

# **ASSE Guidelines for Water Management and Infection Control Risk Assessment for Building Systems Personnel Certification**

**12010 Environment of Care, Infection Control and Construction Risk Assessment for Construction and Maintenance Personnel Certification**

**12020 Environment of Care, Infection Control and Construction Risk Assessment for Construction and Maintenance Employers Certification**

**12060 Water Quality Program Certification for Employers and Designated Representatives**

**12061 Water Quality Program Certification for Plumbers**

**12062 Water Quality Program Certification for Pipefitters and HVAC Technicians**

**12063 Water Quality Program Certification for Sprinkler Fitters**

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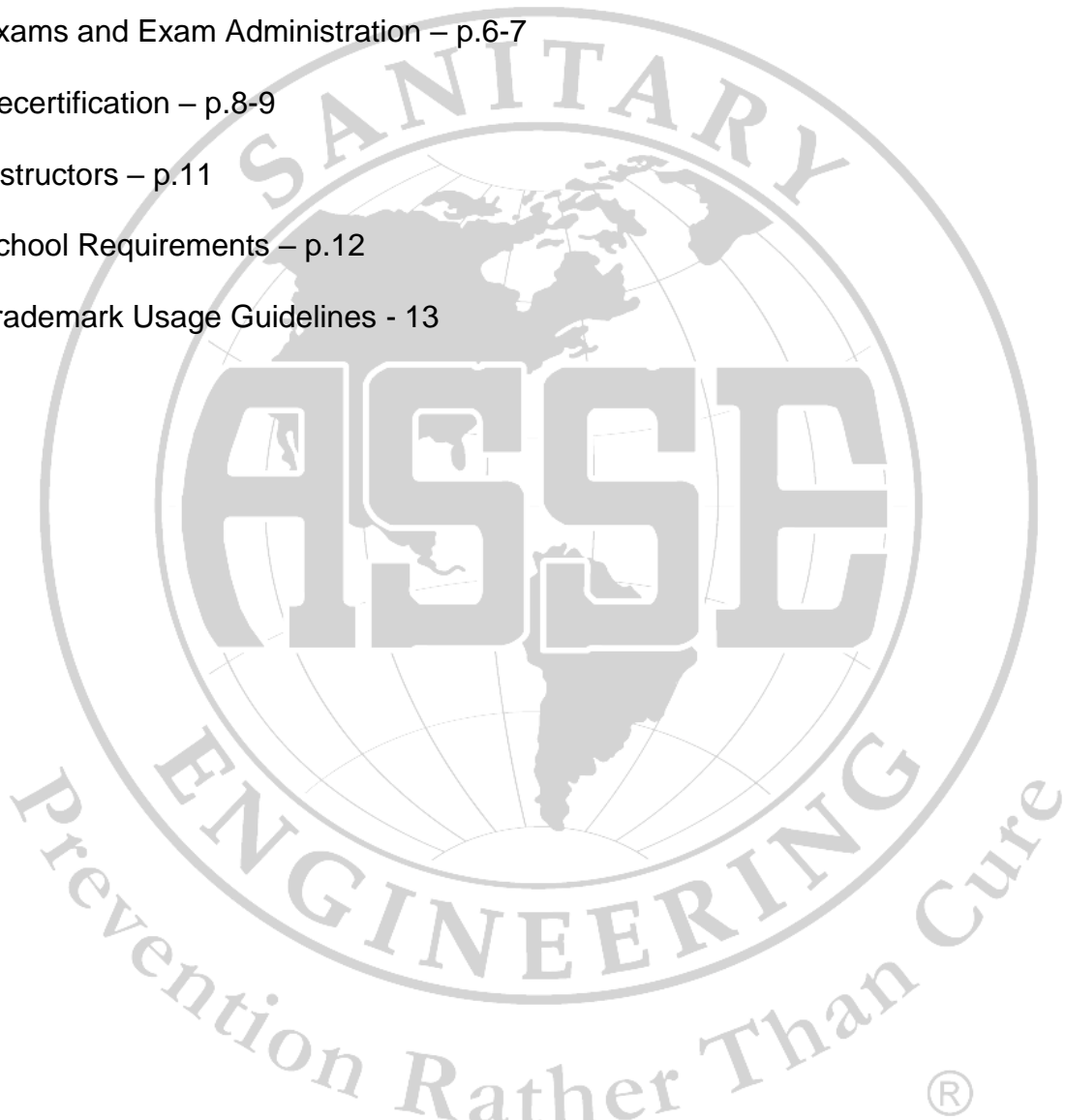
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# Overview

