PSAP Certification
Process and Requirements
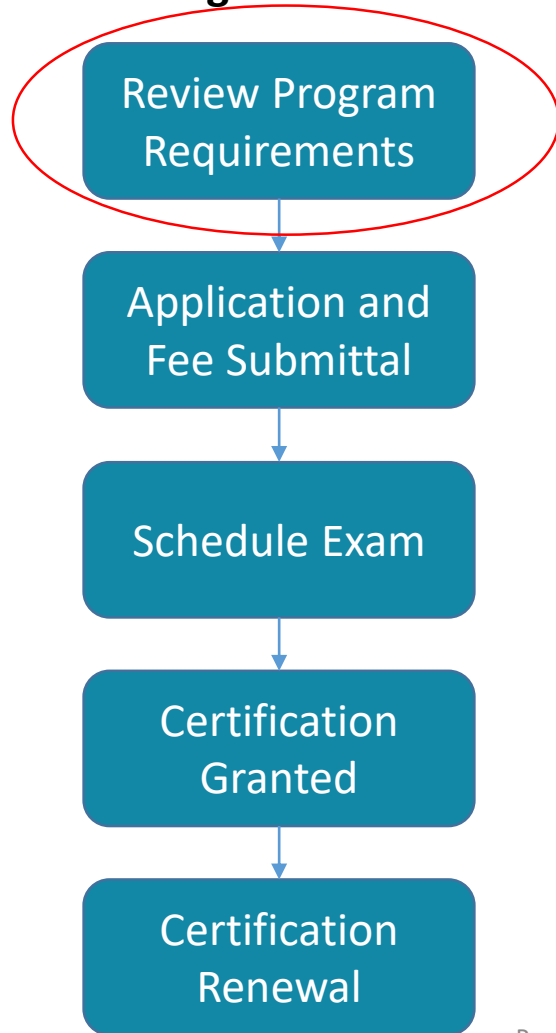
PUMP SYSTEMS ASSESSMENT PROFESSIONAL

Becoming PSAP Certified

Review Program Requirements

↓

Application and Fee Submittal

↓

Schedule Exam

↓

Certification Granted

↓

Certification Renewal

What's on the exam?

Domain	Weight
Integration and Data Gathering	36%
Data Analysis	46%
Post Assessment	18%

pumps.org/PSAP

PUMP SYSTEMS MATTER

Eligibility Requirements

Education

- Applicants are required to possess an undergraduate or graduate degree from a regionally accredited university or college in a STEM or business field and must submit official transcripts.

- In lieu of an undergraduate or graduate degree, applicants must possess direct industrial or commercial fluid transfer and pumping systems professional experience with five (5) or more years in a field/management position and have completed a minimum of seven (7) pump systems assessments.

Experience

- Applicants must have a minimum of three (3) years of professional pump/pumping system experience and must submit contact information of supervisor or client that can verify experience.

Certification Program Policies

- Complaint Process

- Appeals

- Discipline Process

- Code of Ethics

- Certification Renewal

All certification program policies and requirements are contained in the Candidates Handbook available on the PSAP website: www.pumps.org/PSAP
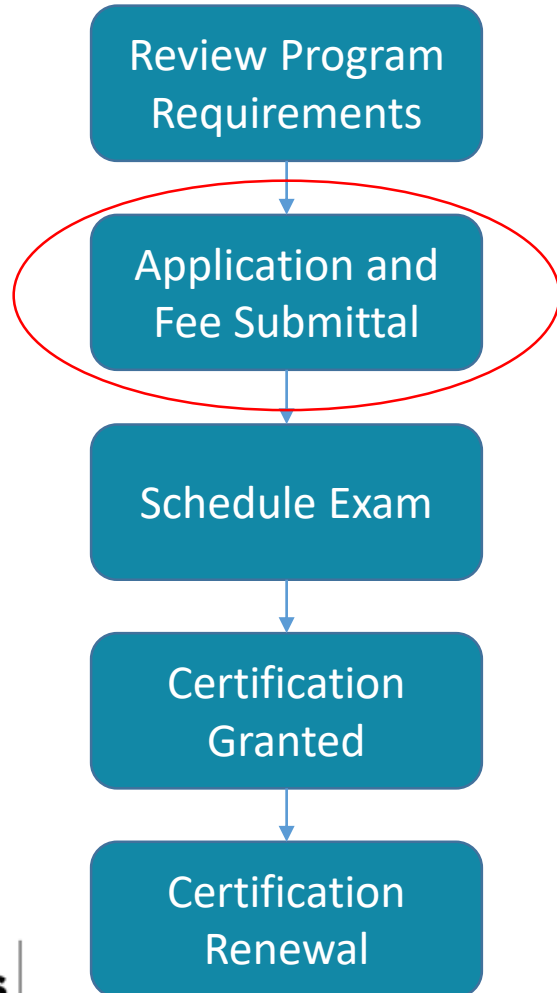
PUMP SYSTEMS MATTER

Pump Systems Assessment Professional Certification

Becoming PSAP Certified

Review Program Requirements

↓

Application and Fee Submittal

↓

Schedule Exam

↓

Certification Granted

↓

Certification Renewal

What's on the exam?

