



Diplomate, Water Resources Engineer  
Sample Application

Spring/Summer 2008  
Application

American Academy of Water Resources Engineers  
2008 Board of Trustees

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## **WHAT IS SPECIALTY CERTIFICATION?**

Specialty Certification is a voluntary, post-license credential that provides recognition of advanced expertise in a technical specialty, superior experience, strong ethics and a commitment to life-long learning and continuing professional development.

## **WHAT ARE THE BENEFITS OF SPECIALTY CERTIFICATION?**

- Certification is an advanced qualification beyond licensure recognized by clients, employers, peers and the public.
- Certification provides a tangible advantage for individuals looking to standout.
- Certification demonstrates advanced knowledge, skills and attitudes within a civil engineering specialty and commitment to stay up to date on new technological innovations.
- Certification demonstrates a strong commitment to professionalism through its ethics and continuing professional development requirements.
- Certification allows civil engineers to maintain strong input into the advanced credentialing process.

## **OBJECTIVES OF THE ACADEMY**

The objectives of the Academy are to improve the practice, elevate the standards, and advance the practice of water resources engineering by:

- a. Identifying and certifying engineers with specialized knowledge in water resources for the benefit of the public.
- b. Recognizing the ethical practice of water resources engineering.
- c. Enhancing the practice of water resources engineering.
- d. Supporting and promoting positions on water resources issues important to the public health, safety, and welfare.
- e. Encouraging life-long learning and continued professional development.

## **ELIGIBILITY REQUIREMENTS**

The knowledge, skills and attitudes necessary to fulfill the Body of Knowledge (BOK) for Diplomat, Water Resources Engineer, are acquired through a combination of education and experience. The fifteen outcomes are validated through the granting of academic degrees, the process of professional licensure, and this process of certification. As approved by the AAWRE Board of Trustees the eligibility requirements for certification as a Diplomat, Water Resources Engineer are:

1. The applicant shall be of good moral character and of high ethical standing in the profession.
2. The applicant shall be actively engaged in the professional practice of water resources engineering.
3. The applicant shall possess a valid license to practice professional engineering issued by a State, Territory, Possession, or District of the United States or an equivalent license or certificate issued by a foreign country, providing that said valid license or certificate of registration from a foreign country shall be evaluated by the Board of Trustees on a case-by-case basis to assure that the license or certificate meets the standards set by the Board of Trustees.
4. The applicant shall have been awarded a baccalaureate degree in engineering from a college of engineering program accredited by the Engineering Accreditation Commission (EAC) of the Accreditation Board for Engineering and Technology, Inc. (ABET), or its equivalent, and have successfully completed 30 semester credits of acceptable graduate-level, or upper-level undergraduate courses in water resources engineering acceptable to the Board of Trustees.
5. In lieu of a baccalaureate degree and 30 semester credits, the applicant shall have been awarded either a master of science, master of engineering, or doctoral degree in water resources engineering from one or more educational institutions of recognized standing, or its equivalent.
6. The applicant shall possess a minimum of ten years of professional progressive experience in water resources engineering work. Such work experience shall be in one or more of the specialty areas established by the Board of Trustees. Further, such work shall include active participation in responsible planning, design, analysis, operation, management, regulation, research, or teaching. In the case of teaching, the work experience shall be at an educational institution of recognized standing, or its equivalent.
7. The applicant has agreed in writing to adhere to the American Society of Civil Engineers Code of Ethics.

The applicant shall submit a complete application, together with all fees and supporting documentation as required, including written recommendations endorsing the application from no less than three of his or her peers who possess a valid license to practice professional engineering issued by a State, Territory, Possession, or District of the United States or equivalent license issued by a foreign country.

In addition to meeting all of the general requirements specified in above, the applicant shall pass an oral assessment in a manner satisfactory to the Board of Trustees. The requirement for an oral assessment may be waived by the Admissions Committee only when the written application clearly demonstrates that the applicant meets all of the requirements specified above and has mastered the requisite body of knowledge at the expert level in a manner and form acceptable to the Board of Trustees.

Oral assessments will be held in such places and in such manner as indicated by the number and location of applicants and as determined by the Secretary.

The oral assessment shall consist of two phases:

1. An oral presentation demonstrating that the applicant has mastered the requisite body of knowledge in a manner and form acceptable to the Board of Trustees.
2. An oral defense of the presentation in the form of questions and answers.

A certified person, except an Honorary Diplomat, does not become a Diplomat and a member of the Academy until that individual has paid all required fees, has been approved by the Academy Board of Trustees, and has been notified in writing by the Academy Secretary, all as prescribed by the Board of Trustees.

