



Pump Systems Assessment Professional (PSAP) Certification Renewal Application Form

Responsibility: It is the applicant's responsibility to read, understand, and follow all instructions given in this application. It is also the applicant's responsibility to submit this form on time to be considered for renewal by Professional Development Units (PDUs). If you have any questions, contact the Hydraulic Institute at 1-973-267-9700 or psap@pumps.org.

Application Fee: The renewal application fee for certified individuals is \$220, which can be submitted via the [HI eStore](#). This fee also includes issuance of a new 3-year certificate if approved. If your renewal application is denied, you may apply 50% of the application fee towards an exam fee, if the exam is taken within one calendar year of the expiration date of your current certification.

Qualification: To qualify for renewal of your certification by PDUs rather than by re-examination, you must show evidence of ongoing pump system optimization (PSO) related professional development and work experience and achieve a minimum of 30 PDUs.

General Information and Instructions:

1. Your certification expires on the expiration date shown on your certificate. If this application form is not received and approved prior to that date, you are no longer certified. You have a one (1) year grace period that extends beyond the expiration date to allow late submittal of this application form but during that time frame, you are not certified.
2. If you submit this application form after the one (1) year grace period has expired, it will not be considered, and you will be required to retake the certification exam to get recertified.
3. You must meet the renewal criteria as defined in this application to be recertified by PDU. A total of 30 PDUs within the three-year certification period is required for renewal by PDU. If you do not meet the criteria, you will be required to retake the certification examination to get recertified.
4. This application must be filled out completely and legibly to be considered.
5. Please avoid using abbreviations that the reviewer may not be familiar with. Spelling out abbreviations will aid in processing the application and avoid requests for clarifications.
6. Use the correct name of the classes, organizations, conferences, etc. so they can be easily verified.
7. You **MUST** provide evidence of training, presentations, publications, volunteer service, etc. (e.g. an attendance certificate) with your application form. See the definition of evidence on page 2 of this application.
8. If available, please provide a web address (URL) for the class, activity, etc. that is claimed. This will help the reviewer verify the PDUs for the item and facilitate processing of the application.
9. Training, papers, presentations, etc. that are claimed for PDUs must have occurred within the 3-year period in which you were certified. These dates are shown on your Certificate. Items falling outside of these dates cannot be considered.
10. Training, presentations, published papers, and meetings must not only be from recognized industry publications and training organizations but also must be verifiable. Other formal and verifiable

supervised training with a defined syllabus, training materials, and competent instructor may be considered if supplied with supporting documentation as defined in this document.

11. PDUs cannot be claimed for work done or reports written on the job. Additionally, PDUs cannot be claimed for presentations given at staff meetings, internal company reviews, and other meetings that are part of your normal job requirements. Credit for this work is part of your work experience.
12. Please do not ask the application reviewer to contact a person or organization to verify your claim via email or phone. It is your responsibility to provide acceptable evidence for your claims. If you apply without proper evidence, it will not be processed pending the submission of the required evidence.
13. You must sign the 'Attestation' at the end of this form. Falsifying information is a violation of the 'Code of Ethics of Pump Systems Assessment Professionals' and could result in loss of your Certification. Please review the Code of Ethics on the certification website at www.pumps.org/psap.
14. A completed application form, supporting documentation, and fees must be submitted in order to process your application.

Definitions and Appeals:

PDU – The term PDU is an abbreviation for Professional Development Unit. PDUs are awarded for experience, training, presentations, published papers and other approved activities as determined by the Hydraulic Institute.

PSO-Related – The term "PSO-Related" is used throughout this document and means professional development activities that are related to the subjects and topics contained within the Body of Knowledge of the PSAP certification scheme.

Evidence – Documentation that clearly shows that you participated in a claimed activity. It must include the date(s) of the qualifying activity, topic, organization providing the activity, and qualifying hours or PDHs. Acceptable documentation includes, but not limited to: certificate of attendance, letter from the organization stating your participation, log-in sheet signed by the attendee and provider, an agenda or program signed by the provider verifying participation.

Appeals and Complaints – Individuals denied renewal may appeal the decision. You may also file a complaint. More information on the appeals or complaint process can be found on the certification website at www.pumps.org/psap.

**RETURN COMPLETED FORM AND SUPPORTING
DOCUMENTATION VIA EMAIL OR POSTAL MAIL TO:**

Hydraulic Institute
300 Interpace Parkway
Building A, 3rd Floor
Parsippany, NJ 07054
Email: psap@pumps.org

SECTION 1: GENERAL INFORMATION			
Prefix:	Mr.	Mrs.	Ms. Dr.
Name:			
PSAP Number:		Certificate Expiration Date:	
Mailing Address:			City:
State/Province:	Postal Code:	Country:	
Email:		Phone Number:	
Business/Employer Name:			
Job Title:		Primary Industry:	

