



American Academy of Water Resources Engineers

Rule No. 1 Board of Trustees: Initial Members, Terms of Office, and Rotation

Approved by the AAWRE Board of Trustees – October 9, 2004

To begin, the initial voting members of the Board of Trustees are appointed as follows:

- President: Jeffrey B. Bradley
- President-Elect: Michael A. Ports
- Past President: Darell D. Zimbelman
- Treasurer: William E. Espey, Jr.
- Trustees: Albert J. Clemmens, Daryll W. Davis, Yacov Y. Haimes, S.K. Nanda, Jerry R. Rogers and P. Kay Whitlock

Each of the above ten voting members are appointed for a minimum of three year term and a maximum of a five year term. The length of the term for the six initially appointed Trustees shall be drawn at random at the first regular annual meeting of the Board of Trustees. Two Trustees shall be appointed to three year terms, two Trustees shall be appointed to four year terms, and two Trustees shall be appointed to five year terms.

Beginning in the fourth year of the Academy (Oct. 2007) and continuing every year thereafter, the Past President shall leave the Board of Trustees, the President shall become the Past President, the President-Elect shall become the President, the Treasurer and two Trustees shall leave the Board of Trustees, the new President shall appoint a new Treasurer, and a new President-Elect and two new Trustees will begin their terms. Thus all voting members of the Board of Trustees shall be appointed to three year terms, except the Treasurer who is appointed to a one-year term.



American Academy of Water Resources Engineers

Rule No. 2 Continuing Professional Development Requirements and Procedures

*Approved by the AAWRE Board of Trustees – October 9, 2004
Amended by AAWRE Board of Trustees – May 16, 2015*

As part of the annual certification renewal process, each Diplomate is required to earn a **minimum of thirty (30) professional development hours** in water resources engineering, including **two (2) professional development hours in ethics**, and **two (2) professional development hours in sustainability**, every year. The fee for renewal starting October 1, 2009 will be \$125. Renewal period occurs every 12 months since being awarded the Diplomate credential.

A **professional development hour (PDH)** is a contact hour (CH) of instruction or presentation. It is the common denominator for other units of credit. A **continuing education unit (CEU)** is a unit of credit customarily used for formal continuing education courses. One CEU consisting of ten contact hours of instruction and presentation equals 10 PDHs in a qualifying continuing education course as defined by criteria of the International Association for Continuing Education and Training.

If you participate in any of the Items 1 thru 4 as an instructor, you receive double the number of PDHs the first time it is presented. That allows credit for developing the material and for presenting the material. For example, if you present a two-hour seminar (Item #2), you will receive 4 PDHs. Attending the two-hour seminar entitles the participant to 2 PDHs.

Any course or activity with a clear technical, professional, or ethical purpose and objective that will maintain, improve, or expand professional skills and knowledge relevant to the Diplomate's particular field of practice will qualify for professional development hours. PDH's may be earned as follows:

Item #	Activity	PDHs
1	Successful completion of continuing education courses that grant CEU's	1 CEU = 10 PDHs
2	Attending professional/technical seminars, in-house courses, workshops, professional/technical conventions and conferences	1 Contact hour = 1PDH
3	Completing long distance seminars or courses	1 Contact hour = 1PDH

4	Successful completion of college courses: a. 1 quarter credit for audit b. 1 quarter credit for grade c. 1 semester credit for audit d. 1 semester credit for grade	10 PDH 30 PDH 15 PDH 45 PDH
5	Each published professional or technical paper, article, chapter or report: a. non-peer reviewed b. *Each peer reviewed professional or technical paper, article, chapter or report authored by others.	5 PDH 10 PDH
6	Each professional or technical book or manual.	30 PDH
7	Active participation in a relevant professional or technical organizational committee.	2 PDH per organizational committee - Maximum of 8 PDHs allowed.
8	Self-study of professional or technical literature.	1 contact hour = 1 PDH Maximum of 5 PDHs allowed.
9	Each patent (during year patent is issued).	10 PDH

* - Peer-Reviewed: Having undergone the process by which manuscripts submitted to water resources engineering related journals and other publications are evaluated by experts in appropriate fields (usually anonymous to the authors) to determine if the manuscripts are of adequate quality for publication. **If reviewing a paper/article, an hour spent on reviewing a paper/article should be considered as one PDH. Time spent on peer-reviewing articles receives 2 PDHs, per article.