This section provides insight into the organizational structure of the ASSE International Chapter of IAPMO, LLC (hereafter referred to as ASSE), and the operation of the ASSE Guidelines for Water Management and Infection Control Risk Assessment Personnel Certification (hereafter referred to as 12000 Guidelines). The 12000 Guidelines address the 12010, 12020, 12060, 12061, 12062, 12063 and 12080 certifications. These certifications are in accordance with the ASSE/IAPMO/ANSI Series 12000 *Professional Qualifications Standard for Water Management and Infection Control Risk Assessment for Building Systems*.

## Introduction

The primary responsibility for the Infection Control Risk Assessment Personnel certification program (hereafter referred to as 12000 certification program) belongs to the ASSE Board of Directors and the professional qualifications coordinator, except for those specific areas of responsibility that may be delegated to the appropriate committee.

Certification exams shall only be administered to classes taught by an ASSE approved instructor at an ASSE accredited school. The certification exam shall be generated and graded by ASSE and administered by an exam facilitator.

ASSE reserves the right to audit any class without prior notice.

## Program Quality Control

Program quality control for the 12000 certification program shall be the responsibility of the ASSE Board of Directors and the professional qualifications coordinator. Quality control is maintained through ASSE, the Infection Control Technical Committee and its sub-committees, the School/Instructor Committee.

The ASSE Board of Directors may revoke the accreditation of any school or instructor that has shown deceit, displays gross negligence, incompetence, or misconduct in the performance of their duties as stated in the *ASSE/ANSI/IAPMO Series 12000, Professional Qualifications Standard for Water Management and Infection Control Risk Assessment for Building Systems*. (hereafter referred to as Series 12000), and these Guidelines. Any school that conducts a class that does not meet the requirements of the Series 12000 and these Guidelines shall have their accreditation reviewed. Students enrolled in a school that has had its accreditation revoked may be required to repeat the course and certification exam at an ASSE accredited school. ASSE shall not be held responsible for any financial losses.

Schools must adhere to these Guidelines. Payment of the school application fee and annual renewal fees indicates a school's willingness to adhere to these Guidelines. Schools found in violation may be placed under review and possibly have their ASSE approval removed. If a school is found to be in violation of the program Guidelines, the following procedures will be followed.

1. Written notification of the violation will be sent to the school.
2. The school will have thirty days to present, in writing, their evidence of compliance.
3. All evidence will be presented to the ASSE International Board of Directors.
4. The ASSE International Board of Directors will decide the appropriate corrective action.
5. The school will be notified, in writing, of the ASSE International Board of Directors decision.

## **Program Record Keeping Responsibility**

ASSE shall maintain a record keeping system for the 12000 Certification Program.

## **Equal Opportunity**

ASSE respects each participant in the 12000 Certification Program as an individual and assures that no participant will be subjected to discrimination in ASSE's performance of its certifying authority because of the individual's race, color, religion, national origin, non-disqualifying disability, sex, age or other protected class as defined by federal or state law.

ASSE recognizes that its responsibility to certify construction and maintenance professionals, as well as other professionals, is intended to support and enhance the protection of public health. ASSE will exercise its authority hereunder without regard to the status of the employer/employee or any prospective employer/employee of any program participant.

## **Disclaimer**

In no event shall ASSE, its Board of Directors, committees, consultants, or employees incur any obligation or liability for damages, including, but not limited to, consequential damages arising out of, or in connection with, the applicable certification.

