



## Application to Label a Professional Certification Program

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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](mailto:watersense@epa.gov)

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

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

### Section 1: General Information

Title of certification: \_\_\_\_\_

Description of Certification: (600 characters or less)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of relevant WaterSense specification:

\_\_\_\_\_

Name of PCO: \_\_\_\_\_

Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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Program website: \_\_\_\_\_

URL for publicly accessible list or searchable directory of certified professionals:  
\_\_\_\_\_

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

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: Letter of Intent

Please attach a Letter of Intent including a section that describes your certification program and reason for seeking the 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 WaterSense can find information related to each requirement described in the related specification. If the procedures described below are not part of an existing procedural document for the organization, please attach a separate written description and reference appropriately below.**

**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

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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 in Table 1. 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: \_\_\_\_\_

**Table 1. Example Exam Annotation**

Question Number	Exam Subject #1	Exam Subject #2	Exam Subject #3	Exam Subject #4	Exam Subject #n...
# 1			x		
# 2	x				
# 3					x
# 4		x			
# 5				x	
# n...				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 the language used to ensure that the set percentage of the proficiency requirements, as outlined in the specification, are related to water-efficient concepts.

➤ 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: \_\_\_\_\_