for Adopting PCOs* (see Appendix B). A Parent PCO may use the sample application or develop its own application. EPA reserves the right to review any applications used by Parent PCOs to allow adoption of their WaterSense labeled program.

After the Parent PCO notifies the Adopting PCO that requirements are met, the Adopting PCO will then submit the *Application for Professional Certifying Organization Approval* to EPA for final approval. Once the application is approved by EPA, EPA will contact the Adopting PCO, and a partnership agreement will be signed by both EPA and the Adopting PCO.



7.0 AUTHORIZATION TO USE THE LABEL

EPA will evaluate the program application forms and documentation to determine if the PCO meets the relevant requirements. EPA will notify the PCO of its determination. If all requirements are met, EPA will provide the PCO with the WaterSense label (e.g., graphic files in various formats), as well as a letter of approval authorizing the PCO to use the label in association with that specific labeled program.

8.0 PCO ROLES AND RESPONSIBILITIES

In addition to the criteria and procedures established as part of the eligibility requirements, EPA has established specific roles and responsibilities that each type of PCO shall meet, as outlined below.

8.1 EPA Approved PCOs

EPA Approved PCOs shall uphold the following roles and responsibilities. EPA Approved PCOs that allow other organizations to adopt their WaterSense labeled program (i.e., Parent PCOs), as well as organizations that adopt a labeled program (i.e., Adopting PCOs) shall also uphold additional roles and responsibilities as described in Section 8.2.

8.1.1 Report Changes in Organization and WaterSense Labeled Program Structure to WaterSense

PCOs shall inform EPA 30 days prior to implementing any material changes to the requirements listed in Sections 5.2 or 5.3 or to its WaterSense labeled certification program(s). Such changes may include, but are not limited to:

- Changes to the name of a professional certification program or the professional certifying organization.
- Replacement of the primary contacts identified in the organization's partnership agreement.
- Modifications to certified professionals' renewal requirements or documentation processes.
- Substantive changes to testing procedures.
- Substantive changes to examination questions, professional eligibility, maintenance of proficiency criteria, or any other changes that directly impact the program's ability to continue to meet the relevant specification's requirements.

PCOs shall notify EPA of these changes in writing by contacting the WaterSense Helpline at watersense@epa.gov.

Depending upon the nature of the change, EPA may request written documentation to support the change. EPA reserves the right to review all changes to ensure that they do not conflict with this program labeling system, the WaterSense partnership agreement, or the relevant WaterSense program specification.

8.1.2 Report Annual Program Activity and Statistics

Approved PCOs shall report to WaterSense on an annual basis regarding the professionals certified by their labeled program(s). Reporting information may include but is not limited to:

- The total number of individuals who are currently certified under the WaterSense labeled program.
- The number of individuals who have earned the certification in that reporting year.
- Feedback on the WaterSense program and suggestions for improvement.

8.1.3 Communicate With Certified Professionals About WaterSense

Approved PCOs shall communicate WaterSense messages to professionals certified by their program, which may include the following:

- Advertise the availability of webinars that WaterSense hosts periodically to provide information to certified professionals.
- Provide messaging/materials to certified professionals upon initial certification and subsequent certification renewals. Electronic versions of these materials will be developed by WaterSense and provided to the PCO for distribution.
- Advertise campaigns and new materials WaterSense will periodically make available to certified professionals. Electronic versions of these materials will be developed by WaterSense and provided to the PCO for distribution.

8.1.4 Maintain a Listing of Certified Professionals

Approved PCOs shall maintain a publicly accessible online list of individuals who have earned the organization's WaterSense labeled professional certification. The list shall be maintained and updated on a quarterly basis, or more frequently if possible, and include at a minimum the certified individual's:

- Name
- Employer (or company name if self-employed)
- Title of certification(s) earned through the PCO's labeled program(s)
- Phone number and email address; website URL if available
- Customer type (e.g., commercial, residential, or both)
- Business address including the state (or province) where the business is located
- Service radius around the business location (in miles)

The list shall also specify whether the individual is currently available for hire.³

8.1.5 Follow the WaterSense Program Mark Guidelines

When using the WaterSense label to identify programs that have been approved by EPA, PCOs shall adhere to the terms of the *WaterSense Program Mark Guidelines*. The label may not be used to imply direct endorsement of a certification program or organization by EPA.