## **Committees**

The committees advising the program are the Infection Control Technical Committee and the School/Instructor Committee. With the approval of the Board of Directors, the committees may enlist outside expertise as necessary or required.

### **Infection Control Technical Committee:**

- Is appointed by the ASSE International president and includes the professional qualifications director.
- Is responsible for maintaining the technical aspects of the program. The committee maintains the question bank for certification exams and ensures the validity of the exam content.
- Reviews and updates these Guidelines and the learning objectives.
- Conducts other activities as directed by the ASSE Board of Directors and the Infection Control Technical Committee chairperson.
- Is responsible for evaluating any information resulting from a review, as directed by the ASSE Board of Directors or the Infection Control Technical Committee chairperson.

### **School/Instructor/Proctor Committee**

- Is appointed by the ASSE International president.
- Reviews the applications of the schools and instructors for approval.
- Conducts other activities as directed by the ASSE Board of Directors or the Infection Control Technical Committee chairperson.

# Water Management and Infection Control Risk Assessment Program Certifications

## Introduction

ASSE third-party certification affirms that an individual has completed the required course of instruction, has passed the required written exams and has met all the criteria as stated in the Series 12000 and these Guidelines. An approved course of instruction shall mean the course curriculum as approved by the School/Instructor/Proctor Committee. This includes the minimum requirements as stated in the Series 12000.

## 12010 Environment of Care, Infection Control and Construction Risk Assessment for Construction and Maintenance Personnel Certification

- A. Certification to Standard 12010, is available only to candidates who have successfully completed an OSHA 10 or OSHA 30 class. Evidence must be presented to the school.
- C. Certification shall consist of a minimum of a 16-hour training course encompassing all aspects of ASSE Standard 12010
- D. Certification requires successfully passing a written exam consisting of a minimum of 100 questions with a minimum passing score is 80%.

## 12020 Environment of Care, Infection Control and Construction Risk Assessment for Construction and Maintenance Employers Certification

- A. Certification to Standard 12020, *Infection Control and Safety Risk Assessment for Construction and Maintenance Employers*, is available only to candidates who meet the following criteria.
- B. Certification shall consist of a minimum of 8-hours of instruction to ASSE Standard 12020
- C. Certification requires successfully passing an exam consisting of a minimum 25 questions with a minimum score of 80%.

## 12060 Water Quality Program Certification for Employers and Designated Representatives

- A. Certification to Standard 12060, *Water Quality Program Professional Qualifications Standard for Employers and Designated Representatives*, is available only to candidates who have successfully met the following criteria:
- B. Certification shall consist of a minimum of a 4-hour training course encompassing all aspects of ASSE Standard 12060.
- C. Certification requires successfully passing a written exam consisting of a minimum 25 questions with a minimum score of 80%.

## 12061/12060 Water Quality Program Certification for Plumbers

- A. Certification to Standard 12061, *Water Quality Program Professional Qualifications Standard for Plumbers* is available only to candidates who have a minimum of three (3) years of documented practical experience in the installation and or maintenance of plumbing systems.
- B. Certification shall consist of a minimum of a 12-hour training course encompassing all aspects of ASSE Standards 12061 and 12060.
- C. Certification requires successfully passing a written exam consisting of a minimum 50 questions with a minimum score of 80%.



### **12062/12060 Water Quality Program Certification for Pipefitters and HVAC Technicians**

- A. Certification to Standard 12062, *Water Quality Program Professional Qualifications Standard for Pipefitters and HVAC Technicians* is available only to candidates who have a minimum of three (3) years of documented practical experience in the installation and or maintenance of mechanical systems.
- B. Certification shall consist of a minimum of a 12-hour training course encompassing all aspects of ASSE Standards 12062 and 12060
- C. Certification requires successfully passing a written exam consisting of a minimum 50 questions with a minimum score of 80%.

