Level IA Exam

If you are not taking the exam

- Please make sure you pick up your **PROOF of ATTENDANCE** form before you leave.

- You will need the Proof of Attendance form to register for an Exam Only Session.

- You will need to submit your Proof of Attendance Form at the Exam Only Session.

If you are taking the exam

Please note that once you have returned from this break you will not be able to leave the room.

If you leave the room before completing the exam, it will not be scored.

Remember……

- The use of cell phones, pagers and all electronic devices is **strictly prohibited** during the exam.

- Cell phones, pagers and electronic devices must be cleared from your desk **before, during and after the exam.**

  If you use any of these items during the exam, your exam will not be scored.

During the Break

- Make sure you have a #2 pencil and a blue/black pen. Pens and pencils will be available at break.

- Have a photo ID ready. **If you do not have photo ID you cannot take the exam.**

- Take care of any business or personal needs.

- When returning from the break please make sure you pick up an application/answer sheet. **Do Not complete application or answer sheet until instructed to do so.**

APPLICATION AND EXAM PROCEDURES

Please DO NOT complete application/answer sheet until instructed to do so.

The Application

Level IA: Fundamentals Certified Personnel Application for Exam Only Session Certification of Persons Involved in Land Disturbing Activity in Georgia	

General Information	
Please print in blue/black ink Name:(Last, First, MI)	

Date of Birth:	Last four digits of Social Security Number:

Home Address: Street, City, State, Zip:	

Home Phone:	Email:

Employer:	

Work Address: Street, City, State, Zip	

Work Phone:	Fax:

Preferred mailing address for certification correspondence: ☐ Home Address ☐ Work Address	

Proof of Attendance for Level IA Fundamentals		
Date of "Qualified Personnel" Course:	Location:	Instructor/ Sponsor:

Eligibility Requirements

Course and Exam: Level IA Fundamentals (Certified Personnel) certification will take place upon registering and attending a Conservation Commission approved and posted Level IA "Fundamentals Seminar, submitting this application and obtaining a score of 70% or above on the Level IA certification examination.

Exam Only: Level IA Fundamentals (Certified Personnel) certification will take place upon submitting this application form, providing proof of attendance from a Conservation Commission "NPDES Qualified Personnel Workshop", "Fundamentals of Erosion and Sediment Control Workshop" or another Conservation Commission and Environmental Protection Division approved "qualified personnel" course within three years prior to the examination date, and obtaining a score of 70% or above on the Level IA certification examination

Certification Statement

I hereby certify that I fully understand the eligibility requirements for Level IA: Fundamentals certification. The information submitted on this application is, to the best of my knowledge and belief, true, accurate and complete. I am aware that submitting false information may result in denial of certification.

Signature:	Date:

GSWCC

The Application

- Please print all information in blue or black ink.

- **Name** – Last Name, First Name, Middle Initial

- **Date of Birth**

- **Last 4 digits of Social Security Number**

- **Home and work address**

- **Preferred mailing address** – Please mark which address you prefer to have the certification card and all future correspondence sent to.

The Application cont.

- Course Information- **Date**: **Today's Date** **Instructor:**_____

- Please read the Eligibility Requirements.

- Please read the Certification Statement.

- **SIGN YOUR APPLICATION**

The Answer Sheet

The Answer Sheet

- You must use a #2 pencil on the answer sheet.

- If you do not use a #2 pencil, your answer sheet will not be scored.

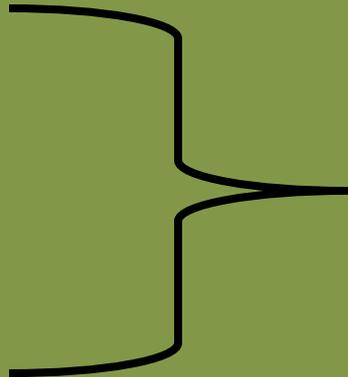- All exam answers must be marked on the answer sheet.

Completing the Answer Sheet

Using a #2 pencil

Make sure all bubbles are completely filled in

- **Example:** ● **Correct**

Incorrect

Completing the Answer Sheet

- **DO NOT** make any stray marks on the answer sheet.

- If you make a mistake you **MUST COMPLETELY ERASE** the incorrect response.

In box #1

Enter Your Last Name

Print 1 letter per box

Below the written letters, darken the circle that has the same letter you printed.