Professionals certified through a WaterSense labeled program shall use the WaterSense promotional label, as described in the *WaterSense Program Mark Guidelines*, to associate themselves with WaterSense. Certified professionals are not permitted to use the WaterSense label or WaterSense partner logo. Certified professionals shall promote themselves as being certified by a WaterSense labeled program. WaterSense will promote professionals certified by labeled programs to the public and to WaterSense partners. Under no circumstances can individuals certified by a WaterSense labeled program promote themselves or their work product as being certified and/or endorsed by EPA or the WaterSense program.

³ EPA recognizes that under certain circumstances, a certified individual might not be directly available for hire to the general public (e.g., the individual could work for a utility that offers professional services as part of a conservation program). This indication will allow consumers looking for a certified professional's services to narrow the list of professionals to those that are available for hire.

8.2 Responsibilities Regarding Adopted Programs

The following roles and responsibilities apply to PCOs that allow other organizations to adopt their WaterSense labeled program (i.e., Parent PCOs) and PCOs that adopt an existing WaterSense labeled program (i.e., Adopting PCOs).

8.2.1 Parent PCOs

Parent PCOs shall uphold all of the roles and responsibilities outlined in Section 8.1 and, in addition, the following roles and responsibilities:

- Review the *Application for Adopting Professional Certifying Organizations* if interested in offering the labeled program to the prospective Adopting PCO.
- Notify the Adopting PCO when the *Application for Adopting PCOs* has been approved.
- Notify the Adopting PCO of any programmatic changes that the Adopting PCO will need to implement.
- Notify WaterSense if an Adopting PCO no longer meets the requirements of the program labeling system.

8.2.2 Adopting PCOs

Adopting PCOs shall uphold all of the roles and responsibilities regarding the WaterSense labeled program they are adopting, as outlined in Section 8.1. In addition, Adopting PCOs shall also uphold the following roles and responsibilities:

- Submit an *Application for Adopting PCOs* to the Parent PCO and receive approval.
- Once approved by the Parent PCO, submit an *Application for PCO Approval* to EPA.
- Offer the labeled certification program as was originally approved by EPA without modification to relevant aspects, such as the exam content and processes for administering and grading exams.
- Implement any changes to the certification program as directed by the Parent PCO.

9.0 EPA ROLES AND RESPONSIBILITIES

EPA shall uphold the following roles and responsibilities:

- Review PCO application documents to determine if the PCO meets the eligibility requirements as outlined in this program labeling system.
- Review PCO application documents to determine if the certification program meets the requirements outlined in the relevant WaterSense program specification.
- Review and sign PCO WaterSense partnership agreements.
- Provide the WaterSense label to qualified programs.
- Provide PCO partners with information for certified professionals.

- Monitor use of the WaterSense label and determine whether the label shall be suspended or withdrawn.
- Increase awareness of the WaterSense brand by distributing key messages on the benefits of labeled products and programs, as well as the importance of water efficiency.
- Provide PCO partners with public recognition for their involvement in the program and role in promoting water efficiency through the WaterSense Partner of the Year Awards program.
- Review and approve organizational or program changes as necessary.
- Review organizational and certification procedures at its discretion.
- Link to PCO partners' lists of certified professionals

10.0 MISUSE, SUSPENSION, OR WITHDRAWAL OF THE WATERSENSE LABEL FROM A PCO

PCO partners shall allow EPA or its agent to conduct routine assessments of all policies and procedures relating to the certification of individuals under any labeled programs.

EPA reserves the right to suspend or withdraw the WaterSense label when a PCO or program is found not to conform to this program labeling system, the WaterSense partnership agreement, or the relevant WaterSense program specification, or when a PCO engages in unauthorized, incorrect, or misleading use of the WaterSense label. Circumstances for unauthorized, incorrect, or misleading use of the WaterSense label, and procedures for suspensions or withdrawal, are described in the *WaterSense Program Guidelines* and the *WaterSense Program Mark Guidelines*.