SECTION 2A: PROFESSIONAL DEVELOPMENT – FORMAL TRAINING
<p>Training – PDUs for attending training in PSO-related topics for attending formal classes Certified individuals can claim one (1) PDU for each hour of training for attending formal classes from recognized training organizations. Certified individuals must achieve at least five (5) PDUs in this category during the three-year renewal period. Other verifiable supervised training with a defined syllabus, training materials, and competent instructor may be considered, however, evidence of such must be provided with this application for consideration. If you claim PDUs for a non-recognized class, you must present evidence of the class, including, a syllabus, samples of class materials, number of hours of instruction time, the timeframe over which it was provided (e.g., 4 hours of instruction), the dates and location of the training, and proof of attendance and completion for consideration.</p> <p>Teaching Classes – PDUs for teaching formal training classes on PSO-related topics Certified individuals can claim one (1) PDU for each hour of teaching for teaching verifiable formal training classes on PSO-related topics with a defined syllabus and appropriate training material. PDUs are not awarded for informal training sessions, informal classes, or ongoing mentoring. If you claim teaching PDUs and it is not for a recognized training organization and a published course, you must present evidence of the class, including, a syllabus, samples of class materials, number of hours of instruction time, the timeframe over which it was provided (e.g., 4 hours of instruction), the dates and location of the training, and the number of class attendees for consideration.</p> <p>Repeating a Class PDUs for attending or teaching the same class/training are only granted once per year (i.e., at least 1-year between occurrences). PDUs for attending or teaching the same class subsequently are earned at 50% of stated rates. For example, an 8-hour class earns 8 PDUs. If it is repeated a year later, it earns 4 PDUs.</p>

SECTION 2A: PROFESSIONAL DEVELOPMENT – FORMAL TRAINING (Cont'd)

Fill out the information below for every class claimed:

Class Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Organization and/or Person Teaching: _____
Date(s) of Training: _____ Evidence Provided? Yes No
Location of the Training: _____
Duration of the Training in Hours: _____

Class Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Organization and/or Person Teaching: _____
Date(s) of Training: _____ Evidence Provided? Yes No
Location of the Training: _____
Duration of the Training in Hours: _____

Class Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Organization and/or Person Teaching: _____
Date(s) of Training: _____ Evidence Provided? Yes No
Location of the Training: _____
Duration of the Training in Hours: _____

Class Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Organization and/or Person Teaching: _____
Date(s) of Training: _____ Evidence Provided? Yes No
Location of the Training: _____
Duration of the Training in Hours: _____

Class Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Organization and/or Person Teaching: _____
Date(s) of Training: _____ Evidence Provided? Yes No
Location of the Training: _____
Duration of the Training in Hours: _____

SECTION 2B: PROFESSIONAL DEVELOPMENT – SELF-DIRECTED LEARNING

PDU for self-directed learning in PSO-related topics

Certified individuals can claim one (1) PDU for each hour of self-directed learning, such as reading books/articles or watching instructional videos, on PSO-related topics. Certified individuals may earn a maximum of ten (10) PDUs in this category during the three-year renewal period.

Fill out the information below for every self-directed learning claimed:

Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Type of Self-Directed Learning: _____
Date(s) of Self-Directed Learning: _____ Evidence Provided? Yes No
Duration of Self-Directed Learning in Hours: _____

Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Type of Self-Directed Learning: _____
Date(s) of Self-Directed Learning: _____ Evidence Provided? Yes No
Duration of Self-Directed Learning in Hours: _____

Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Type of Self-Directed Learning: _____
Date(s) of Self-Directed Learning: _____ Evidence Provided? Yes No
Duration of Self-Directed Learning in Hours: _____

Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Type of Self-Directed Learning: _____
Date(s) of Self-Directed Learning: _____ Evidence Provided? Yes No
Duration of Self-Directed Learning in Hours: _____

Title, Name, or Topic: _____
URL/Web Address (provide if known): _____
Type of Self-Directed Learning: _____
Date(s) of Self-Directed Learning: _____ Evidence Provided? Yes No
Duration of Self-Directed Learning in Hours: _____

SECTION 2C: PROFESSIONAL DEVELOPMENT – CREATING NEW PSO KNOWLEDGE

PDUs for creating new PSO knowledge or content

Certified individuals can claim PDUs for activities spent on authoring original articles and papers in recognized technical publications, and technical presentations at recognized conferences on PSO-related topics. Certified individuals may earn a maximum of ten (10) PDUs in this category during the three-year renewal period.

PDUs are awarded at the following rates:

- 2 PDUs per technical presentation
- 3 PDUs per published article/paper
- 5 PDUs for a paper both published in a recognized technical publication and presented at a recognized technical conference

A copy of a presentation or paper by itself does not constitute valid evidence. You must include proof of where it was presented or published, the date, and a way to verify that information, e.g., conference program, proceedings listing, or publication table of contents.

