



Application for Certified Treatment Designer Exam - Experienced Personnel

Eligible personnel must have 3+ years of verifiable field experience to apply and must complete the [WQA Ethics course](#) prior to the exam.

Applications submitted without payment will not be processed. Incomplete applications will not be processed.

Certification is valid for three (3) years. Recertification requires completion of 30 hours of continuing education (3.0 CPD) and payment of the recertification fee.

SECTION I: APPLICANT INFORMATION

First Name: _____ Last Name: _____

Company Name: _____

Address: _____

City: _____ State/Province: _____

Country: _____ Zip Code/Postal Code: _____

Email: _____ Phone: _____

WQA Member Number (if applicable): _____

SECTION II: QUALIFICATIONS FULFILLMENT

Note: WQA membership is not required for certification.

Indicate your experience:

I have a minimum of three years of continuous experience in B2B technical sales or support configuring treatment systems

I have a minimum of three years of continuous experience in public health evaluating and recommending treatment for private wells

I have a minimum of three years of continuous experience in maintaining treatment equipment for one or more of the following: drinking water systems, process water, high purity water, or kidney dialysis applications

I have a minimum of three years of other relevant experience

Please explain: _____

WQA Ethics course:

I have completed the WQA Ethics course as part of the Water Treatment Design training.

I have completed the WQA Ethics course in conjunction with another WQA Certification title.

I have registered for the online WQA Ethics course and will complete it prior to the exam date.





Experience documentation

Please attach a current resume or CV as documentation of your relevant professional experience.

SECTION III: REFERENCE

Please provide a reference from your employer or someone who can verify your experience qualifications. References must be from persons who are at a higher level in your company or organization or from relevant persons outside your organization who are familiar with your work and qualifications.

Name: _____ Relationship: _____
Organization: _____ Title: _____
Address: _____ Phone: _____
_____ Email: _____

SECTION IV: COMPLIANCE WITH WQA EXPERIENCED PERSONNEL REQUIREMENTS

I hereby affirm that the information given on this form is accurate, correct, and I am compliant with all the requirements specified in the WQA Experienced Personnel Policy.

Print Name

Date

Signature

SECTION V: Exam Registration

Certification exams are offered online through a video proctoring service. Please review the exam fees and technical requirements for video-proctored exams at wqa.org/exams before completing this application.

By registering for the exam, the applicant consents to be recorded for the exam session duration and to allowing the proctoring service to record the applicant’s computer screen. Note that only the secure exam browser may be displayed on the screen during the exam.

Exams are offered on normal United States business days Monday through Friday from 9:00 am Central (Chicago) time through 5:00 pm. Candidates will have up to three hours to complete the exam. Afternoon exams may not be scheduled for later than 2:00 pm to allow sufficient time for a three-hour exam session.



Please indicate the desired dates and times for your exam. Exams must be scheduled a **minimum of 90 days** after the date the application is submitted.

First choice: _____
Date (mm/dd/yy) Time (US Central time zone)

Second choice: _____
Date (mm/dd/yy) Time (US Central time zone)

Third choice: _____
Date (mm/dd/yy) Time (US Central time zone)

SECTION VI: STUDY MATERIALS

Please review the major domains and content areas, as well as recommended study materials, in the exam blueprint below. WQA members have complimentary access to the online Knowledge Base and may use that resource as study material for the exam.

Personnel who have completed the Water Treatment Design course in full may request a one-time 90-day complimentary access to their learning path after registering for the exam. Access to the online Knowledge Base is included with the course. Please select *Complimentary Access* in the payment information section below.

Personnel with a minimum of five years of experience who are not required to complete the Water Treatment Design course may purchase a 90-day access to the content for review purposes. Access to the online Knowledge Base is included with the course. Please select *Review Access* in the payment information section below.

SECTION VII: ORDER AND PAYMENT INFORMATION

(Note: WQA will prepare an invoice that may be paid online by logging into your wqa.org account. Payment can also be provided over the phone by contacting WQA’s Professional Certification Coordinator, Daniel LeBlanc at 630 929 2508.)

Application review fee: \$50 (Nonmembers) \$30 (Members)

Exam registration fee: \$510 (Nonmember) 280 (E-members) \$230 (Core/Premier members)

Study materials (Optional)*:

90-day Complimentary Access (if completed WTD course)

90-day Review Access: \$345 (Nonmember) \$189 (E-member) \$155 (Core/Premier members)



Please email the completed application to education@wqa.org. For questions or assistance, please contact WQA's Professional Certification Coordinator, Daniel LeBlanc, at dleblanc@wqa.org or 630 929 2508

*The exam assumes a level of proficiency that draws on both field experience and basic knowledge of point-of-use/point-of-entry water treatment. Completion of WQA's training courses does not guarantee success on the exam.

EXAM RETAKE POLICY:

Exams with less than a passing score may be retaken after a 90 day waiting period. The candidate must submit the retake request form (see below) and pay the full exam fee as well as any fees for re-accessing study materials.