If the WaterSense label is revoked from a Parent PCO, any adopting PCO(s) shall cease use of the WaterSense label in accordance with the *WaterSense Program Guidelines*.

11.0 AMENDMENTS, MODIFICATIONS, AND REVISIONS

EPA reserves the right to amend these rules of procedure, which may include amending or revising this program labeling system, revising any of the WaterSense program specifications, or issuing technical clarifications as provided in the compendium of WaterSense product and program specifications available on the WaterSense website.

Revisions to any of the WaterSense program specifications or this program labeling system can occur due to technological and/or market changes that affect the usefulness of current specifications and program labeling requirements to PCOs, consumers, industry, or the environment or to clarify vague requirements.

Major revisions will generally include changes to the exam requirements, eligibility requirements, and maintenance of proficiency requirements. Major revisions will only be made following an open public process, including discussion with industry and other interested stakeholders. Major revisions will typically require re-approval of existing programs to the new specifications or this program labeling system, as appropriate. The transition period will be identified in the relevant program specification or program labeling system, but will normally be one year.

Minor revisions to program specifications or this program labeling system will generally be more editorial in nature and serve to clarify vague or unclear requirements. Minor revisions will typically not require re-approval of currently labeled programs. EPA will notify stakeholders when program specification or program labeling system revisions are considered major or minor.

To facilitate version control, EPA will designate a title, version number, and date for all of the relevant documents it produces, as indicated below:

- WaterSense Specification for [Program Category] or Professional Certification Program Labeling System
- Version X.Y
- Month, Day, Year

12.0 MORE INFORMATION

Please visit the compendium of WaterSense product and program specifications on the [WaterSense website](#) for a complete listing of current WaterSense program specifications and technical clarifications.

For inquiries or other questions related to this program labeling system or any of the WaterSense program specifications, please contact the WaterSense Helpline at (866) WTR-SENS (987-7367) or watersense@epa.gov.



Appendix A

Revised WaterSense Specifications for
Professional Certification Programs



**WaterSense[®] Specification for Irrigation System Auditor
Certification Programs**

Version 1.1

September 19, 2013

WaterSense® Specification for Irrigation System Auditor Certification Programs

1.0 Scope and Objective

This specification establishes criteria for the labeling of certification programs for irrigation system auditors under the U.S. Environmental Protection Agency's (EPA's) WaterSense program. It applies to certification of irrigation professionals who assess the proper functioning of irrigation systems, perform irrigation water audits, and recommend watering schedules. The purpose of the label is to identify programs that certify irrigation auditors who demonstrate the ability to apply water efficiency concepts as a fundamental component of their practices.

This specification should be read in concert with the *WaterSense Professional Certification Program Labeling System*, which includes requirements that all programs shall meet.

2.0 Criteria for WaterSense Labeling

To be labeled under EPA's WaterSense program, a certification program shall meet the following criteria:

2.1 Experiential Requirement

The certification shall require that the applicant have proof of successfully completing at least one irrigation audit either before taking the exam or within a specified time period following the exam, as established by an independent oversight committee. The oversight committee shall establish the standard of proof for the experiential requirement.

2.2 Exam Requirement

The certification shall include a requirement for the successful completion of an exam or series of exams that encompass the content and passing-score requirements outlined below. The exam process may include a written component, field component, or combination of the two.

2.2.1 Exam Content

The exam process should be structured so that passing practitioners shall have demonstrated proficient applied knowledge in the following subject areas and their relationships to water efficiency (Note: Exam content is not limited to these subject areas, as they are provided as a minimum for earning the WaterSense label):

- Distribution uniformity.
- Precipitation rates and irrigation scheduling.
- Water pressure and impact on sprinkler performance.
- Auditing process.

- Soil/water/plant relationships.
- Recognition of system problems and maintenance requirements.
- Awareness of other aspects of good practice, such as U.S. Occupational Health and Safety Administration guidelines, electrical and plumbing codes, and when local and state regulations supersede federal regulations.
- Recent innovations and technological developments, including WaterSense labeled technologies.

2.2.2 Exam Passing Score

The passing score on an exam shall provide an objective level of assurance that the concepts listed above are understood and can be applied by the practitioner.

