

## **Georgia State Board for Water and Wastewater Examination Information**

The Georgia State Board for Water and Wastewater Certification Examinations are delivered at 5 locations in Georgia and over 170 AMP Assessment Centers geographically located throughout the United States. A current listing of AMP Assessment Centers, including addresses and driving directions, may be viewed at [www.goAMP.com](http://www.goAMP.com) by selecting "Candidates." The examinations are administered by appointment only, Monday through Saturday at 9:00 a.m. and 1:30 p.m. There are no application deadlines and candidates who meet the requirements for an examination may apply at any time.

Your eligibility to take the examination is valid for one year (365 calendar days) and will expire at that time. If you fail to schedule an appointment for this examination within the one year period, you will forfeit the application and all fees paid to take the examination. A complete application and examination fee are required to reapply for the examination.

### **Eligibility Requirements:**

No documentation of eligibility is required to sit for the examination. However, applicants must be sure that they hold the appropriate certification and have completed the required education and/or experience for the particular class or category of examination prior to taking the examination and applying for a license with the state of Georgia.

### **Payments:**

You must submit the appropriate fee with a complete examination application. Cash and personal checks are not acceptable. Fees are nonrefundable.

Credit card transactions that are declined will be subject to a \$25 handling fee. A certified check or money order for the amount due, including the handling fee, must be sent to AMP to cover declined credit card transactions.

**Apply and Schedule Online:** – go to [www.goAMP.com](http://www.goAMP.com) and select "Candidates" from AMP's home page.

1. Choose a category – select "Water/Wastewater" from the pull down menu.
2. Choose a program – select either "Georgia Water Certification Exams" or "Georgia Wastewater Certification Exams" from the pull down menu.
3. Choose an examination – select an examination listed from the pull down menu.
4. Select the "Register for Examination" option. Read the statements concerning identification requirements, security of the examination and candidate handbook. If you agree, click on "Yes" and select the "Continue" button to continue the registration process.
5. First time users of AMP's online scheduling must select "I am a New User."
6. Enter the information requested to create an account. When finished, select the "Continue" button to proceed.
7. A screen appears confirming the account has been successfully established. Select the "Continue" button to proceed. The personal information provided to AMP is displayed for the candidate to verify. Make any necessary changes and select the "Continue" button to proceed and schedule your appointment.
8. Select a location from the list displayed. The closest test center may be in a neighboring state. Select the date and time you want (all available dates are shown in green). You will be requested to provide credit card information to pay the examination fee. Submit your request by clicking on the "Schedule" button.

9. An on-screen confirmation appears showing that the appointment has been scheduled. An email is also sent, confirming the date, time and location of your examination. Directions to the Assessment Center are also included.

You can go to “My Home Page” which provides information about scheduled examinations and allows you to reschedule an appointment (requires two business days notice).

**Submitting a Paper Application:**

Complete and mail to AMP the paper application, which can be found at [www.goAMP.com](http://www.goAMP.com), with appropriate fee (cashier’s check or money order). A paper application is considered complete only if all information requested is complete, legible and accurate, if the candidate is eligible for the examination, and if the appropriate fee accompanies the application.

AMP will process the paper application and within approximately two weeks will send a confirmation notice including a website address and toll-free telephone number to contact AMP to schedule an examination appointment. If eligibility cannot be confirmed, notification why the application is incomplete will be sent. If a confirmation of eligibility notice is not received within 4 weeks, contact AMP at 800/345-6559.

**Scheduling by phone:**

You may call AMP at 800/345-6559. This toll-free number is answered from 7:00 a.m. to 9:00 p.m. (Central Time) Monday through Thursday, 7:00 a.m. to 7:00 p.m. on Friday and 8:30 a.m. to 5:00 p.m. on Saturday. Please have your credit card available for payment of examination fees.

If you contact AMP by 3:00 p.m. Central Time on...	Depending on availability, your examination may be scheduled beginning...
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday/Saturday
Thursday	Monday
Friday	Tuesday

**Telecommunication Devices for the Deaf**

AMP is equipped with Telecommunications Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates who wish to make application for the examination. TDD calling is available 8:30 a.m. to 5:00 p.m. (Central Time) Monday through Friday at 913/895-4637. This TDD phone option is for individuals equipped with compatible TDD equipment.

**Special Arrangements for Candidates with Disabilities:**

If you have a disability and may require reasonable accommodations, you must complete the ‘Request for Disability Accommodations Guidelines’ form included in this handbook.

**Rescheduling:**

You may reschedule your examination once at no charge by contacting AMP at [www.goAMP.com](http://www.goAMP.com) or 800/345-6559 at least two business days prior to your scheduled computer appointment.

If your Examination is scheduled on . . .	AMP must be contacted by 3:00 p.m. Central Time to reschedule the Examination by the previous . . .
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

**Missed Appointments/Cancellations:**

You will forfeit the examination registration and all fees paid under the following circumstances.

- You wish to reschedule an examination but fail to contact AMP at least two business days prior to the scheduled testing session.
- You wish to reschedule a second time.
- You appear more than 15 minutes late for an examination, or
- You fail to report for an examination appointment.

**Inclement Weather/Power Failure/Other Emergency:**

In the event of inclement weather or unforeseen emergencies on the day of an examination, AMP will determine whether circumstances warrant the cancellation, and subsequent rescheduling, of an examination. The examination will usually not be rescheduled if the Assessment Center personnel are able to open the Assessment Center.