### **12063/12060 Water Quality Program Certification for Sprinkler Fitters**

- A. Certification to Standard 12063, *Water Quality Program Professional Qualifications Standard for Sprinkler Fitters* is available only to candidates who have a minimum of three (3) years of documented practical experience in the installation and or maintenance of water-based fire protection systems.
- B. Certification shall consist of a minimum of a 12-hour training course encompassing all aspects of ASSE Standards 12063 and 12060
- C. Certification requires successfully passing a written exam consisting of a minimum 50 questions with a minimum score of 80%.

### **12080 Legionella Water Safety and Management Specialist Certification**

- A. Certification to Standard 12080, *Professional Qualifications Standard for Legionella Water Safety and Management Specialist Program* is available to all candidates who meet the following criteria.
- B. Certification shall consist of a minimum of a 24-hour training course encompassing all aspects of ASSE Standard 12080
- C. Certification requires successfully passing a written exam consisting of a minimum 100 questions with a minimum score of 80%.

### **Participant's Application**

An application will be distributed to each student at the time of the exam. Failure to provide accurate contact information on the application may result in the certification not being processed by ASSE and applicant shall forfeit the full application fee. By signing the bottom portion of the application, the instructor verifies that the applicant attended the required course.

### **Instructional Materials**

The training materials used by schools in teaching 12000 classes are determined by the school. The list of training materials shall be submitted for review at the time of application for accreditation. Training materials shall be provided to ASSE upon request. Additional reference materials for the classes shall include:

- A. *ASSE/ANSI/IAPMO Series 12000, Professional Qualifications Standard for Water Management and Infection Control Risk Assessment for Building Systems.* (provided by ASSE for each student)

### **Exams**

- A. The professional qualifications coordinator and the Infection Control Technical Committee shall prepare such written exams as will properly reflect the minimum criteria as outlined in the Series 12000 and these Guidelines.
- B. Each student seeking certification must successfully complete the required written exams. The written exams shall be completed without the aid of reference materials or study guides except

for the Series 12000 standard. The standard may be used during the exam and Appendix D & E is necessary for certain questions.

- C. In the event an applicant fails to appear for a scheduled exam, a new exam date shall be arranged between the school and the applicant.
  - 1. The request for a rescheduled exam must occur within thirty (30) days of the original exam date. A test fee is required by ASSE.
  - 2. The applicant shall complete the rescheduled exam within six (6) months of the original exam date. After six (6) months, the applicant shall repeat the appropriate course of instruction.
  - 3. Any costs related to the certification exam or repeated course of instruction shall be the responsibility of the applicant. A test fee is required for each attempt.
- D. In the event the applicant fails an exam, a re-test date shall be arranged between the school and the applicant.
  - 1. The request for a re-test must occur within thirty (30) days of notification of failure by the school. An applicant must wait a minimum of 24 hours before retesting.
  - 2. The applicant shall complete the re-test within six (6) months of the original certification exam failure date. After six (6) months, the applicant shall repeat the appropriate course of instruction.
  - 3. Should the applicant fail three (3) exam attempts, the applicant shall repeat the entire course of instruction. A new application and fee are required.
  - 4. Any costs related to the exam or repeated course of instruction shall be the responsibility of the applicant. A re-test fee is required for each attempt.

### **Exam Administration**

The following outlines a program that establishes uniformity to the exam procedures and credibility to certification programs.

- A. An exam facilitator will witness all exams.
- B. The exam facilitator may not be the course instructor.
- C. The exam is available either on-line or in a paper format.
- D. The exam facilitator shall be responsible for maintaining an atmosphere conducive to an exam process.
- E. There must be a minimum of one exam facilitator for every 20 students.
- F. Exam facilitators are not employees of ASSE, nor are they compensated by ASSE.
- G. Evidence of cheating on an exam, or failure to maintain an atmosphere conducive to an exam process, may result in the school's ASSE accreditation being revoked.