Typical activities that do not qualify include personal self-improvement courses, service club meetings or activities, teaching or presenting as a regular part of employment, business meetings of any organization, equipment demonstrations, trade shows, and topics not relevant to water resources engineering or professional ethics.

Exempt from completing the continuing education professional development requirements are Diplomates in Honorary or Retired status. Also exempt are those Diplomates who were on active military duty for a minimum of six months during the calendar year, who were in foreign employment a minimum of six months during the calendar year, or who suffered serious illness or injury to themselves or an immediate family member. Those individuals will be provided additional years to complete the requirement commensurate with the years of exception.

The responsibility for maintaining records and documentation to support the PDHs claimed is solely the burden of the Diplomate. That documentation should include a description of the activity, sponsoring organization, location, dates, duration, instructors' name, appropriate certificates, paid receipts, and number of PDHs earned. The Annual Summary of PDHs Earned form provides a convenient format to record and keep track of one's continuing professional development. A sampling of certification renewal applications will be selected for detailed audits. Those selected for audits will be asked to provide detailed verification for all PDHs claimed.



American Academy of Water Resources Engineers

Rule No. 3 Fees

*Approved by the AAWRE Board of Trustees – May 14, 2005
Amended by the AAWRE Board of Trustees – March 21, 2010*

ANNUAL FEES

Effective October 1, 2009, the annual certification fees payable by Diplomates shall be as follows:

Diplomate	\$125
Diplomate (Retired)	\$ 25
Honorary Diplomate	\$ 0

Fees shall be payable annually in advance of the first day of January. A person who earns the Diplomate credential after the last day of June in any year shall pay only one half of the annual fee for that year. All fees shall be paid in United States dollars by check or money order drawn on a United States bank.

All Diplomates who desire to transfer to the Diplomate (Retired) class must first notify the Academy Secretary in writing of their eligibility for such class and request a transfer. Such requests, after approval by the Secretary, shall become effective on the first day of January following the approval.

APPLICATION FEES

For initial certification, an application fee in the amount of \$300 is required at the time of application submission. The \$300 payment shall include a \$100 application fee, \$75 oral exam interview fee, and \$125 annual fee (for first time applicants only). The \$300 shall be refunded to unsuccessful applicants as follows:

- Applicant is denied certification after application review, refund = \$100
- Applicant is denied certification after oral exam interview, No Refund.

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, if cancelled within 30 days of their scheduled exam time.

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.

No application or interview fees are required for initial certification by eminence. However, initial certification by eminence shall not become effective until the annual certification fee has been paid.

No application or interview fees are required for initial certification as an Honorary Diplomat.



American Academy of Water Resources Engineers

Rule No. 4

Body of Knowledge for Water Resources Engineering

Approved by the AAWRE Board of Trustees – May 14, 2005

The Diplomate, Water Resources Engineering specialty certification program shall rely on the Body of Knowledge for Water Resources Engineering (WRBOK) as its foundation.

The WRBOK shall be consistent with the ASCE Body of Knowledge for Civil Engineers in the 21st Century (ASCE BOK). However, it shall also expand upon the ASCE BOK to include additional levels of competency or additional outcomes that are required to demonstrate advanced qualifications in the specialty area of water resources engineering.

All applicants shall demonstrate that they have acquired the knowledge, skills, and attitudes specified in the WRBOK.

All Academy applicant evaluation processes shall be focused on comparing applicant qualifications to the WRBOK.



**American Academy of Water Resources Engineers
Rule No. 5
Election of Diplomates by Eminence**

***Approved by the AAWRE Board of Trustees – March 5, 2005
Amended by the AAWRE Board of Trustees – May 16, 2015***

The Eminence Committee shall conduct an outreach program to identify and recruit candidate water resources engineers who may qualify for certification through eminence. The candidate engineer shall meet all of the requirements of a Diplomate and have a minimum of twenty-five years of professional experience in water resources.

The Eminence Committee may nominate candidates who are deemed qualified for certification through eminence. For each nominee, the Eminence Committee shall prepare a nominations memorandum and provide sufficient documentation to support an affirmative vote by the Board of Trustees. The nomination memorandum shall summarize the professional ethics, education, and experience of the nominee and document their justification for consideration through eminence. The nomination memorandum, together with any additional documentation, shall be provided to the members of the Board of Trustees with the official notice prior to their meeting in accordance with the bylaws of the Academy.

