



SWANA Certification Application

(For First-Time Discipline Applicants)

Please type or print legibly. Provide ALL information requested and Submit on the Day of Exam

**** Incomplete application will result in the delay of results ****

NAME: _____ **SWANA ID#** _____ **SWANA MEMBER?**

ORGANIZATION: _____ Yes

JOB TITLE: _____ No

BUSINESS ADDRESS

HOME ADDRESS

CITY

CITY

STATE/PROVINCE

ZIP/POSTAL CODE

STATE/PROVINCE

ZIP/POSTAL CODE

WORK PHONE

FAX NUMBER

HOME PHONE

ALTERNATE PHONE

EMAIL: _____

PREFERRED MAILING ADDRESS: Business Home

Location of EXAM: _____ **DATE OF EXAM:** _____ **EXAM BOOK#** _____
(CITY, STATE) (MM/DD/YYYY)

CERTIFICATION EXAM TAKEN (Please indicate which exam(s) will be taken)

- Landfill
- Bioreactor Landfill (must hold LF)
- Composting Systems (SWANA/USCC)
- Collection Systems
- Transfer Station Systems
- Municipal Solid Waste Systems
- Recycling Systems
- Construction & Demolition (SWANA/CMRA)

CERTIFICATION LEVEL (Please indicate for which level you are applying.)

- Technical Associate
- Inspector (**Landfill/C&D** Disciplines ONLY)
- Manager

❖ *Please note that everyone is not eligible for the Manager or Inspector certification. Please make sure you fulfill the eligibility/experience requirements of the category for which you are applying (See page 5 for Eligibility Information).*

EDUCATION AND EXPERIENCE

HIGH SCHOOL DIPLOMA/ GED: YES NO FORMAL EDUCATION: YES NO _____
No. YEARS

DEGREE(S) EARNED: 1. _____ 2. _____

❖ *A Four-year degree in a related field may be substituted for up to 2 years of experience in the solid waste field*

SOLID WASTE INDUSTRY EXPERIENCE _____
YRS MONTHS

SUPERVISORY/MANAGEMENT EXPERIENCE IN EXAM DISCIPLINE _____
YRS MONTHS

FOR OFFICE USE ONLY:	PAYMENT RECEIVED? <input type="checkbox"/> Y <input type="checkbox"/> N	CHAPTER PARTNERING? <input type="checkbox"/> Y <input type="checkbox"/> N
SCORE: TEST FOR RECERT? <input type="checkbox"/> Y <input type="checkbox"/> N	3 RD PARTY AUTHORIZATION <input type="checkbox"/> Y <input type="checkbox"/> N	CERT MAILED <input type="checkbox"/> Y <input type="checkbox"/> N



CURRENT EMPLOYMENT POSITION: Please provide pertinent information about your current job responsibilities.
Incomplete application will result in the delay of results

CURRENT POSITION TITLE: _____

EMPLOYMENT DATES _____ **NUMBER OF EMPLOYEES SUPERVISED/MANAGED:** _____
MM/YYYY

DESCRIPTION OF DUTIES:

Immediate Supervisor's Name: _____ Immediate Supervisor's Phone: _____

Previous Position Title: _____

EMPLOYMENT DATES _____ **NUMBER OF EMPLOYEES SUPERVISED/MANAGED:** _____
MM/YYYY

DESCRIPTION OF DUTIES:

Previous Supervisor's Name: _____ Previous Supervisor's Phone: _____

***Please feel free to attach a Resume or a separate sheet of information to this application if needed.

VERIFICATION

I hereby attest/affirm that all facts presented on this application are correct and complete. I grant permission to SWANA to make inquiries that the association may deem necessary to verify my credentials for certification. I further understand that the association employs a random audit review process of submitted applications. I agree to abide by the rule and decisions of SWANA and understand that falsification of this application is grounds for revoking certification.

SIGNATURE OF APPLICANT (MANDATORY) *DATE*

❖ If testing for Recertification please submit the \$200 renewal fee. Non-receipt of either application or fee will result in delay of results and recertification



Please Read and Sign the Code of Ethics

SWANA CERTIFICATION CODE OF ETHICS

The Solid Waste Association of North America (SWANA) is a professional organization that certifies solid waste professionals as having met established standards for solid waste management. The SWANA code of ethics provides a minimum ethical standard for the professional behavior of all SWANA certified professionals. This Code of Ethics provides an expectation and assurance for the ethical practices for all that use the professional services of a SWANA Certified professional.