### **Procedures for Certification**

- A. A class application shall be submitted to ASSE at least 30 days prior to the course start date. The application shall include the class start date, exam date, instructor, expected number of students and names of students (when available). The school must indicate on the class application the exam format, either on-line or paper. Only one format can be chosen for any given class.
- B. Upon receipt of the application, ASSE will forward the Series 12000 and the exams, or on-line code, to the school administrator.
- C. All paper exams, complete and incomplete, must be returned to ASSE along with the required student applications.

- D. A signed statement that each student, when required, has provided documentation that they have successfully completed an OSHA 10 or OSHA 30 course must be provided by the school.
- E. Exams are processed in the ASSE office and results are sent to the school. ASSE does not give exam results to students. All student contact shall be through the school.
- F. Protests of the exam results may be filed by the student. Such protests shall be submitted in writing to the professional qualifications coordinator within 30 days of notification of the exam results. The professional qualifications coordinator shall make an inquiry of the protests and render a determination in writing within 60 days. All expenses incurred shall be borne by the student.
- G. Appeals of the professional qualifications coordinator's determination shall be submitted in writing within 30 days to the ASSE Board of Directors. The appellant shall resubmit all original data and shall offer supporting documentation or rationale to justify a second hearing. The Board of Directors shall make their determination within 60 days. The decision of the Board of Directors shall be final.

### **Issuing a Certificate**

- A. Upon satisfactory fulfillment of the requirements provided herein, ASSE shall issue a certificate and/or wallet card. The certificate shall state the classification for which the applicant is certified.
- B. The certificate shall indicate that the holder has satisfactorily fulfilled the requirements as stated in the Series 12000 and these Guidelines.
- C. Any certificate used in accordance with these regulations shall be valid for a period of 3 years from the date of issuance.
- D. Certified individuals must renew their certification within 6 months of the printed expiration date. Recertification up to 6 months before the expiration date will not result in any loss of certification time. Recertification up to 6 months after the expiration date is permitted. The certification is not valid between the expiration date and the renewal date. Recertification up to six (6) months after the expiration date does not result in any gain of certification time. The new expiration date will be 3 years after the original expiration date. Failure to recertify by 6 months after the expiration date will result in the individual having to retake the initial course and exam. The Infection Control Technical Committee may make exceptions, i.e., for active-duty military personnel. ASSE, at its sole discretion, may extend certification expiration dates as an emergency measure as appropriate in response to unforeseeable disasters or emergencies.
- E. Certified individuals failing to renew their certificates prior to the expiration date shall have their names removed from the certification list.
- F. The Board of Directors shall revoke the certificate of any person who, after a hearing before the Board of Directors, is found to have obtained a certificate by fraud or deceit, or displays gross negligence, incompetence, or misconduct in the performance of his/her duties as a certified 12000 professional. All costs incurred for the hearing shall be the responsibility of the individual.

### **Recertification**

#### **12010 Environment of Care, Infection Control and Construction Risk Assessment for Construction and Maintenance Personnel Recertification**

- A. A candidate 12010 recertification must possess a current 12000 or 12010 certification.
- B. Recertification to 12010 certification shall consist of successfully completing a minimum of 3-hours of 12010 instruction.
- C. Recertification requires successfully passing a written exam consisting of a minimum of 50 questions on Standard 12010 content. The minimum passing score is 80%.



### **12020 Environment of Care, Infection Control and Construction Risk Assessment for Construction and Maintenance Employers Recertification**

- A. A candidate for 12020 recertification must possess a current 12020 certification
- B. Recertification shall consist of a minimum of 2 hours of 12020 instruction
- C. Recertification requires successfully passing a written 25 question exam with a minimum score of 80%.

### **12060 Water Quality Program Employers Recertification**

- A. A candidate for WQP 12060 recertification must possess a current 12060 certification.
- B. Recertification shall consist of a minimum of 2 hours of 12060 instruction
- C. Recertification requires successfully passing a written 25 question exam with a minimum score of 80%.