The Chair of the Eminence Committee, or other duly appointed member of the Eminence Committee, shall present each nominee to the Board of Trustees for consideration. All members of the Board of Trustees may ask questions or provide comment on the nominee's qualifications. The Board of Trustees shall vote on each nominee and the results of that vote shall be recorded in the official minutes. Upon an affirmative vote of a two-thirds majority of the all Board members eligible to vote at a duly constituted meeting of the Board of Trustees, the Secretary shall grant a Certificate of Special Knowledge to the nominee in accordance with the rules of the Academy.

Effective as of January 29, 2015, the Eminence Committee may waive requirement of the post baccalaureate education requirement when the candidate demonstrates mastery of the requisite Water Resources Engineering (WRE) Body of Knowledge at the expert level in a manner and form acceptable to the Eminence Committee.



American Academy of Water Resources Engineers

Rule No. 6 Election of Honorary Diplomates

Approved by the AAWRE Board of Trustees – March 5, 2005

The Eminence Committee shall identify and recruit candidate water resources engineers who may qualify for certification as an Honorary Diplomate. Honorary Certificates of Special Knowledge may be granted to outstanding individuals who meet one or more of the following criteria:

1. Has attained a position of eminence in the water resources engineering profession.
2. Has made a singular noteworthy achievement or sustained noteworthy contributions to the advancement of the water resources engineering profession.
3. Has rendered outstanding service over a sustained period of time to the work of the Academy.

Once each calendar year, the Eminence Committee may nominate candidates who are deemed qualified for consideration by the Board of Trustees for certification as an Honorary Diplomate. For each nominee, the Eminence Committee shall prepare a nomination memorandum that provides sufficient documentation to support an affirmative vote by the Board of Trustees. The nomination memorandum shall summarize the professional ethics, education, and experience of the nominee and document their justification for consideration as an Honorary Diplomate. The nomination memorandum, together with any additional documentation, shall be provided to the members of the Board of Trustees with the official notice prior to their meeting in accordance with the bylaws of the Academy.

The Chair of the Eminence Committee, or other duly appointed member of the Eminence Committee, shall present each nominee to the Board of Trustees for consideration. All members of the Board of Trustees may ask questions or provide comment on the nominee's qualifications. The Board of Trustees shall vote on each nominee separately and the results of that vote shall be recorded in the official minutes. Upon an affirmative vote of a two-thirds majority of the all Board members eligible to vote (seven) at a duly constituted meeting of the Board of Trustees, the Secretary shall grant an Honorary Certificate of Special Knowledge to the nominee in accordance with the rules of the Academy.

The certificate shall show Honorary Diplomate status for such an individual.

American Academy of Water Resources Engineers

Rule No. 7 Evaluation of Professional Experience

*Approved by the AAWRE Board of Trustees – September 15, 2007
Amended by AAWRE Board of Trustees – October 25, 2014*

Water resources engineering is the professional discipline for the stewardship and sustainable use of the world's water and related resources that develops and applies scientific and engineering principles to plan, design, construct, manage, operate, and maintain infrastructure and programs.

Applicants for the Diplomate, Water Resources Engineer credential shall possess a minimum of ten years of professional experience after completion of first engineering degree and 6 years after achieving the Professional Engineer (P.E.) licensure. 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, construction, operation, management, regulation, research, or academia.

Experience must be progressively responsible in water resources engineering to indicate that it is of increasing quality and requiring greater responsibility.

Experience should be gained as a licensed professional engineer or under the supervision of a licensed professional engineer. If not, an explanation should be made showing why the experience should be considered acceptable.

Experience must not be obtained in violation of any licensure act or regulation.

Experience may not be anticipated. The experience must have been gained by the time of the application.

Education:

A. Master's degree – One (1) year of professional experience can be granted for an earned master's degree in water resources or a related field.

B. Doctorate degree – Up to two (2) years of experience can be granted for an earned doctorate degree in water resources or a related field .

C. No more than three (3) years of experience years may be granted through graduate education degrees.

Academia (teaching):

A year of credit will be granted for each year that the applicant is employed fulltime faculty member in an ABET/EAC accredited water resources engineering or civil engineering program. In order to qualify for a year of professional experience, the applicant must have been engaged in the teaching of a graduate or undergraduate engineering course, and also engaged in research related to advancing the science of water resources engineering.