Code of Ethics

I _____, as an individual seeking and becoming certified by SWANA as a competent professional in my field, shall subscribe to the following code of ethics:

- Practice my profession only to the extent of my personal expertise;
- Comply with applicable laws, statutes, regulations, and standards;
- Strive to protect and enhance human health and the environment;
- Maintain my personal proficiency through approved continuing education and professional development;
- Contribute to the development of other professionals and provide leadership by example;
- Conduct my professional affairs in a manner that reflects the highest moral character;
- Endeavor to avoid conflicts of interest, disclose any potential conflict to those affected and work diligently for a timely resolution to conflicts of interest that may arise despite my best efforts;
- Act with integrity, competence, dignity, and in an ethical manner when dealing with the public, clients, prospects, employers, employees and fellow SWANA members; and
- Encourage others to become certified and to practice in a professional and ethical manner that will reflect credit on associates and our profession.

(Signature)

(Date)

SUBMITTING APPLICATION

Please submit the completed Application along with your examination on the day of testing. An application is needed even if you currently hold a SWANA Certification in another discipline. Please be sure to fill out all information on the application, Incomplete applications may cause a delay in receiving your certification and requested Certification Level.

Mailing info:

SWANA
Attn: Training and Certification Coordinator
P.O. Box 7219
Silver Spring, MD 20907-7219

Main Contact Info:

Phone: 1 (800) GO SWANA
Fax: 301-585-0297
E-mail: certification@swana.org

SWANA CERTIFICATION REQUIREMENTS

INSTRUCTIONS AND INFORMATION

CERTIFICATIONS OFFERED FOR DISCIPLINES IN THE AREAS OF:

- Landfill Management
- Bioreactor Landfill (**must hold current MOLO Certification**)*
- Transfer Systems
- Collection Systems
- Recycling Systems
- MSW Systems Management
- Composting Programs (SWANA/USCC)
- Construction & Demolition (SWANA/CMRA)



*You may choose to take the MOLO exam AND the Bioreactor exam on the same day at any event that offers two (2) testing times. Passing both exams with a 70% or higher will earn you a Certification in both disciplines.

Each discipline also has at least two levels of certification: **Manager** and **Technical Associate**. Landfill Management and Construction & Demolition also have a third level: **Inspector**. See Eligibility Requirements to determine which category fits you best.

HOW TO APPLY FOR CERTIFICATION

Step 1: Register to take a certification exam at any of SWANA's Testing Centers or Chapter Training Center by filling out a registration and returning it to SWANA. A list of testing dates can be found at www.swana.org. There is a testing fee of **US \$175** for SWANA Members and **US \$300** for Non-members.

Note: Certification Applications will be distributed to students the day of their Certification Examination. This application **must** be turned in with the examination. Failure to do so may result in delay of Exam Results.

Step 2: Complete the attached certification application. The application **must** be submitted if you are interested in becoming certified. The *Code of Ethics* form **must** be signed before an application can begin the certification process.

Step 3: Once you have completed steps 1 and 2, passed the exam, and pending application approval, you will be SWANA Certified. Please allow 2 months to process examination results

* All applicants may not be eligible for SWANA Certification. If you have any concerns that you may not be eligible for certification, please refer to the SWANA Certification Eligibility Requirements.



SUMMARY OF SWANA CERTIFICATION ELIGIBILITY REQUIREMENTS

Technical Associate Qualification for Each Discipline

- High School Degree or GED; **and**
- Involved in the planning, design, implementation, operation or promotion in the MSW field, but do not fit into the above category, i.e., consultants, planners, vendors, regulators, etc.
- Receive a passing grade on the examination.

Inspector Qualifications for the Landfill Discipline

- High School Degree or GED; **and**
- Minimum of 5 years experience in Integrated Municipal Solid Waste Management (4 year degree in a related field may be substituted for up to 2 years); **and**
- Minimum of 2 years experience as an inspector** of MSW landfills, and currently in that position; and
- Receive a passing grade on the examination.

Certified Manager Qualifications for Each Discipline

- High School Degree or GED; **and**
- Minimum of five (5) years experience in MSW Management. (A four (4) year Bachelor's Degree in Civil Engineering, Sanitary Engineering, Environmental Health, Environmental Science, Public Administration or related equivalent fields can substitute for up to two (2) years of the minimum five (5) years experience.)
- Minimum of two (2) years experience in management/supervisory position related to discipline; and
- Directly responsible for the daily operations related to discipline.

* = *directly responsible for daily operations; compliance with design and permit conditions, utilization of field equipment and services, personnel needs, utilization and retention, responses to regulatory agencies and budgeting.*

** = *can issue official citations for violations which require action/impose penalties*

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If you have further questions regarding this Application, Certification or Eligibility requirements please contact us via email at certification@swana.org or by phone at 1-800-GO-SWANA.