### **12061/12060 Water Quality Program Plumbers Recertification**

- A. A candidate for WQP 12061/12060 recertification must possess a current 12061/12060 certification.
- B. Recertification shall consist of a minimum of 3 hours of 12060 and 12061 instruction.
- C. Recertification requires successfully passing a written 25 question exam with a minimum score of 80%.

### **12062/12060 Water Quality Program Pipefitters and HVAC Technicians Recertification**

- A. A candidate for WQP 12061/12060 recertification must possess a current 12062/12060 certification. *Professional Qualifications Standard for Pipefitters and HVAC Technicians*
- B. Recertification shall consist of a minimum of 3 hours of 12060 and 12062 instruction.
- C. Recertification requires successfully passing a written 25 question exam with a minimum score of 80%.

### **12063/12060 Water Quality Program Sprinkler Fitters Recertification**

- A. A candidate for WQP 12063/12060 recertification must possess a current 12061/12060 certification.
- B. Recertification shall consist of a minimum of 3 hours of 12060 and 12063 instruction.
- C. Recertification requires successfully passing a written 25 question exam with a minimum score of 80%.

### **12080 Legionella Water Safety and Management Specialist Recertification**

- A. A candidate for 12080 recertification must possess a current 12080 certification.
- B. Recertification shall consist of a minimum of 8 hours of 12080 instruction.
- C. Recertification requires successfully passing a written 100 question exam with a minimum score of 80%.

### **Exceptions**

The only exception to the recertification requirements is:

- a) An ASSE approved instructor may recertify without exam if they have taught an ASSE approved 12000 course within the previous 3 years. The recertification fee is required.

### **Fees for Certification**

The application fee for certification shall be payable to ASSE and is the responsibility of the school conducting the class.

# Instructors

## **12010 and 12020 Environment of Care, Infection Control and Construction Risk Assessment Instructor Qualifications**

To apply to be an ASSE approved instructor, an individual must be sponsored by an ASSE accredited school with the intent of teaching for that school. The applicant must submit a completed application, a résumé and supporting documentation as to their qualifications. To qualify as an instructor, a person shall have:

- A. OSHA 10 or 30 certification
- B. Knowledge or experience in all subjects described in Standards 12010 and 12020
- C. Meeting one or more of the following criteria:
  - 1. Three (3) years of teaching experience.
  - 2. Completion of an ASSE recognized train-the-trainer program (minimum 20 hours) specific to the teaching of the ASSE 12010 certification.

An instructor must be certified to the specific standard of the Series 12000 in order to teach that section. In order to continue to qualify for the instructor pool, an individual must maintain a current ASSE 12010 or 12020 certification. Exceptions to these requirements may be made by the School/Instructor/Proctor Committee

## **12060 - 12063 Water Quality Instructor Qualifications**

To apply to be an ASSE approved instructor, an individual must be sponsored by an ASSE accredited school with the intent of teaching for that school. The applicant must submit a completed application, a résumé and supporting documentation as to their qualifications. To qualify as an instructor, a person shall have:

- A. Knowledge or experience in all subjects described in Standard 12060.
- B. A minimum of 5 years of experience in plumbing, pipefitting, HVAC or water-based sprinkler fitting.
- C. Meeting one or more of the following criteria:
  - 1. Three (3) years of teaching experience.
  - 2. Completion of an ASSE recognized train-the-trainer program (minimum 20 hours) specific to the teaching of the ASSE WQP 12061, 12062 or 12063 certifications.