2.3 Renewal Process

The certification shall have a renewal process with a set period for validity and specific requirements for maintenance of proficiency as outlined in this section.

2.3.1 Expiration

An individual's certification shall be renewed at least once every two years, or more frequently as established by the oversight committee.

2.3.2 Maintained Proficiency

The renewal process shall require the submission of documentation that the practitioner has maintained proficiency in the subject matter (e.g., continuing education units). The professional certifying organization (PCO) shall demonstrate that 50 percent of proficiency requirements are related to water-efficient concepts in the field of irrigation system auditing, including WaterSense labeled technologies. The oversight committee shall establish valid documentation requirements of maintained proficiency. The PCO shall either request submission of this documentation or have an auditing process in place to ensure individuals are completing their maintained proficiency requirements.

3.0 Effective Date

This specification is effective as of [Date TBD].

4.0 Definitions

Independent Oversight Committee: A committee established by the PCO that supervises the certification program while exercising independent, professional judgment. This committee shall act as a governing body for the certification program and be responsible for establishing policies and requirements. It shall be composed of at least three professionals who are recognized for their expertise in the relevant professional field. No more than one-third of the positions can be held by employees of the PCO.

Irrigation System Auditor: An individual who assesses the proper functioning of irrigation systems, visually identifies malfunctioning equipment, performs irrigation water audits, and recommends watering schedules.

Appendix A: Informative Annex for WaterSense Labeling

Programs earning the WaterSense label shall meet the following requirements:

1.0 General Approval

PCOs offering labeled programs shall have their eligibility requirements approved by EPA in accordance with the *WaterSense Professional Certification Program Labeling System*.

2.0 Program Conformance

Conformance to this specification shall be assessed and approved by EPA.

3.0 WaterSense Partnership

PCOs must have a signed partnership agreement in place with EPA prior to receiving the WaterSense label for a certification program.



**WaterSense[®] Specification for Irrigation System
Installation and Maintenance Certification Programs**

Version 1.1

September 19, 2013

WaterSense® Specification for Irrigation System Installation and Maintenance Certification Programs

1.0 Scope and Objective

This specification establishes criteria for the labeling of certification programs for irrigation system installation and maintenance professionals under the U.S. Environmental Protection Agency's (EPA's) WaterSense program. It applies to certification of irrigation professionals who install new irrigation systems and/or repair and maintain existing irrigation systems. The purpose of the label is to identify programs that certify irrigation installation and maintenance professionals who demonstrate the ability to apply water efficiency concepts as a fundamental component of their practice.

This specification should be read in concert with the *WaterSense Professional Certification Program Labeling System*, which includes requirements that all programs shall meet.

2.0 Criteria for WaterSense Labeling

To be labeled under EPA's WaterSense program, a certification program shall meet the following criteria:

2.1 Experiential Requirement

The certification shall require that the applicant have a minimum of one year of demonstrated experience in the field of irrigation system installation and maintenance. In addition, the professional must provide evidence of a working understanding of system components and the ability to disassemble, repair, and assemble system components. The oversight committee shall establish the standard of proof for the experiential requirement.

2.2 Exam Requirement

The certification shall include a requirement for the successful completion of an exam or series of exams that encompass the content and passing-score requirements outlined below. The exam process may include a written component, field component, or combination of the two.

2.2.1 Exam Content

The exam process should be structured so that passing practitioners shall have demonstrated proficient applied knowledge in the following subject areas and their relationship to water efficiency (Note: Exam content is not limited to these subject areas, as they are provided as a minimum for earning the WaterSense label):

- Knowledge of system components, system design layout, and equipment specifications, particularly as they pertain to distribution uniformity and system efficiency.

- System maintenance.
- Soil/water/plant relationships.
- Precipitation rates and irrigation scheduling.
- Impact of site conditions on equipment choice.
- System hydraulics.
- System pumps.
- System pressure.
- Equipment commissioning.
- Blueprint reading and interpretation.
- Awareness of other aspects of good practice, such as U.S. Occupational Health and Safety Administration guidelines, electrical and plumbing codes, and when local and state regulations supersede federal regulations.
- Recent innovations and technological developments, including WaterSense labeled technologies.