Research:

A year of credit will be granted for each year of research performed at a state or federal government sponsored laboratory or institute, or at a privately sponsored institute or company engaged in performing research that is directly applicable to the practice of water resources engineering. This may include, but is not limited to, the construction and testing of physical hydraulic models, mathematical simulation models, water quality models, computer programs for analyzing water distribution systems, etc.

Private and Public Practice:

A year of credit will be granted for each year the applicant is actively engaged in the professional practice of water resources engineering.

Experience gained in the armed services, to be creditable, must be of a character equivalent to that which would have been gained in the civilian sector doing similar work. Normally, it would be expected that the applicant, while in the armed services, served in an engineering or engineering-related position.

Experience gained in construction, to be creditable, must demonstrate the application of water resources engineering principles were required and used in gaining the experience.

Experience gained in technical engineering sales, to be creditable, must demonstrate that water resources engineering principles were required and used in gaining the experience.

If the candidate's undergraduate degree is not in an engineering discipline that includes water resources topics, professional experience for this certification will qualify when the candidate can demonstrate that their work involves technical aspects of water resources engineering under a licensed professional engineer.

Description of Experience:

The applicant must include in their application for admission a year-by-year description of the nature and extent of their practice of water resources engineering. The applicant should also describe the level of independent judgment they were authorized to use in applying the principles of water resources engineering. The applicant should also describe how their level leadership and supervision of others progressed during their professional career.

In order to be given full credit for professional experience, the applicant shall have demonstrated that he or she was granted increasing levels of independent judgment and leadership during their professional careers. In order to be given credit for a year of experience, the applicant must have also demonstrated that in addition to applying engineering principles to the planning, design, analysis, operation, construction, management, or regulation of water resources projects, the applicant was involved in communicating their work both orally or in writing, budget development and administration, interaction with supervisors, clients, public administrators, etc.

In addition, the applicant must show that they are actively engaged in the profession of water resources engineering through interactions with their peers. This includes such activities as; membership and active participation in professional societies, interactions with water resources professionals from various water districts and government agencies, continuing education, etc.

For experience gained in academia or by conducting research, the applicant must include in his or her application for admission a general description of the results of the research and the publications prepared to communicate the results of their research to the water resources engineering profession. At least one such publication must have been peer reviewed. Or, the applicant must include in their application for admission a description of the product produced by his or her research and provide at least one example of the application of their research to the solution of a real-life water resources engineering problem.

American Academy of Water Resources Engineers

Rule No. 8

Board of Trustees Public Member Reimbursement

Approved by the AAWRE Board of Trustees – March 24, 2007

AAWRE shall reimburse the Public Member of the Board of Trustees, his or her airfare, room accommodations, plus \$20.00 for all Board of Trustee meeting(s) attended by the Public Member.

American Academy of Water Resources Engineers

Rule No. 9

Certification Requirements – 10 years of Professional Experience

Approved by the AAWRE Board of Trustees – September 13, 2008

Amended by the AAWRE Board of Trustees – September 12, 2009

AAWRE Bylaws in Section 7.2 “Requirements for Certification” requires that in order to qualify for certification as a Diplomat, the applicant must meet the requirements stated in Section 7.2, including “... 10 years of professional experience in water resources engineering work.” The Bylaws, also states that “... such work shall include active participation in responsible planning, design, analysis, operation, management, regulation, research, or teaching”.

In the application for admission, the applicant must demonstrate that their level of competency and responsibility has increased over the term of their experience. The expectations for the increases in graduate engineer competency and level of responsibility are outlined in the Water Resources Engineering (WRE) Body of Knowledge (BOK).

An applicant’s experience shall begin when they are initially employed as a graduate engineer with the appropriate level of professional responsibility and job title. The 10 years shall be an accumulation of time, all of which need not be continuous; however, only the time the applicant was actually employed working on water resources related engineering work shall be counted towards the 10 years of experience. Ten years of experience is counted only after first engineering degree, whether it’s the undergraduate or advanced degree.

American Academy of Water Resources Engineers
Rule No. 10
Waiver of Oral Examination

Approved by the Board of AAWRE Trustees – September 13, 2008

Rule 10 RESCINDED – March 21, 2010

The Admissions Committee evaluates each application to verify each applicant meets the requirements for Certification. All applicants are required to participate in an Oral Examination to demonstrate their expertise in the area of water resources engineering

Waiver of Oral Examination

The Admissions Committee has authority greater than to waive the examination requirements for any applicant that demonstrates above sufficient education, experience, mastery of the BOK, or contributions to the profession. If the information submitted by the applicant clearly demonstrates that they meet the criteria, but marginally, the Admissions Committee may not waive an oral examination and may defer this applicant to the Board of Trustees for further review and final decision.