You may visit AMP's website at [www.goAMP.com](http://www.goAMP.com) prior to the examination to determine if AMP has been advised that any Assessment Centers are closed. Every attempt is made to administer the examination as scheduled; however, should an examination be canceled at an Assessment Center, all scheduled candidates will receive notification following the examination regarding rescheduling or reapplication procedures.

If power to an Assessment Center is temporarily interrupted during an administration, your examination will be restarted. The responses provided up to the point of interruption will be intact, but for security reasons the questions will be scrambled.

**Taking the Examination:**

Report to the Assessment Center no later than your scheduled appointment time. Look for the signs indicating AMP Assessment Center Check-in. If you arrive more than 15 minutes after the scheduled testing time you will not be admitted. Bring a non-programmable calculator to the examination; calculators are not provided at the Assessment Center. Calculators built into cell phones or hand-held computers (PDAs) are not permitted in the Assessment Center.

**Identification:**

You must have proper identification to gain admission to the Assessment Center. Failure to provide appropriate identification at the time of the examination is considered a missed appointment. There will be no refund of your examination fee. You must have two forms of identification, one with a current photograph. Both forms of identification must be current and include your current name and signature. You will be required to sign a roster for verification of identity.

Acceptable forms of photo identification include a current driver's license with photograph, a current state identification card with photograph, a current passport, or a current military identification card with photograph. Employment identification cards, student ID card and any type of temporary identification are NOT acceptable as the primary form of identification, but may be used as the secondary form if they include name and signature.

**Security:**

- Examinations are proprietary.
- No guests, visitors or family members are allowed in the testing room or reception areas.
- No personal items, valuables, or weapons should be brought to the Assessment Center. Only keys and wallets may be taken into the testing room.
- AMP is not responsible for items left in the reception area.

**Restrictions:**

- Pencils will be provided during check-in.
- No cameras, notes, tape recorders, Personal Digital Assistants (PDAs), pagers or cellular phones are allowed in the testing room.
- You will be provided with a formula sheet and one piece of scratch paper to use at a time during the examination. You must return both items to the supervisor at the completion of testing, or you will not receive a score report. No documents or notes of any kind may be removed from the examination room.
- No questions concerning the content of the examination may be asked during the examination.
- Eating, drinking or smoking will not be permitted in the Assessment Center.
- You may take a break whenever you wish, but you will not be allowed additional time to make up for time lost during breaks.

**Misconduct:**

Individuals who engage in any of the following conduct may be dismissed from the examination, their scores will not be reported and examination fees will not be refunded.

Examples of misconduct are when a candidate:

- Creates a disturbance, is abusive, or otherwise uncooperative
- Displays and/or uses electronic communications equipment such as pagers, cellular phones, PDAs
- Participates in conversation with other examination candidates
- Gives or receives help or is suspected of doing so
- Attempts to record examination questions or make notes
- Attempts to take the examination for someone else
- Is observed with notes, books or other unauthorized aids

### **Duplicate Score Report**

Requests for a duplicate score report must be made in writing to AMP within one year of the examination date along with a fee of \$25.00 payable to AMP by check or money order. Duplicate score reports will be processed and mailed within approximately two weeks following receipt of the request.

### **Veterans**

If you have served on active duty in the Armed Forces, the Reserves or the National Guard during wartime or during any conflict when military personnel were committed by the President, you may be eligible for Veterans' Preference Points to be added to your examination scores. Submit a copy of your DD 214 form to Exam Development and Testing Unit, Professional Licensing Board Division, 237 Coliseum Drive, Macon, GA 31217-3858.

GEORGIA STATE BOARD OF EXAMINERS FOR CERTIFICATION OF WATER  
& WASTEWATER TREATMENT PLANT OPERATORS & LABORATORY ANALYSTS

237 Coliseum Drive, Macon, GA 31217  
Phone (478) 207-2440 Fax (866) 888-8026  
www.sos.ga.gov/plb/water

**REQUEST FOR DISABILITY ACCOMMODATION GUIDELINES**

You have indicated that you may require an accommodation, under the American with Disabilities Act of 1990 as amended (Public Law 101-336), to take the examination and/or meet licensure requirements. In order for the Board to consider your request for accommodation, you must submit acceptable documentation of your disability and proposal for accommodation to the Board. The application and all requested disability accommodation material must be mailed to the above address and received by the Board by the application deadline, 45 days prior to the date of the examination.

Complete this form, provide a current statement of disability and a specific proposal for accommodation as it relates to your disability, and have the professional who documents your disability return this form to the Board office.

Please note that:

- Your documentation **must** be from a physician, mental health professional, or other professional with expertise directly related to your disability.
- The professional **must** have proper credentials to properly diagnose your disability.
- The professional's statement **must** be on the professional's letterhead, including the address and phone number of the professional.
- The specific proposal for accommodation **must** relate directly to your disability.

Please include any information regarding accommodation(s) for your disability that you may have received in the past.

**Note:** If you are reapplying to take the examination, have previously submitted the documentation and proposal for accommodation, **and** are requesting the same accommodations as on your previous application you will only need to complete and submit this form.

**APPLICANT INFORMATION:** (Please print or type)

NAME: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
Number and Street City, State, Zip Code

DAY TIME TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ SS# \_\_\_\_--\_\_\_\_-- \_\_\_\_\_

LICENSE APPLIED FOR: \_\_\_\_\_

**PROFESSIONAL SUBMITTING DOCUMENTATION OF DISABILITY INFORMATION:**

NAME: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_  
LAST FIRST MIDDLE

ADDRESS: \_\_\_\_\_  
Number and Street City, State, Zip Code

DAY TIME TELEPHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_