2.2.2 Exam Passing Score

The passing score on an exam shall provide an objective level of assurance that the concepts listed above are understood and can be applied by the practitioner.

2.3 Renewal Process

The certification shall have a renewal process with a set period for validity and specific requirements for maintenance of proficiency as outlined in this section.

2.3.1 Expiration

An individual's certification shall be renewed at least once every two years, or more frequently as established by the oversight committee.

2.3.2 Maintained Proficiency

The renewal process shall require the submission of documentation that the practitioner has maintained proficiency in the subject matter (e.g., continuing education units). The professional certifying organization (PCO) shall demonstrate that 50 percent of proficiency requirements are related to water-efficient concepts in the field of irrigation system installation and maintenance, including WaterSense labeled technologies. The oversight committee shall establish valid documentation requirements of maintained proficiency. The PCO shall either request submission of this documentation or have an auditing process in place to ensure individuals are completing their maintained proficiency requirements.

3.0 Effective Date

This specification is effective as of [Date TBD].

4.0 Definitions

Independent Oversight Committee: A committee established by the PCO that supervises the certification program while exercising independent, professional judgment. This committee shall act as a governing body for the certification program and be responsible for establishing policies and requirements. It shall be composed of at least three professionals who are recognized for their expertise in the relevant professional field. No more than one-third of the positions may be held by employees of the PCO.

Irrigation System Installation and Maintenance Professional: An individual who installs new irrigation systems and/or repairs and maintains existing irrigation systems.

Appendix A: Informative Annex for WaterSense Labeling

Programs earning the WaterSense label shall meet the following requirements:

1.0 General Approval

PCOs offering labeled programs shall have their eligibility requirements approved by EPA in accordance with the *WaterSense Professional Certification Program Labeling System*.

2.0 Program Conformance

Conformance to this specification shall be assessed and approved by EPA.

3.0 WaterSense Partnership

PCOs must have a signed partnership agreement in place with EPA prior to receiving the WaterSense label for a certification program.



WaterSense[®] Specification for Irrigation System
Designer Certification Programs

Version 1.1

September 19, 2013

WaterSense® Specification for Irrigation System Designer Certification Programs

1.0 Scope and Objective

This specification establishes criteria for the labeling of certification programs for irrigation system designers under the U.S. Environmental Protection Agency's (EPA's) WaterSense program. It applies to certification of irrigation professionals who develop the design of new irrigation systems and/or modifications to existing irrigation systems. The purpose of the label is to identify programs that certify irrigation designers who demonstrate the ability to apply water efficiency concepts as a fundamental component of their practice.

This specification should be read in concert with the *WaterSense Professional Certification Program Labeling System*, which includes requirements that all programs shall meet.

2.0 Criteria for WaterSense Labeling

To be labeled under EPA's WaterSense program, a certification program shall meet the following criteria:

2.1 Experiential Requirement

The certification shall require that the applicant have a minimum of three years of demonstrated experience in the field of irrigation design. The oversight committee shall establish the standard of proof for the experiential requirement.

2.2 Exam Requirement

The certification shall include a requirement for the successful completion of an exam or series of exams that encompass the content and passing-score requirements outlined below. The exam process may include a written component, field component, or combination of the two.

2.2.1 Exam Content

The exam process should be structured so that passing practitioners shall have demonstrated proficient applied knowledge in the following subject areas and their relationships to water efficiency (Note: Exam content is not limited to these subject areas, as they are provided as a minimum for earning the WaterSense label):

- Design, operation, and scheduling for water efficiency.
- Preparation of site design reflecting site requirements.
- Soil/water/plant relationships.
- Slope and runoff.
- Equipment selection and specification.
- System hydraulics.

- System pumps.
- System pressure.
- Maintenance.
- Evaluation of available water sources.
- Water management (e.g., budgeting and consumption).
- Awareness of other aspects of good practice, such as U.S. Occupational Health and Safety Administration guidelines, electrical and plumbing codes, and when local and state regulations supersede federal regulations.
- Recent innovations and technological developments, including WaterSense labeled technologies.

