

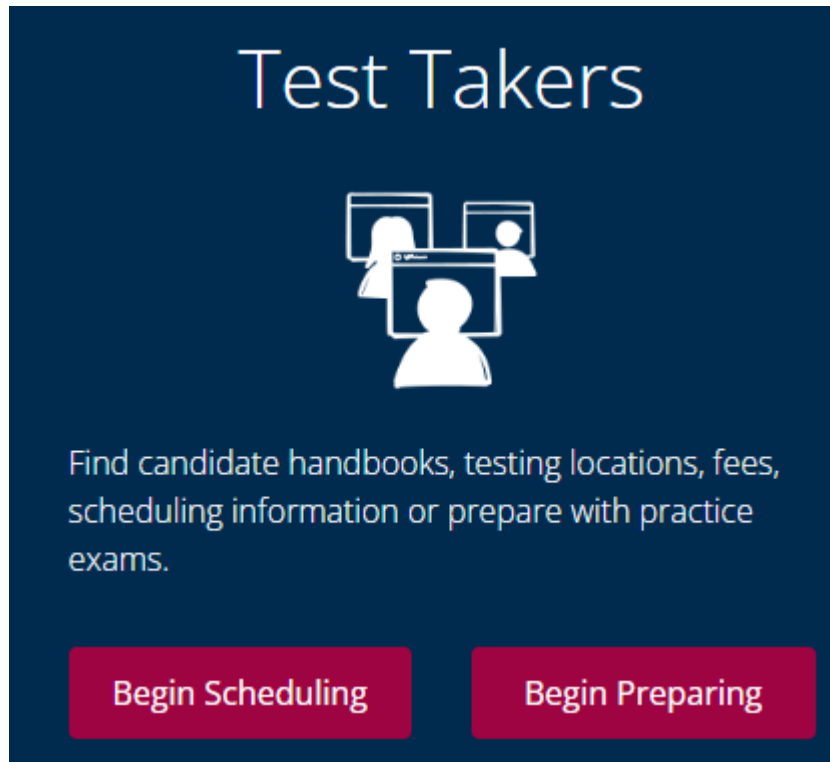
Applying for Examination and Licensure

DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES
DRINKING WATER AND WASTEWATER BOARD

LICENSING SPECIALIST: KAITLIN KINNE

Signing up for examination with PSI

To apply for examination through the PSI website, applicants will go to <https://schedule.psiexams.com/>



Select “Begin Scheduling” to open the next screen.
(Pictured left)

After selecting “Begin Scheduling”, three drop down boxes will appear:

1. Select Category – Water/Wastewater
2. Select a Program – Idaho Division of Occupational and Professional Licenses
3. Select Examination – choose the exam you wish to test for.

After filling in these boxes you will automatically be redirected to the next screen

- 1
- 2
- 3

Logging in/Creating a New User

Once redirected to the next screen you will see an option to login. If you have not already created an account, select “New user?” Fill in the applicable information and create a username and password.

If you have an existing account, login with your username and password.

User name: *

Password:

Log In

[New user?](#)

[Forgot your password?](#)

[Forgot your user name?](#)

Registering for Exam

After logging into your account, you will select “Register for this exam”

- This is the exam type you selected from Category 3 dropdown

You can also call the phone number below to schedule your exam over the phone with PSI.

Candidate Support Center Information

(833) 256-1420

[View Candidate Handbook](#)

[View Sponsor's Website](#)

[Locate Testing Center](#)

[Register for this Exam](#)

[Reschedule this Exam](#)

[Candidate Home](#)

[Back to Candidate Information](#)

Accepting the Terms and Conditions – Step 1 of 6

- To be admitted to any examination, I will be required to provide identification. The identification must be a current, permanent identification card issued by a governmental agency, which includes both signature and photograph. Only a driver's license (not temporary), state/province or federally issued I.D., military I.D. or passport will be accepted.
- A second form of identification as specified in my candidate handbook or on the on-line confirmation page must include my name and signature to allow verification of the signature on the first form.
- If my name is different than it appears on either form of identification, I will bring proof of my name change (i.e., marriage license, divorce decree or court order) to the Assessment Center.
- I understand that PSI will require me to sign the Assessment Center Roster prior to my admittance into any examination session.
- I agree not to divulge any information concerning the content of the examination to any party, and I agree not to attempt to copy or remove any of the examination materials from the test center. If a security violation occurs, I understand that my score may be invalidated.
- **During my testing process, I understand I will be required to provide biometric verification of my identity. Biometric identification may include photograph, fingerprint scan, or other. I understand my testing session is also subject to video surveillance. I understand if I do not agree to these conditions, I will be excused from the Assessment Center and my testing fee will not be refunded.**

Step 2 – Confirm Mailing and Contact Information

After agreeing to the terms, it will require your basic information. This is to confirm the mailing address, name, number, and email are still correct. Any changes needed can be done on this page.

