

## How do I get the CIOWTS credential?

- Step 1. Go to [www.neha.org/onsite](http://www.neha.org/onsite) website to familiarize yourself with the CIOWTS credential, or call NEHA's Credentialing Department at NEHA at (303) 756-9090 ext. 339 or ext. 337.
- Step 2. Review the eligibility requirements for the Basic and Advanced level CIOWTS examinations. Decide which level would be the best fit for you.
- Step 3. Complete the CIOWTS Application, which can be downloaded from the [www.neha.org/onsite](http://www.neha.org/onsite) website.
- Step 4. Choose where you would like to take the examination:
  - Option One – NEHA Annual Educational Conference and Exhibition each June. For more information please visit [www.neha.org](http://www.neha.org).
  - Option Two – State Affiliate/Regional Meeting – NEHA will make arrangements with state affiliates or groups planning to test at their meetings throughout the year. Please check our website for added test dates at [www.neha.org/onsite](http://www.neha.org/onsite).
  - Option Three – Computer Testing at Pearson VUE Testing Centers. These exams are on computer at Pearson VUE Testing Centers throughout the United States. Pearson VUE has about 1000 testing centers nationwide. This option is on demand, meaning if you choose to test through Pearson VUE, once your application is approved NEHA will send you a testing voucher with your authorization code and Pearson VUE's website. You can contact Pearson VUE and set up a testing date at your convenience and receive your scores the same day. There is an additional fee of \$100.00 for this option.
- Step 5. Send in your application to NEHA with the appropriate fees.
- Step 6. You will receive an admission letter from NEHA if you chose testing option one or two; or your will receive a testing voucher from NEHA is you chose testing option three.
- Step 7. Study for the examination. There is a list of recommended study references available for viewing and downloading at [www.neha.org/onsite](http://www.neha.org/onsite). Please keep in mind as you are preparing that the CIOWTS is a national credential and therefore does not test on local codes/regulations. The CIOWTS exams test for basic knowledge of installation practices.
- Step 8. Make sure you know where to go on test day and leave yourself plenty of time to get there. Bring your photo ID (i.e. driver's license, passport), #2 pencils, and erasers.
- Step 9. While taking the exam relax. Take your time. Carefully read each question and answer choice before making your selection.
- Step 10. Once the exam over breathe easy. You should receive your exam results from NEHA within 4-6 weeks.