

Frequently Asked Questions

Wastewater Operator Certification Computer-Based Testing (CBT)

1. What is Computer-Based Testing (CBT)?

Computer-Based Testing (CBT) is a method to take licensing examinations in a secure, proctored environment at a dedicated testing center. For your Wastewater Operator Certification exam, you will answer questions on a computer terminal rather than taking a conventional paper & pencil test. The test is administered by Applied Measurement Professionals (AMP), an organization that provides testing services for the Wastewater Operator Certification program.

2. Is CBT different than the traditional Paper-Based Testing (PBT)?

No, both the paper exams and CBT have the same question set. Maine uses a customized exam, which Maine DEP and Associated Boards of Certification (ABC) have constructed. The Wastewater Operator Certification exams consist of 100 multiple-choice questions. The passing grade is 70 percent. The testing time for both paper and CBT is 3 hours (running time).

3. What is the application process for CBT? How do I apply?

There are no application deadlines for CBT and you may apply to take the exam at any time. The CBT process takes place in two steps. First, you apply through NEIWPCC/JETCC using a paper application found at <http://jetcc.org/certification-exam-forms.php>. The application form includes relevant education and work experience, and must be signed and notarized in accordance with Maine DEP regulations. Mail the completed application form and \$75 application fee to NEIWPCC/JETCC. The \$75 payment covers the administrative costs of processing the application and mailing the final certificates. The application is reviewed by Maine DEP to determine your eligibility to sit for a particular wastewater grade level exam. The approval is valid for up to two years.

Next, you will receive a postcard and email confirmation from AMP with instructions for scheduling your exam. AMP will also provide you with a unique ID#. You then go to the website www.goamp.com or call 800-345-6559 to schedule an appointment and pay for the exam. The CBT exam fee is \$96, which covers the AMP testing services.

4. How do I pay for CBT?

You can pay for CBT in several ways: 1) by credit card online at the AMP website, 2) by credit card over the phone by calling AMP, or 3) by mail with a company check, bank check or money order payable to AMP (personal checks, purchase orders or vouchers are **not** accepted). See www.goamp.com for payment details.

5. What is the total cost for the CBT exam?

Application to NEIWPCC/JETCC: \$75; AMP exam: \$96. The total cost is \$171 for your first attempt.

6. What is the cost if I need to retake the CBT exam?

If you do not pass the exam after your first attempt, you may retake the same grade level exam as many times as needed within your two-year approval period and pay only the AMP exam fee of \$96 for each additional attempt. Unless you are applying for a different grade level or the two-year approval period has expired, it is not necessary to reapply to NEIWPCC/JETCC or pay another application fee.

7. Where is Computer-Based Testing offered?

Applied Measurement Professionals (AMP) provides testing services for the Wastewater Operator Certification exam. You can take the exam at any AMP Assessment Center in the United States. There are two AMP Assessment Centers in Maine – Portland and Holden, as well as a location in Portsmouth, NH. Currently AMP does not have a testing center in Northern Maine, so DEP will continue to offer a paper exam in Presque Isle twice a year (May and November). A current listing of Assessment Centers, including addresses and driving directions, may be viewed at www.goAMP.com.

8. What are the CBT test dates?

Testing times are available Monday through Friday at 9:00 AM and 1:30 PM. Once you have received your confirmation from AMP, you schedule a date and time with AMP to take the CBT (www.goamp.com or call 800-345-6559). Test dates for paper exams in Presque Isle are held twice a year in May and November.

9. What do I bring to the test site?

Two forms of identification (one must be a current government-issued photo ID with signature) and a non-programmable calculator. Pencils, scratch paper and ABC formula/math conversion sheet will be provided. No other writing instruments, personal belongings, or electronic devices for the storage, display, or transmission of data, such as cell phones, personal digital assistants (PDAs), programmable calculators, computers, or cameras are allowed. If you wear special glasses when working at a computer, you should bring those glasses.

10. What if I am late for my 9:00 or 1:30 test time?

AMP policy states that you will not be allowed to take the test if you appear more than 15 minutes late for an examination.

11. What if I can't make my scheduled test time?

You may reschedule your examination appointment once without penalty if you contact AMP a minimum of two business days prior to your scheduled examination date.

12. I'm not familiar with computers or computer testing. Does that hurt my ability to pass the test?

Before starting the test at the AMP Assessment Center, you may complete a short exercise to become familiar with the computer, question layout, and features of the computerized testing. You choose the correct answer by using a mouse or typing the appropriate letter. Historically, operators with limited computer skills have not had problems completing the test.

13. Are there special arrangements for candidates with disabilities?

If you have a disability and may require reasonable accommodations, you must complete the "Request for Special Examination Accommodations" form found on the AMP website. In addition, AMP is equipped with Telecommunication Devices for the Deaf (TDD) to assist deaf and hearing-impaired candidates who wish to apply for the exam.

14. When do I get my results?

Your test results are printed and given to you immediately after completing the test.

15. If I successfully pass the exam, what do I need to do to get my license?

You don't need to do anything. NEIWPC/JETCC will be notified by AMP when you pass the exam. NEIWPC/JETCC will update your records and make arrangements to have your new operator certificate printed, signed, and mailed to you within four weeks of passing the exam.

16. What if I fail the exam?

If you fail the CBT exam, you may schedule a new CBT exam date and time with AMP as many times as needed during your two-year approval period. After the two-year period, you must submit a new application to NEIWPC/JETCC to be eligible to take the exam.

17. Can I retake the exam without applying again to NEIWPC/JETCC?

Yes. Your approval is valid for two years. During that time you may retake the exam as many times as needed to pass without paying the NEIWPC/JETCC application fee. You must, however, pay the \$96 exam fee to AMP each time you take the test.

18. Is my ability to get reciprocity in other states affected by taking a CBT or paper test?

The computerized test is still an ABC certification test, just like the written exam. With any reciprocity, you must still meet all the requirements of the state you are applying to for certification.

19. What is the total cost for the paper exam in Presque Isle?

The application and exam fee for the paper exam is a total of \$125 for each attempt payable to NEIWPC/JETCC. Applications for the paper exams are due in the NEIWPC/JETCC office six weeks prior to the test date. Paper exams are offered in Presque Isle the second Wednesday of May and November (unless Veteran's Day falls on that week, in which case the exam is scheduled for the following Wednesday). Payment for a paper exam can be made by Credit Card, Checks, or Money Orders payable to NEIWPC/JETCC.

20. How do I take a Spray Irrigation Treatment System (SITS) exam?

The SITS exam is a 100-question, 3-hour paper exam. Registration and payment of \$125 is handled by NEIWPC/JETCC. The SITS exam is offered only on an as-needed basis at three testing locations: Portland, Bangor, and Presque Isle.

If you have questions or comments, please contact the NEIWPC South Portland/JETCC office at:
(207) 253-8020 or info@neiwpc-jetcc.org