First Name	DRINKING WATER
Middle Name	
Last Name	WASTEWATER
Suffix	
MailingAddress	
Address 1	<input type="text" value="11341 W CHINDEN BLVD"/>
Address 2	<input type="text"/>
City	<input type="text" value="BOISE"/>
County	<input type="text"/>
State	<input type="text" value="ID"/>
Zip Code	<input type="text" value="83714"/> - <input type="text"/>
Country	<input type="text" value="UNITED STATES OF AMERICA"/>
Email Address	<input type="text" value="WWP@dopl.idaho.gov"/>
Home Phone	<input type="text" value="2085772601"/> ext <input type="text"/>
Work Phone	<input type="text"/> ext <input type="text"/>
Fax Number	<input type="text"/>
Cell Phone	<input type="text"/>
Date of Birth	<input type="text" value="January"/> <input type="text" value="01"/> <input type="text" value="1990"/>
Gender	Female
<input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Next"/>	

Step 3 – Qualifying Questions

On this page you will answer the Yes/No qualifying questions for examination.

1. I understand that passing this exam does not mean I am eligible for certification in Idaho. I still must meet the other eligibility requirements found on the Idaho Board of Drinking Water and Wastewater Professionals' website:

<https://apps.dopl.idaho.gov/DOPLPortal/BoardPage.aspx?Bureau=WWP>.

- Yes
- No

2. Do you understand that if you attest to any false information, the Idaho Board of Drinking Water and Wastewater Professionals may initiate disciplinary action against you which may include revocation of any the Drinking Water or Wastewater Professionals certification(s) you may hold or may gain through this process?

- Yes
- No

3. Are you at least 18 years of age?

- Yes
- No

4. Do you hold a High School Diploma or equivalent?

- Yes
- No

5. Have you ever had a license, registration or certification revoked, suspended, or otherwise sanctioned?

- Yes
- No

6. Have you completed the necessary education, apprenticeship or training program and met the applicable experience requirements to obtain the license you are seeking?

- Yes
- No

Step 4 – New Exam or Reapplication

When signing up for the exam, it will ask if this is a new application or if you are a reapplicant.

New = This is your first attempt at this specific exam

Reapplicant = This is a reexamination

Application Status - Step 4 of 6

Please select your application status:

- New
- Reapplicant

Previous

Cancel

Next

Step 5 – Payment

Enter the payment information. The system will charge the card for the amount shown prior to selecting a date, time, and location to sit for the exam.

Please Note: Exam fees vary by type

Idaho Very Small Water System Fee	\$87.00
<hr/>	
Total	\$87.00
<hr/>	

Fees are processed in US dollars

Total amount due is: \$87.00

Cardholder First Name

Cardholder Last Name

Billing Address

Billing City

Billing State

Billing Zip

(Please keep Billing Zip as 00000 if your address is outside United States.)

Type of Credit Card

Card Number

Expiration Date

By clicking on the "Next" button, I agree to pay the above amount according to the card issuer agreement.

[Previous](#) [Cancel](#) [Next](#)



Step 6 – Scheduling the Exam

After paying for the exam, the last step is to pick a location, date and time that works best for you. The testing center will receive confirmation of your appointment to test.

You are now scheduled! Simply go to the testing location at the date and time you selected to take your exam.

Exam Fees

- DW Small Water System - \$87
- Backflow Assembly Tester - \$104
- Land Application - \$104
- WW Small System/Lagoon - \$104
- Wastewater Laboratory 1 - \$104
- Wastewater Laboratory 2 - \$104
- Wastewater Laboratory 3 - \$104
- Wastewater Laboratory 4 - \$104
- Drinking Water Treatment 1 - \$104
- Drinking Water Treatment 2 - \$104
- Drinking Water Treatment 3 - \$104
- Drinking Water Treatment 4 - \$104
- Wastewater Treatment 1 - \$104
- Wastewater Treatment 2 - \$104
- Wastewater Treatment 3 - \$104
- Wastewater Treatment 4 - \$104
- Wastewater Collections 1 - \$104
- Wastewater Collections 2 - \$104
- Wastewater Collections 3 - \$104
- Wastewater Collections 4 - \$104
- Drinking Water Distribution 1 - \$104
- Drinking Water Distribution 2 - \$104
- Drinking Water Distribution 3 - \$104
- Drinking Water Distribution 4 - \$104

*Exam fees are set by PSI.