EXAM RESCHEDULING AND CANCELLATION POLICY: The exam date and time may be rescheduled by notifying the WQA Professional Certification & Training department at education@wqa.org or by contacting the Professional Certification Coordinator, Daniel LeBlanc at 630 929 2508 or dleblanc@wqa.org at least twenty-four hours before the scheduled exam time.

Exam cancellations must be received at least twenty-four hours prior to the scheduled exam time. The exam registration fee will be refunded in full. The study materials access fee will be refunded at a prorated rate. The application review fee is nonrefundable.

VIDEO-PROCTORED EXAM REQUIREMENTS: Exams are closed-book and are taken online with a video-proctoring service. The following minimum requirements must be met for the exam session.

The examinee must have:

- Computer with a video camera and microphone
- High-speed, reliable internet connection
- Quiet room without any technical books, visible papers with technical information, or water treatment reference materials

By registering for the exam, the applicant consents to be recorded for the exam session duration and to allowing the proctoring service to record the applicant's computer screen. Note that only the secure exam browser may be displayed on the screen during the exam.

Certified Treatment Designer Exam Blueprint

The Certified Treatment Designer (CTD) Exam consists of 150 multiple choice questions related to the tasks needed to correctly configure point-of-use and point-of-entry water treatment systems for residential applications or troubleshoot such existing systems.

The tasks reflect the following domains and knowledge areas:

Treatment Application	17% of exam
Gather the necessary information to guide treatment system configuration	
Recognize pitfalls and limitations of treatment technologies and equipment	
Determine the appropriate treatment technology solution and equipment size	

Diagnosis of Existing Systems	17% of exam
Collect the necessary information to determine the purpose of the treatment system and evaluate sizing and treatment selection concerns	
Recognize premature component failure	
Use knowledge of treatment equipment operations to determine diagnostic steps	

Problem Resolution (Existing Systems)	13% of exam
Determine the cause behind treatment failure and recommend appropriate resolution	

Water Quality	13% of exam
Apply the knowledge of contaminant behavior and water chemistry to determine appropriate treatment	
Apply the knowledge of water source characteristics to determine contaminants of concern	

Product Operating Parameters (Treatment)	16% of exam
Recognize potential problems at the installation site that may interfere with equipment operation	

Regulatory Knowledge/Product Certification	7% of exam
Recognize how local regulations such as discharge and installation permits may impact treatment selection and application	
Recognize how certified product requirements impact treatment selection	
Understand product certification standards and testing process	

Market Knowledge	6% of exam
Apply the knowledge of emerging and unregulated contaminants to treatment selection	
Apply the knowledge of available treatment technologies to determining treatment solutions	
Apply WQA Code of Ethics marketing guidelines	



Treatment Maintenance Procedures	6% of exam
Use the knowledge of required maintenance procedures that impact equipment operation	
Provide guidance on what maintenance is required for proper equipment operation	

Product Operations (Software)	5% of exam
Recognize and resolve potential problems with applying WiFi-enabled systems	

Exam Eligibility

Eligibility requires either the completion of the WQA Water Treatment Design course and a minimum of 1 year’s field experience, or a minimum of 3 years’ field experience and the completion of the WQA Ethics course.

Study Materials & Courses

The exam assumes a level of proficiency that draws on both field experience and basic knowledge of point-of-use/point-of-entry water treatment. Use of the recommended study materials or completion of WQA’s training courses does not guarantee success on the exam.

1. WQA Online Knowledge Base

The articles found in the following WQA Online Knowledge Base categories are recommended.

Glossary of Terms

Understanding Water

Water Contaminants

Treatment Methods & Technologies

Designing Treatment Systems

Sizing Water Treatment Devices

Environmental Considerations

Installing Water Treatment Devices

Troubleshooting Water Treatment

Understanding the Law

Serving the Customer – Why Ethical

Decisions are Hard

WQA members have complimentary access to the online Knowledge Base (wqa.org/kb) and may use that resource as study material for the exam.

2. WQA Water Treatment Design course

The Water Treatment Design course consists of 4 modules and can be taken as an instructor-led version from the CWS program beginning with [Assessing Water Quality Problems](#), or as [self-study](#), delivered online through the WQA Water Treatment Learning Center. The course addresses the Knowledge Base topics indicated in item 1 above in a stepwise, interactive manner. CTD exam candidates with less than 3 years of experience must complete this course in full before registering for the exam.

CTD exam candidates with 3+ years of experience do not have to complete the course in full and may purchase a three-month access at a reduced fee for the purpose of review. Use the [CTD Exam registration form](#) to order the course for review.

3. Personnel who have completed the Water Treatment Design course in full may request a one-time 90-day complimentary access to their learning path after registering for the exam. Access to the online Knowledge Base is included with the course. Please select *Complimentary Access* in the payment information section of the [CTD Exam registration form](#) to order.