2.2.2 Exam Passing Score

The passing score on an exam shall provide an objective level of assurance that the concepts listed above are understood and can be applied by the practitioner.

2.3 Renewal Process

The certification shall have a renewal process with a set period for validity and specific requirements for maintenance of proficiency as outlined in this section.

2.3.1 Expiration

An individual's certification shall be renewed at least once every two years, or more frequently as established by the oversight committee.

2.3.2 Maintained Proficiency

The renewal process shall require the submission of documentation that the practitioner has maintained proficiency in the subject matter (e.g., continuing education units). The professional certifying organization (PCO) shall demonstrate that 50 percent of proficiency requirements are related to water-efficient concepts in the field of irrigation system design, including WaterSense labeled technologies. The oversight committee shall establish valid documentation requirements of maintained proficiency. The PCO shall either request submission of this documentation or have an auditing process in place to ensure individuals are completing their maintained proficiency requirements.

3.0 Effective Date

This specification is effective as of [Date TBD].

4.0 Definitions

Independent Oversight Committee: A committee established by the PCO that supervises the certification program while exercising independent, professional judgment. This committee shall act as a governing body for the certification program and be responsible for establishing policies and requirements. It shall be composed of at least three professionals who are recognized for

their expertise in the relevant professional field. No more than one-third of the positions may be held by employees of the PCO.

Irrigation System Designer: An individual who develops the design of new irrigation systems and/or modifications to existing irrigation systems.

Appendix A: Informative Annex for WaterSense Labeling

Programs earning the WaterSense label shall meet the following requirements:

1.0 General Approval

PCOs offering labeled programs shall have their eligibility requirements approved by EPA in accordance with the *WaterSense Professional Certification Program Labeling System*.

2.0 Program Conformance

Conformance to this specification shall be assessed and approved by EPA.

3.0 WaterSense Partnership

PCOs must have a signed partnership agreement in place with EPA prior to receiving the WaterSense label for a certification program.



Appendix B

Applications for Professional Certification
Program Approval and Labeling



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

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: _____

Application for Professional Certifying Organization Approval

Section 2: EPA Approved PCOs

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

Section 2.1: Accreditation Path

This section should be completed by PCOs that have chosen the 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: Non-Accreditation Path

This section should be completed by PCOs that have chosen the non-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 all personnel providing services to the certification program and justification for how each employee's experience qualifies for associated 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.

Application for Professional Certifying Organization Approval

- 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 to 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 a 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 eligibility requirements relevant to certified individuals (e.g., experience) are made public and 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 administration and grading of exams, including the name and address of the organization used to grade exams, if they are not graded by a certified professional.
- 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: _____

Section 3: Adopting PCOs

Title of labeled program being adopted: _____

Parent PCO: _____

Parent PCO representative: _____

Representative's email: _____



Application for Professional Certifying Organization Approval

Representative's phone number: _____

States in which the above certification program will be offered by the Adopting PCO:

Date the Parent PCO approved and signed *Application for Adopting Professional Certifying Organizations*: _____

Application for Adopting Professional Certifying Organizations

Professional certifying organizations (PCOs) wishing to adopt an existing WaterSense® labeled program (Adopting PCO) must submit this application to the PCO offering the labeled program for adoption (Parent PCO) or an alternate application developed by the Parent PCO. This application documents the eligibility requirements listed in Section 5.3 of the U.S. Environmental Protection Agency's (EPA's) *WaterSense Professional Certification Program Labeling System*.

Submit this form and attachments to the: Parent PCO

Next Steps:

- The Parent PCO will review the application and attachments; notify the Adopting PCO when the requirements are met; and maintain a signed copy of this form.
- The Adopting PCO will submit the *Application for PCO Approval* to EPA for approval.
- Once the application is approved by EPA, EPA will notify the Adopting PCO, and a WaterSense Partnership Agreement will be signed by both EPA and the Adopting PCO.

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

Section 1: General Information

Name of Adopting PCO: _____

Contact name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____

Email: _____

Title of WaterSense labeled program being adopted: _____

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: _____

Section 2: Eligibility Requirements for PCOs

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

Application for Adopting Professional Certifying Organizations

Institutional Stability (Section 5.2.2.1)

- Names and titles for all personnel providing services to the certification program and justification for how each employee's experience qualifies for associated 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 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.