## **APPLYING FOR THE DIPLOMATE, WATER RESOURCES ENGINEER CREDENTIAL**

### **COMPLETING THE APPLICATION FORMS**

All Diplomate, Water Resources Engineer applicants must complete the full online application and submit all appropriate fees before they will be considered for certification. The online application is available at [www.aawre.org](http://www.aawre.org). Upon completing the application and receiving the appropriate fees, the application will be reviewed for completeness by AAWRE staff before being sent to the Admissions Committee.

AAWRE staff will notify applicants when their application is considered complete.

### **APPLICATION DEADLINES**

AAWRE administers the application review and oral assessment for Diplomate, Water Resources Engineer twice per calendar year. In order for applications to be reviewed, oral assessments scheduled, and applicants provided appropriate notice, complete applications with appropriate fees must be submitted as follows:

- Spring/Summer 2008 – Complete application/fees received by **August 29, 2008**

The AAWRE Board of Trustees reserves the right to change application deadlines. Please visit the AAWRE web site ([www.aawre.org](http://www.aawre.org)) for the most current information.

Any application that is received after the published deadline or is incomplete at the published deadline will be processed in the following cycle.

### **CERTIFICATION FEES**

Normally, for initial certification, an application fee in the amount of **\$300 is required at the time of a completed application submission.** The \$300 payment shall include a \$100 application fee, \$100 interview fee, and \$100 annual fee. The \$300 shall be refunded to unsuccessful applicants as follows:

- Applicant is denied certification after application review, refund = \$200
- Applicant is denied certification after interview, refund = \$100

Applicants who are approved to be interviewed, but do not appear at the scheduled time shall be allowed one rescheduling of their interview at no charge. Additional rescheduling shall require payment of an additional \$100 fee.

Applicants who are denied certification and wish to reapply to the Academy must reinitiate the application process including full payment of application fees.

## **ORAL ASSESSMENT SCHEDULING**

The Academy attempts to provide oral assessments in reasonably convenient locations (usually within the state or region of a state where the applicant resides). However, this may not always be possible. By completing the application, the applicant agrees to travel (at his/her cost) to the closest available oral assessment site provided by the Academy.

**\*\*AAWRE will work with you to find a convenient location at a meeting or conference to set up the oral assessment examination.**

**The following application forms are provided as an example of the material that will be required to complete the AAWRE online application. The online application is available at [www.aawre.org](http://www.aawre.org).**

**For questions or additional information, please contact AAWRE at [certification@aawre.org](mailto:certification@aawre.org) or 703-295-6414.**



## Diplomate, Water Resources Engineer Certification Sample Application Information

The sample application forms shown here are to inform potential applicants of the information deemed necessary by the AAWRE to determine whether an applicant is qualified for the Diplomate, Water Resources Engineer credential. The official application is an online application and must be completed at the AAWRE website (<http://www.aawre.org>). Due to continuous improvement efforts, differences may appear between this sample and the online application. In any occurrence where there is a difference in information presented, information requested, or formatting, the online application is the definitive information.

**\*\*If easier, you may type into this application and submit via email.**

All information and documentation must be in English.

### PERSONAL INFORMATION

\_\_\_\_\_  
ASCE/EWRI I.D. # (If applicable)

\_\_\_\_\_  
Prefix

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Suffix

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Birth Date (year / month / date)

Applicant must upload personal photo. JPEG and BMP formats are acceptable. Minimum size quality should be 300 dpi.

**BUSINESS CONTACT INFORMATION**

\_\_\_\_\_  
Job Title

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Street Address (Line 1)

\_\_\_\_\_  
Business Street Address (Line 2)

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Business Telephone

\_\_\_\_\_  
Business E-mail

**RESIDENCE CONTACT INFORMATION**

\_\_\_\_\_  
Residence Street Address (Line 1)

\_\_\_\_\_  
Residence Street Address (Line 2)

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Residence Telephone

\_\_\_\_\_  
Residence E-mail

**CONTACT PREFERENCES**

Preferred Mailing Address     Business     Home

Preferred Telephone         Business     Home

Preferred E-mail             Business     Home

## EDUCATION INFORMATION

It is the responsibility of the applicant to contact the institution(s) where they have obtained their undergraduate, graduate, and/or post-graduate education and have that institution send an original transcript directly to AAWRE. Applicants must positively accept this obligation by checking the line after each education section.