Fill out the information below for every activity claimed:

Title of Publication/Presentation: _____
Venue or Publication: _____
URL/Web Address (provide if available): _____
Type of Activity: Paper Published Presentation Only Paper & Presentation
Date of Presentation/Publication: _____ Evidence Provided? Yes No

Title of Publication/Presentation: _____
Venue or Publication: _____
URL/Web Address (provide if available): _____
Type of Activity: Paper Published Presentation Only Paper & Presentation
Date of Presentation/Publication: _____ Evidence Provided? Yes No

Title of Publication/Presentation: _____
Venue or Publication: _____
URL/Web Address (provide if available): _____
Type of Activity: Paper Published Presentation Only Paper & Presentation
Date of Presentation/Publication: _____ Evidence Provided? Yes No

Title of Publication/Presentation: _____
Venue or Publication: _____
URL/Web Address (provide if available): _____
Type of Activity: Paper Published Presentation Only Paper & Presentation
Date of Presentation/Publication: _____ Evidence Provided? Yes No

SECTION 2D: PROFESSIONAL DEVELOPMENT – VOLUNTEER SERVICE

PDU for volunteer service related to PSO activities

Certified individuals can claim one (1) PDU for each hour of volunteer service. Examples of volunteer service include, but not limited to: volunteering on Hydraulic Institute committees related to PSO and PSAP committees. Certified individuals may earn a maximum of ten (10) PDUs in this category during the three-year renewal period.

Fill out the information below for every activity claimed:

Name or Type of Volunteer Service: _____

URL/Web Address (provide if available): _____

Describe Volunteer Activity:

Date(s) of Volunteer Service: _____ Evidence Provided? Yes No

Duration of Volunteer Service in Hours: _____

Name or Type of Volunteer Service: _____

URL/Web Address (provide if available): _____

Describe Volunteer Activity:

Date(s) of Volunteer Service: _____ Evidence Provided? Yes No

Duration of Volunteer Service in Hours: _____

Name or Type of Volunteer Service: _____

URL/Web Address (provide if available): _____

Describe Volunteer Activity:

Date(s) of Volunteer Service: _____ Evidence Provided? Yes No

Duration of Volunteer Service in Hours: _____

SECTION 2E: PROFESSIONAL DEVELOPMENT – WORK EXPERIENCE

PDU's for professional work experience related to PSO activities

Certified individuals can claim up to five (5) PDU's per year for work as a PSO professional. Your current supervisor must sign and attest to the work experience claims made below. If they have not been your supervisor for the full 3-year period, they can attest to the best of their knowledge. If you are self-employed, such as an independent consultant, you can either have a colleague sign or sign yourself. An electronic signature may be used or, you may have your supervisor send an email to psap@pumps.org attesting to the information. If an email is sent, you must have them clearly state who the attestation is for.

PDU's are awarded at the following rates:

- 0 PDU's for less than 10% of time spent on PSO-related work
- 1 PDU's for greater than 10% of time spent on PSO-related work
- 2 PDU's for greater than 25% of time spent on PSO-related work
- 3 PDU's for greater than 40% of time spent on PSO-related work
- 4 PDU's for greater than 60% of time spent on PSO-related work
- 5 PDU's for greater than 80% of time spent on PSO-related work

Fill out the information below for PSO-related work experience claimed:

Give a brief description of your PSO-related experience and typical job duties:

Experience Table

<10% = 0 PDU's	>10% = 1 PDU's	>25% = 2 PDU's	>40% = 3 PDU's	>60% = 4 PDU's	>80% = 5 PDU's
Year	%PSO-Related	PDU's Claimed	Supervisor/Manager Name		
1					
2					
3					

I _____ (*Print Supervisor's Name*) attest that the work experience information presented above by _____ (*Print Applicant's Name*) is accurate to the best of my knowledge.

Supervisor's Name: _____ Supervisor's Position/Job Title: _____

Signature of Supervisor: _____ Date: _____

Check here if you are self-employed and signing for yourself

SUMMARY OF PROFESSIONAL DEVELOPMENT UNITS CLAIMED

PDU Category	PDU
Section 2A: Formal Training.....	_____
Section 2B: Self-Directed Learning.....	_____
Section 2C: Creating New PSO Knowledge.....	_____
Section 2D: Volunteer Service.....	_____
Section 2E: Work Experience.....	_____
Total PDUs Claimed (Add PDUs from Sections 2A, 2B, 2C, 2D, & 2E).....	_____

SECTION 3: ATTESTATION

In order to qualify for renewal of certification by PDUs, you must meet and attest to each of the following statements. Read the statements carefully and initial, then sign at the bottom. You may use an electronic signature.

I _____ (*Print Your Name*) attest to each of the following statements.

_____ I have participated in the professional development and work activities as stated in Section 2 of this renewal application since receiving my last certification.

_____ I have continued to follow the Code of Ethics of Pump Systems Assessment Professionals.

_____ The information provided in this application is true, accurate, and complete to the best of my knowledge. Additionally, I am willing to provide in a timely manner, any additional evidence requested by the Hydraulic Institute that supports the information provided in this form. I understand that falsifying information could result in the loss of my Certification.

Signature: _____ Date: _____

Hydraulic Institute Use Only

PDUs Allowed

PDUs

Formal Training PDUs Allowed....._____

Self-Directed Learning PDUs Allowed....._____

Creating New PSO Knowledge PDUs Allowed....._____

Volunteer Service PDUs Allowed....._____

Work Experience PDUs Allowed....._____

Total PDUs Allowed....._____

Approved Not Approved Date: _____

Reviewed By: _____

Title: _____