Oral Examination

The applicant shall be notified in writing that an Oral Examination will take place and sufficient time must be required for the applicant to confirm the date and location of the meeting. The location shall be selected to best accommodate the applicant, as much as practical. The applicant shall be provided instructions regarding the Oral Examination.

The Oral Examination shall be conducted by a three Diplomate panel. One of the three Diplomates shall be a Diplomate of the Admission Committee and the other two Diplomates may be any Diplomate that has experience and knowledge related to that of the applicant.

American Academy of Water Resources Engineers

Rule No. 11 Water Resources Education

Approved by the AAWRE Board of Trustees – September 12, 2009

Applicants for certification must demonstrate that they have mastered the Water Resources Engineering Body of Knowledge through a combination of ethics, education, experience, and examination. For education, there are two requirements. The applicant is first required to possess a baccalaureate degree in engineering from a college of engineering program accredited by the Accreditation Board for Engineering and Technology, Inc., or its equivalent. For those applicants residing or working within the United States and its territories, the possession of a valid license to practice shall be deemed evidence of equivalency. For applicants residing in a country outside of the United States and its territories, possession of a valid license to practice with the resident country shall be deemed evidence of equivalency.

In lieu, of a baccalaureate degree in engineering, a baccalaureate degree in an allied but non-engineering curriculum will be deemed acceptable provided that

- the allied field is relevant to the applicant's professional work and
- the applicant also possesses an advanced degree in engineering.

For example, an applicant who possess a baccalaureate degree in chemistry and a Master of Science degree from an engineering program and who specializes in water quality analysis would be deemed acceptable.

In addition to a baccalaureate degree, an applicant must have successfully completed approximately 30 semester credits or more of acceptable graduate-level, or upper-level undergraduate courses in water resources engineering acceptable to the Board of Trustees. In general, continuing education courses, seminars, workshops, symposia, conferences, etc. shall not be counted. Graduate-level and upper-level undergraduate courses in allied, but non-engineering, subjects shall be acceptable provided that the subject areas are relevant to the applicant's professional practice. For example, a master's degree in public administration may be appropriate for an applicant who directs a municipal stormwater management agency.

In lieu of a baccalaureate degree and approximately 30 semester credit hours, any applicant who possesses both a baccalaureate degree and either a master of science, master of engineering, or doctoral degree from a water resources engineering program at an educational institution of recognized standing, shall be deemed as meeting the educational requirements for certification.

American Academy of Water Resources Engineers

Rule No. 12 Water Resources Policy Endorsement

One of the objectives of the Academy is to support and promote positions on water resources issues important to the public health, safety, and welfare. From time to time, the Board of Trustees may adopt a policy statement. Any Diplomat in good standing may submit a draft policy statement for consideration. In order to be considered for adoption by the Board of Trustees, the draft policy statement must first be reviewed and approved by the Committee of Past Presidents.

The Committee of Past Presidents shall consider the following in their review:

1. Is the issue important to the public health, safety, and welfare?
2. Will the policy enhance the practice of water resources engineering?

Provided that the answers to the foregoing questions all are in the affirmative, the Committee may approve the draft policy by a simple majority vote. In addition, the policy should not be in direct conflict with any adopted policies of the American Society of Civil Engineers. The Academy will not endorse or adopt a policy that supports a particular project, political candidate, or political party.

The Committee may conduct its deliberations in person, by mail, or electronically at the discretion of its chair. Only policy statements officially approved by the Committee of Past Presidents will be considered by the Board of Trustees for adoption.

Policy statements shall consist of three parts. The first part shall consist of a concise statement of the policy no more than 75 words in length. The second part shall consist of a concise statement of the issue that the statement addresses no more than 75 words in length. The third part shall consist of a concise statement of the rationale for the policy statement no more than 75 words in length.



American Academy of Water Resources Engineers

Rule No. 13 Training for Certification

American Academy of Water Resources Engineers (AAWRE) prohibits its staff, Board of Trustees, and members of its working committees to provide training to candidates and professional engineers that are seeking to obtain the Diplomate, Water Resources Engineer (D.WRE) certification.

This policy is in agreement and adherence to section 4J of the Accreditation Application of the Council of Engineering and Scientific Specialty Boards (CESB).