### Undergraduate Education

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
\_\_\_\_\_  
Year/Month that your degree was awarded

\_\_\_\_\_  
Degree

\_\_\_\_\_ I have arranged for an official transcript to be sent directly to AAWRE.  
(Check box)

### Graduate and/or Postgraduate Education

(1)

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
\_\_\_\_\_  
Year/Month that your degree was awarded

\_\_\_\_\_  
Degree

\_\_\_\_\_ I have arranged for an official transcript to be sent directly to AAWRE.  
(Check box)

(2)

\_\_\_\_\_  
Name of Institution

\_\_\_\_\_  
City

\_\_\_\_\_  
State/Province

\_\_\_\_\_  
Country

\_\_\_\_\_  
\_\_\_\_\_  
Year/Month that your degree was awarded

\_\_\_\_\_  
Degree

\_\_\_\_\_ I have arranged for an official transcript to be sent directly to AAWRE.  
(Check box)

**Other Education (in lieu of Masters or Doctorate degree)**

Applicant will be asked to document education necessary to fulfill the Education requirement in lieu of Masters or Doctorate degree. This section must only be completed if the applicant does not possess a Masters or Doctorate degree. Official transcripts are required for all courses. It is the applicant's responsibility to have these transcripts sent directly to AAWRE. The online application will allow for information on multiple courses to be entered. Each course will be entered individually.

<b>Provider</b>	<b>Course Title and Description</b>	<b># Credits</b>	<b>Date Completed</b>

## PROFESSIONAL EXPERIENCE

Applicant shall provide clear and concise details of all water resources engineering related work. Applicant may amplify details by uploading descriptive documents such as a resume, and/or supporting materials. The online application will allow multiple engagements to be listed. Applicants also have the opportunity to upload a single Word or PDF file documenting their professional experience.

<b>Date (From – To)</b>	<b>Title</b>	<b>Employer/ Employer Address</b>	<b>Description of Experience</b>	<b>Name, Title and Current Phone # of superior or person most familiar with this engagement</b>

**PROFESSIONAL LICENSURE**

\_\_\_\_\_  
State License Number

\_\_\_\_\_/\_\_\_\_\_  
Date Originally Obtained (Year/Month) Current Date Valid Through (Year/Month)

List other states in which you hold a valid Professional Engineer license (optional):  
\_\_\_\_\_  
\_\_\_\_\_

If you are not licensed in one of the 55 United States licensing jurisdictions and your residence is outside the United States, please provide an explanation of your jurisdiction's regulation of engineering practice and your ability to practice under this regulation (add additional sheets or documentation as necessary and staple to this page):

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

**ADDITIONAL PROFESSIONAL CREDENTIALS**

Please list additional professional engineering credentials such as other certifications, certificate programs or other relevant items:

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

**ACTIVE PROFESSIONAL PRACTICE INFORMATION**

In addition to the professional experience noted above, please provide information on your commitment to professional practice through:

**Membership in Professional Societies, Associations, or Institutes**

(If necessary, please amplify on separate sheet or attach documentation)

Organization Name                                      Grade of Membership                                      Yrs of Membership

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**Professional Special Honors, Awards, or Leadership/Officer Positions Held**

(If necessary, please amplify on separate sheet or attach documentation)

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**Professional Publications or Speaking Engagements**

(If necessary, please amplify on separate sheet or attach documentation)

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**PROFESSIONAL REFERENCES**

Give names and addresses of three (3) licensed Professional Engineers who are currently practicing Water Resources Engineering and who have personal knowledge of your professional work --- particularly those who can substantiate and provide an evaluation of "time in responsible charge of water resources related engineering work." Do not list partners, immediate subordinates, or relatives. It is the responsibility of each applicant to see that all references are (1) furnished on the form provided by the Academy for this purpose, and (2) are e-mailed, faxed, or mailed on a confidential basis to the AAWRE as shown on the form.

(1)  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City, State/Province, Country \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
Professional License (state/number)      Diplomate, WRE # (if applicable)

(2)  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_  
City, State/Province, Country \_\_\_\_\_  
\_\_\_\_\_/\_\_\_\_\_  
Professional License (state/number)      Diplomate, WRE # (if applicable)

(3)  
Name

---

Title

---

Organization

---

Address

---

City, State/Province, Country

---

Professional License (state/number) / Diplomat, WRE # (if applicable)

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Please note that the following reference form will be automatically e-mailed to the 3 references listed above if the applicant includes an e-mail and checks the appropriate box on the online application. If the applicant does not check the automatic e-mail option, the applicant is assuming responsibility for forwarding the reference form in Word or PDF format (both provided on the online application) to the references. In either case, it is the responsibility of the applicant to ensure that their listed references complete the form and submit it to AAWRE. No application will be considered complete without 3 valid references.