An instructor must be certified to the specific standard of the Series 12000 in order to teach that section. In order to continue to qualify for the instructor pool, an individual must maintain a current ASSE Water Quality 12060 certification. Exceptions to these requirements may be made by the School/Instructor/Proctor Committee

## **12080 *Legionella* Water Safety and Management Instructor Qualifications**

To apply to be an ASSE approved instructor, an individual must be sponsored by an ASSE accredited school with the intent of teaching for that school. The applicant must submit a completed application, a résumé and supporting documentation as to their qualifications. To qualify as an instructor, a person shall have:

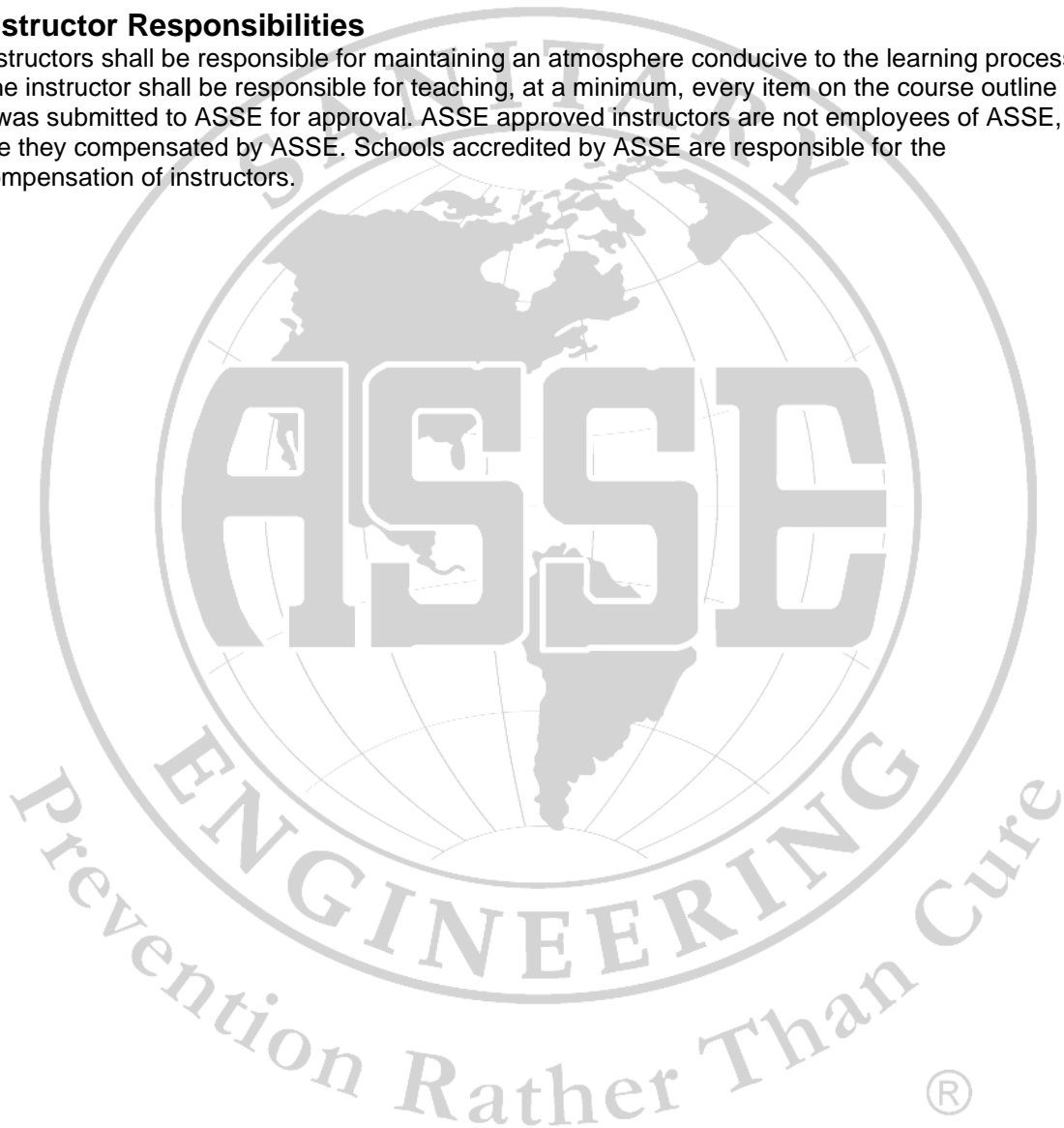
- A. Knowledge or experience in all subjects described in Standard 12080.
- B.. Meeting one or more of the following criteria:
  - 1. Three (3) years of teaching experience.