Please submit to the Parent PCO in a separate document your relevant procedures and include below where in your procedures to find information related to each requirement described in the referenced sections of the *WaterSense Professional Certification Program Labeling System*. If the procedures described below are not part of a 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 eligibility requirements relevant to certified individuals (e.g., experience) are made public and are met and maintained by certified individuals as part of the certification process.
- Procedure section or page number: _____

Security of Assessment Instruments (Section 5.2.2.6)

- Procedures to ensure the security, confidentiality, and independent administration and grading of exams, including the name and address of the organization used to grade exams if they are not graded by a certified professional.
- 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: _____

By signing this application, I confirm that [Parent PCO] has reviewed all the information referenced in this form and affirm that the Adopting PCO named above has met all of the requirements referenced.

Parent PCO Representative's Signature: _____

Date: _____



Application to Label a Professional Certification Program

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 relevant WaterSense program specification criteria have been met. This application, along with the documentation requested in Sections 2 through 4 below, serves as the mechanism for a PCO to request the WaterSense label for a specific certification program under a WaterSense program specification.

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

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

Section 1: General Information

Title of certification: _____

Name of relevant WaterSense specification: _____

Name of PCO: _____

Contact name: _____

Address: _____

City _____ State _____ ZIP: _____

Telephone: _____ Fax: _____

Email: _____

Program website: _____

URL for list of certified professionals: _____

States in which the above certification program is currently available: _____

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: _____

Application to Label a Professional Certification Program

Section 2: Letter of Intent

Please attach a Letter of Intent including a section that describes your certification program and reason for seeking the EPA WaterSense label. The letter should be signed by the chairman of the oversight committee responsible for the certification program seeking the label and an officer of the organization.

Section 3: Letters of Reference

Please submit two letters of reference that address how the certification program has benefited water efficiency efforts within the region, state, or on a national level. One letter shall come from a utility and the other from a state agency or regional water district. Both letters shall be signed and dated by the individual responsible for the reference.

Section 4: Documentation of Criteria for WaterSense Labeling

PCOs must submit in a separate document(s) your relevant procedures and include below where in your procedures to find information related to each requirement described in the related specification. If the procedures described below are not part of a procedural document for the organization, please attach a separate written description and reference appropriately below.

Experiential Requirement: Provide procedures that ensure the applicant has proof of successfully completing the experiential requirement referenced in the appropriate WaterSense specification. Please include the experiential requirement and how your organization ensures that practitioners have met the experiential requirement.

- Procedure section or page number: _____

Exam Requirement: Provide procedures that ensure the applicant has successfully completed an exam or series of exams that encompass the content and passing score requirements outlined in the specification. Please include an exam(s) administered no more than six months prior to the application date annotated to identify the questions that pertain to each exam subject material listed in the relevant specification, as well as the associated passing score(s). An example table for text annotation is provided on the following page. Please also include the passing score for each exam. The annotated exam(s) will be handled as confidential business information pursuant to regulations under 40 *CFR* Part 2, Subpart B.

- Procedure section or page number: _____

Application to Label a Professional Certification Program

Question Number	Exam Subject #1	Exam Subject #2	Exam Subject #3	Exam Subject #4	Exam Subject #
1			x		
2	x				
3					
4		x			
5				x	
				x	

Renewal Process: Provide procedures that ensure the certification program has a renewal process with a set period for validity and specific requirements for maintenance of proficiency as outlined in the specification. Please include the length of the period of renewal and demonstrate that a set percentage of the proficiency requirements, as outlined in the specification, are related to water-efficient concepts in the relevant field of practice.

- Procedure section or page number: _____

Previously Approved PCOs: For PCOs that submitted the *Application for Professional Certifying Organization Approval* for a previous certification program, please review the submitted application and ensure that the procedures described in the previous application have not changed. If procedures for the professional certification program for which you are currently applying differ from documentation previously submitted to demonstrate compliance with Section 5 of the *WaterSense Professional Certification Program Labeling System*, please provide an explanation and relevant documentation of the differences as part of this application.

- Procedure section or page number: _____