**\*\*If you will be submitting this copy of the application as your application, please download the reference form from our website at: <http://www.aawre.org/appaawre.cfm> and email the reference form directly to your references.**

**The following page is a sample of the reference form.**

# DIPLOMATE, WATER RESOURCES ENGINEER APPLICATION CONFIDENTIAL REFERENCE FORM

You have been listed by an applicant as a reference for the Diplomat, Water Resources Engineer credential of the AAWRE ([www.aawre.org](http://www.aawre.org)).

Please complete this entire form. You may complete the form on your computer or print out the form and print or type in the required information. You may attach additional sheets to this form if needed. Please return the form and any attached documents directly to AAWRE by mail, fax, or e-mail at your earliest convenience. Reference forms must be received by August 29, 2008.

Mail: American Academy of Water Resources Engineers  
1801 Alexander Bell Drive  
Reston, VA 20191  
USA  
Fax: 703-295-6415  
E-Mail: [certification@aawre.org](mailto:certification@aawre.org)

Applicant Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_ Date: \_\_\_\_\_

Reference Title: \_\_\_\_\_

Reference Business: \_\_\_\_\_

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

\_\_\_\_\_

Reference Telephone or E-mail contact point: \_\_\_\_\_

Signature (required on mail or fax copies): \_\_\_\_\_

1) Please list one U.S. state/jurisdiction in which you are licensed to practice engineering:

State: \_\_\_\_\_ License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

2) How long have you known the applicant and in what capacity?

3) How would you compare the applicant in professional competence and promise with others you have known at this stage of their career?

4) In what areas of water resources engineering do you consider the applicant to be an expert in (research, design, project management, etc.), please explain:

5) Give at least one example of a decision or situation where the applicant exercised exceptional professional judgment and/or behavior:

6) Do you recommend the applicant for specialty certification within water resources engineering as a Diplomate, Water Resources Engineer (to review the full criteria please visit [www.aawre.org](http://www.aawre.org))?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

### **Mastery of Body of Knowledge Criteria**

**You must have developed mastery in at least one of the following four elements of the Body of Knowledge related to water resources engineering. Please address each element to the best of your knowledge:**

**12: Specialized area related to civil engineering.** Professional Engineer, through a combination of education, experience, and corresponding accomplishments, has demonstrated a high level of skill in a specialized area of Water Resources Engineering. AAWRE encourages certification in areas of water resources engineering specialization.

**13: Project management, construction, and asset management.** Professional Engineer, through education, experience, and corresponding accomplishments, has demonstrated a high level of skill in the management of complex water resources engineering projects.

14: **Business, public policy and public administration.** Professional Engineer, through education, experience, and corresponding accomplishments, has demonstrated a high level of skill in the evaluation of business plans, public policy recommendations, and a system of public administration in support of water resources projects.

15: **Leadership principles and attitudes.** Professional Engineer, through education, experience, and accomplishments, has demonstrated a high level of skill in providing leadership with respect to complex water resources projects. AAWRE encourages participation and/or leadership in professional societies, board of registration, and national review panels, etc.

## PROFESSIONAL ETHICS

American Academy of Water Resources Engineers Code of Ethics

### Fundamental Principles

Engineers uphold and advance the integrity, honor and dignity of the engineering profession by:

1. using their knowledge and skill for the enhancement of human welfare and the environment;
2. being honest and impartial and serving with fidelity the public, their employers and clients;
3. striving to increase the competence and prestige of the engineering profession; and
4. supporting the professional and technical societies of their disciplines.

### Fundamental Canons

1. Engineers shall hold paramount the safety, health and welfare of the public and shall strive to comply with the principles of sustainable development in the performance of their professional duties.
2. Engineers shall perform services only in areas of their competence.
3. Engineers shall issue public statements only in an objective and truthful manner.
4. Engineers shall act in professional matters for each employer or client as faithful agents or trustees, and shall avoid conflicts of interest.
5. Engineers shall build their professional reputation on the merit of their services and shall not compete unfairly with others.
6. Engineers shall act in such a manner as to uphold and enhance the honor, integrity, and dignity of the engineering profession.
7. Engineers shall continue their professional development throughout their careers, and shall provide opportunities for the professional development of those engineers under their supervision.

**I attest that I have read, understand and accept the American Academy of Water Resources Engineers Code of Ethics and agree to adhere to it. I further understand and agree that violation of the American Academy of Water Resources Engineers Code of Ethics is grounds for expulsion from the American Academy of Water Resources Engineers and revocation of the Diplomate, Water Resources Engineer credential.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **DIPLOMATE, WATER RESOURCES ENGINEER APPLICANT AGREEMENT AND RELEASE**

By signing this statement, you represent and agree to these terms, conditions and releases related to the American Academy of Water Resources Engineers (AAWRE) Certification conducted under the auspices of the Civil Engineering Certification, Inc. (CEC).