In box #2

Enter Your First Name

Print 1 letter per box

Below the written letters, darken the circle that has the same letter you printed.

MI

A

B
C
D
E
F
G
H
I
J
K
L
M
N
O
P
Q
R
S
T
U
V
W
X
Y
Z

In box #3

Enter Your Middle Initial

Print letter in box

Darken the circle that has the same letter you printed

ID NUMBER

- Your ID number is your Date of Birth and the last 4 digits of your Social Security number.

- Locate box #4 labeled ID Number.

Darken the circle next to the month you were born

4 ID Number

Month	Day	Year	Last 4 Digits of SS#			
◯ Jan	① ⑬ ㉕	-19	7 8	1	2	3	4
◯ Feb	② ⑭ ㉖					
◯ Mar	③ ⑮ ㉗		① ① ● ① ① ①			
◯ Apr	④ ⑯ ㉘		② ② ② ● ② ②			
◯ May	⑤ ⑰ ㉙		③ ③ ③ ③ ● ③			
◯ Jun	⑥ ⑱ ㉚		④ ④ ④ ④ ④ ●			
◯ Jul	⑦ ⑲ ㉛		⑤ ⑤ ⑤ ⑤ ⑤ ⑤			
● Aug	● ⑳		⑥ ⑥ ⑥ ⑥ ⑥ ⑥			
◯ Sep	◯ ㉑		● ⑦ ⑦ ⑦ ⑦ ⑦			
◯ Oct	⑩ ㉒		⑧ ● ⑧ ⑧ ⑧ ⑧			
◯ Nov	⑪ ㉓		⑨ ⑨ ⑨ ⑨ ⑨ ⑨			
◯ Dec	⑫ ㉔		⓪ ⓪ ⓪ ⓪ ⓪ ⓪			

Darken circle for the day you were born

Enter the last 4 digits of your

Social Security Number

Print the **last 2 digits** for the year you were born.

Darken the circle that has the same number you printed

Checking Your Exam Score

- If you receive a score of 70% or higher you will receive your certification card in the mail within 60 days.

- You may check your score on the Georgia Soil and Water Conservation Commission website: www.gaswcc.org.   Please allow time for exams to be scored.

- Scores will be posted according to the ID number you created, your Date of Birth and last 4 digits of your Social Security number. Posted in the MMDDYY#### format (0808781234).

If you do not receive communication regarding your certification in 60 days, contact the Education and Certification Program.

certification@gaswcc.org

706.542.1840

Once you are done

Please make sure that:

- Your application is completed and signed.
- You printed and signed your name on the front of your exam booklet.
- Your answer sheet has your name, ID number and the exam version boxes bubbled in.

Bring your photo ID, application/answer sheet and exam to the proctor.

Please bring all personal belongings with you when you turn in your exam.

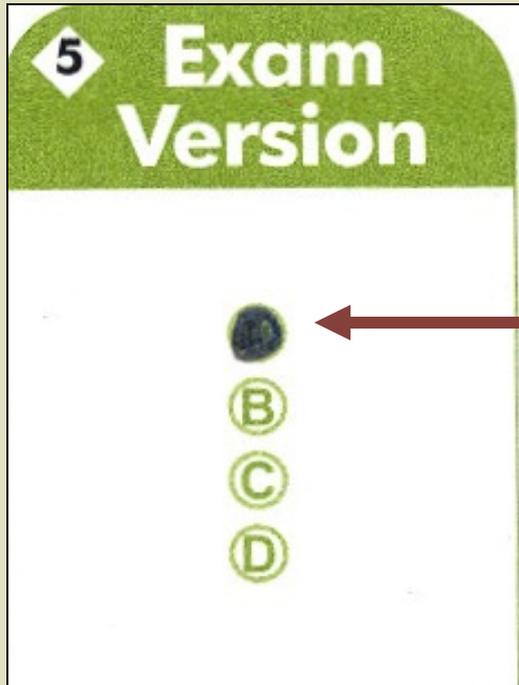# The exam will be distributed momentarily.

Please ask any application or answer sheet questions now.

Make sure all phones, pagers and electronic devices are turned off and cleared from desk- or your exam will not be scored.

Please DO NOT start the exam until instructed to do so.

Exam Version

In Box #5 Exam Version

❖Located on the top right hand corner of exam booklet.