2. Completion of an ASSE recognized train-the-trainer program (minimum 20 hours) specific to the teaching of the ASSE 12080 certification.

An instructor must be certified to the 12080 Standard in order to teach the 12080 course. In order to continue to qualify for the instructor pool, an individual must maintain a current ASSE 12080 certification. Exceptions to these requirements may be made by the School/Instructor/Proctor Committee.

### **Instructor Responsibilities**

Instructors shall be responsible for maintaining an atmosphere conducive to the learning process. The instructor shall be responsible for teaching, at a minimum, every item on the course outline as it was submitted to ASSE for approval. ASSE approved instructors are not employees of ASSE, nor are they compensated by ASSE. Schools accredited by ASSE are responsible for the compensation of instructors.



# School Requirements

ASSE recognizes that the quality of training is dependent on the training environment and believes that any approved training program should be adequately equipped to train the number of people in any given training session.

All classes shall be conducted by an ASSE approved school and by an ASSE approved instructor. ASSE reserves the right to survey participants to assure that classes, facilities and equipment are in compliance with these Guidelines.

## Classroom

- A. The classroom of an ASSE approved school shall be of such a size as to adequately and comfortably accommodate the total number of students enrolled in the class.
- B. There shall be:
  - 1) Sufficient tables and chairs for each registered student.
  - 2) Adequate lighting
  - 3) Sufficient sanitary facilities
  - 4) A minimum of 1 instructor for every 40 students.

## Changes to Schools

Should an ASSE approved school make any changes, a notice of the change, together with a full description of the change, shall be submitted to ASSE for review. A change shall include, but not be limited to, a physical change of address, additions or deletions to the course outline, equipment or training material.

Every 3 years a renewal fee shall be submitted with a letter certifying that the school has not changed from the information currently on file with ASSE. The school shall review the qualifications of the instructors. If there were any changes to the curriculum, or to the listed instructors, the school must provide documentation of the change. To be renewed, a school shall have held a minimum of one ASSE 12000 certification class within the previous 3 years. If no class was held, the school shall reapply as a new school.

## Trademark Usage Guidelines

Trademark Usage Guidelines for ASSE International Approved Training Providers

The ASSE International Chapter of IAPMO, LLC ("ASSE International") considers its trademarks and service marks to be among its most valuable intellectual property assets. As such, ASSE International acts consistently to preserve the strength of and retain its exclusive rights to use its trademarks. To the extent a school uses an ASSE International mark to refer to ASSE International in literature or marketing, usage must follow these Guidelines. Questions about the Guidelines should be directed to [Marianne.Waickman@asse-plumbing.org](mailto:Marianne.Waickman@asse-plumbing.org).

Schools may use this Mark to indicate that they are an approved training provider:



Schools may not alter the shape, proportion, color, text, typography, or orientation of the Mark in any way. This includes re-coloring the Mark, rotating the Mark, repositioning individual elements of the Mark, outlining the Mark, and altering or adding text to the Mark. The Mark may only appear in black or white. The black version is preferred, but the white logo may be used on backgrounds darker than 50% grey to provide sufficient contrast. The Mark must be displayed at a sufficient resolution and size for legibility; generally, the Mark should never appear less than 1/2" tall in printed materials or less than 36px tall in digital media. Provide as much clear space (padding) around the logo as possible; we recommend surrounding the Mark with clear space of at least 1/4 the height of the top ASSE rectangle.

When a school uses the Mark, it must make clear that the school is approved to provide training for ASSE International certification. It is improper to imply that a school *is* ASSE International, that classes are *offered or taught by* ASSE International, or that the school provides ASSE International certification.

Please report any misuse of Marks to ASSE by email to [Kathleen.huttner@asse-plumbing.org](mailto:Kathleen.huttner@asse-plumbing.org).