1. I agree to satisfy and conduct myself in accordance with all AAWRE and CEC policies and requirements, including the American Society of Civil Engineers Code of Ethics and the AAWRE Continuing Certification Requirements in their current or amended form, and maintain confidentiality of oral assessment questions and content. Furthermore, I agree not to discuss, debrief or disclose, in any manner, the specific content of the certification oral assessment's questions and answers to any individual.
2. I agree that any intentional or unintentional failure to provide true, timely and complete responses to questions in this application or renewal form may lead to further investigation and/or sanctions by the AAWRE.
3. I agree to notify the AAWRE in a timely manner of changes concerning the information I have provided, including my current professional engineer license, mailing address, telephone number and e-mail address.
4. I have reported to the AAWRE and will report to the AAWRE within 60 days, any legal or professional/occupational matters, proceedings, lawsuits, administrative agency actions, settlements and agreements, or organizational actions relating to me, including all complaints relating to my professional activities as a water resources engineer, and matters or proceeding involving, but not limited to, criminal charges, lesser offenses, credentialing, licensure, malpractice, disciplinary ethics or similar matters.
5. I agree that if my compliance with any of the terms of this agreement requires or includes an explanation and supporting documents, I will provide a complete and accurate explanation and true copies of the materials to the AAWRE with this application.
6. I agree that the AAWRE has the right to communicate with any person, government agency or organization to review or confirm the information in this application or any other information related to my application for the AAWRE certification. Further, I agree to and authorize the release of any information requested by the AAWRE for such review and confirmation.
7. I agree that certification as a Diplomat, Water Resources Engineer does not imply licensure, registration or government authorization to practice water resources engineering or to engage in related activities.
8. I agree that all materials that I submit to the AAWRE become the property of the AAWRE, and that the AAWRE is not required to return any of these materials to me.

9. I agree that upon certification, relevant professional biographical data concerning me will be considered public information and may be available to the public upon request.
10. I agree that information related to my participation in the AAWRE certification process may be used in an anonymous manner for research purposes only.
11. I agree that all disputes relating in any way to my application for the certification, or professional development will be resolved solely and exclusively by means of AAWRE policies, procedures and rules, including the Certification Appeals Process.
12. I release and indemnify AAWRE from all liability and claims that may arise out of, or be related to, my water resources engineering work and related activities.
13. I hereby release, discharge and indemnify AAWRE, its directors, officers, members, examiners, employees, attorneys, representatives, agents, and the CEC from any actions, suits, obligations, damages, claims or demands arising out of or in connection with this application, the scores given with respect to the oral assessment or any other action taken by AAWRE or CEC with regard to certification, testing and professional development including, but not limited to, all actions relating to ethics matters and cases.
14. I understand and agree that any decision concerning my qualifications for any certification, as well as any decisions regarding my continuing qualifications for any certification and my compliance with the American Society of Civil Engineers Code of Ethics, rest within the sole and exclusive discretion of the AAWRE and that these decisions are final.

**ORAL ASSESSMENT CONSIDERATIONS**

AAWRE encourages all qualified applicants to take the Diplomate, Water Resources Engineer (D.WRE) oral assessment and works to address all reasonable disability related accommodations disclosed with this application.

Please check one of the two options:

- 1.  I DO NOT have a disability (as defined by the Americans with Disabilities Act or other applicable state or local law/regulation) that requires reasonable accommodation during the oral assessment.
  
- 2.  I HAVE a disability (as defined by the Americans with Disabilities Act or other applicable state or local law/regulation) that requires reasonable accommodation during the oral assessment.

If you checked item 2 and indicated that you have (YES) a disability that requires reasonable accommodation during the oral assessment, please provide:

(1) documentation on your disability (please attach letter or other disability documentation from qualified expert such as treating physician)

(2) a brief explanation of how this disability impacts your ability to take the oral assessment,

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and

(3) your requested reasonable accommodation.

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The Academy retains the right to verify the claimed disability and provide reasonable accommodation of its choosing to enable equal access to the D.WRE oral assessment. The Academy attempts to provide oral assessments in reasonably convenient locations (usually within the state or region of a state where the applicant resides). However, this may not always be possible. By signing this page, the applicant agrees to travel (at his/her cost) to the closest available oral assessment site provided by the Academy, and attests that no reasonable accommodations are required beyond those outlined above.