EXAMPLE: Exam Version A

There are multiple versions of this exam.

If you do not mark the Exam Version box or mark it incorrectly your exam will be not be scored correctly.

Exam Instructions

Please follow along as the exam instructions are read.

Exam Instructions

- You must receive 70% or higher to receive certification

- Each question has only 1 right answer.

- You will have 1 hour to complete the exam.

- The exam is open course notebook.

- You must use a # 2 pencil on answer sheet. If a #2 pencil is not used, your answer sheet will not be scored.
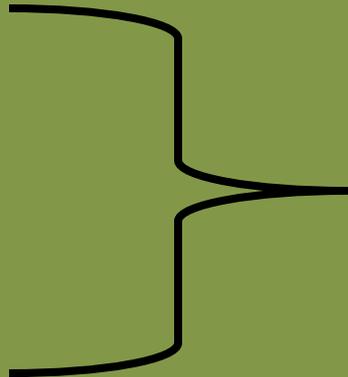
Completing the Answer Sheet

Using a #2 pencil

Make sure all bubbles are completely filled in
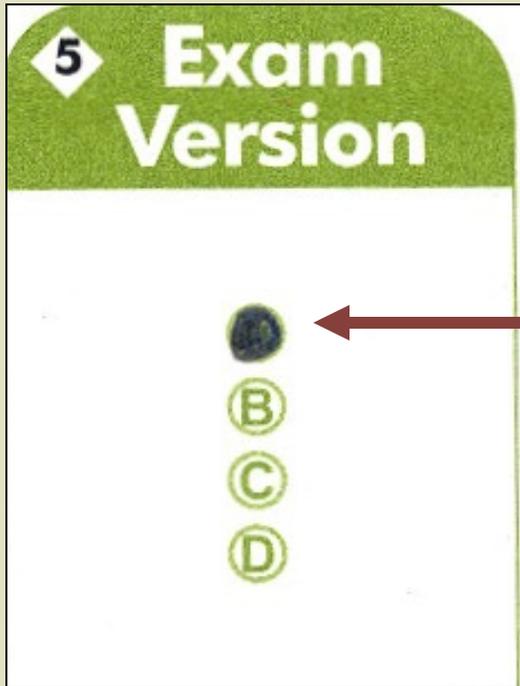
- **Example:** ● **Correct**

Incorrect

ID Number

Month	Day	Year	Last 4 Digits of SS#			
○ Jan	① ⑬ ㉕	–1 9	7 8	1 2 3 4		
○ Feb	② ⑭ ㉖					
○ Mar	③ ⑮ ㉗	① ① ● ① ① ①				
○ Apr	④ ⑯ ㉘	② ② ② ● ② ②				
○ May	⑤ ⑰ ㉙	③ ③ ③ ③ ● ③				
○ Jun	⑥ ⑱ ㉚	④ ④ ④ ④ ④ ●				
○ Jul	⑦ ⑲ ㉛	⑤ ⑤ ⑤ ⑤ ⑤ ⑤				
● Aug	● ⑳	⑥ ⑥ ⑥ ⑥ ⑥ ⑥				
○ Sep	⑨ ㉑	● ⑦ ⑦ ⑦ ⑦ ⑦				
○ Oct	⑩ ㉒	⑧ ● ⑧ ⑧ ⑧ ⑧				
○ Nov	⑪ ㉓	⑨ ⑨ ⑨ ⑨ ⑨ ⑨				
○ Dec	⑫ ㉔	⓪ ⓪ ⓪ ⓪ ⓪ ⓪				

Exam Version

In Box # 5 Exam Version

❖Located on the top right hand corner

  of exam booklet.

EXAMPLE: Exam Version A

There are multiple versions of this exam.

If you do not mark the Exam Version Box or mark it incorrectly your exam will be not be scored correctly.

Exam Instructions cont.

- Your desk must be cleared of everything except the course notebook and exam materials.

- I have read and fully understand the above instructions.

- Please print and sign your name.

Once you are done

Please make sure that:

- Your application is completed and signed.
- You printed and signed your name on the front of your exam booklet.
- Your answer sheet has your name, ID number and the exam version boxes bubbled in.

Bring your photo ID, application/answer sheet and exam to the proctor.

Please bring all personal belongings with you when you turn in your exam.