Domain	Weight
Integration and Data Gathering	36%
Data Analysis	46%
Post Assessment	18%

www.pumps.org/PSAP

SECTION 1: GENERAL INFORMATION

Prefix: ☐ Mr. ☐ Mrs. ☐ Ms. ☐ Dr.

Name:

PSAP No.: | Cert Expiration Date:

Mailing Address: | City:

State/Province: | Postal Code: | Country:

Email: | Phone Number:

Business/Employer Name:

Job Title: | Primary Industry:

☐ Please check here if you are requesting special accommodations for your examination. You will be required to submit supporting documentation and must be submitted within the required time frame in advance of your anticipated examination date.

What is your reason for applying for PSAP certification?

☐ Personal Development ☐ Employer Suggestion ☐ Employer Requirement ☐ Other:

SECTION 2: EDUCATION

Applicants must possess an undergraduate or graduate degree in a STEM or business field. Official transcripts (hardcopy or electronic) can be requested from your college or university. This is used to verify your education. In lieu of an undergraduate or graduate degree, applicants must possess at least 5 years of experience and have completed a minimum of seven pump system assessments.

Fill out the information below:

STEM or Business Degree: ☐ Associates ☐ Bachelors ☐ Masters ☐ Doctorate

Field of Study: | Year of Graduation:

Name of School Attended:

City: | State: | Country:

☐ Check here if you are demonstrating more than five (5) years of experience. Note that applicants will have to submit a summary of seven (7) pump system assessment projects that they completed.

SECTION 3: EXPERIENCE

Your current supervisor must sign and attest to the work experience claims made below. 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. Applicants may attach a resume to describe pump system experience.

Fill out the information below:

Give a brief description of your pump system experience and typical job duties:

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: _____ | Job Title: _____

Supervisor Signature: _____ | Date: _____

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

PUMP SYSTEMS MATTER

HYDRAULIC INSTITUTE

Certification Agreement

In order to qualify for certification, applicants must agree to each of the following statements. Read the statements carefully, then initial and sign at the bottom. You may use an electronic signature.

1. I agree to comply with and conduct myself in accordance with all HI certification program policies and requirements. In addition, I agree not to provide to any individual or organization in any manner, the specific content of PSAP examination questions or answers to such questions.

2. I agree to comply with and conduct myself in accordance with the PSAP Code of Ethics.

3. I agree to notify HI in a timely manner regarding changes concerning the information provided, including my current name, address, email address, and telephone number.

4. I agree that HI has the right to communicate with any person, government agency, or organization to review or confirm any of the information submitted in conjunction with my application for certification or renewal. Furthermore, I agree to and authorize the release of any information requested by HI for such review and confirmation.

5. I agree that all materials that I submit to HI become the property of HI and that HI is not required to return any of these materials to me.

6. I agree that upon achieving certification status, my name may be posted on the HI certification website as part of an online registry to be created and maintained by HI.

7. I agree that all disputes relating to my application or certification status will be resolved solely and exclusively in accordance with HI certification policies, procedures, and appeals processes.

8. I understand that HI reserves the right to suspend or revoke the certification of any individual who is determined to have failed to uphold or otherwise breached this agreement including any misrepresentations made in application or renewal statements.

9. I agree to return my certificate to HI if for any reason I fail to maintain certification status or if my certificate is revoked.

10. I release and indemnify HI from all liability and claims that may arise related to my PSO and related activities.

11. I hereby release, discharge and indemnify HI, its directors, officers, members, staff, and representatives/agents and consultants from any actions, suits, obligations, damages, claims, or any other action taken in connection with this application and my examination.

_____ I have read and understand all of the policies and procedures described in the Candidate Handbook.

_____ I have read and accept the terms and responsibilities outlined in the Certification Agreement.

_____ I declare that all of the information I have provided is accurate, true, and complete to the best of my knowledge. Furthermore, I understand that any misrepresentation or incorrect information provided to HI can result in disciplinary action, up to and including the suspension of my eligibility for certification.

Print Name	Signature	Date

PUMP SYSTEMS MATTER

Certification Fees

Program Fees

	Member	Industry Partner	Non-Member
Examination Fee[1]:	$431.25	$546.25	$575
Re-examination Fee[2]:	$275.00		
Renewal Fee[3]:	$285.00		

Note 1: Applicants must be a member or an employee of a member of HI in good standing **at the time of their application** to receive the member discount. No refunds will be granted for applicants joining HI after submission of certification application materials. The examination fee includes a $150 non-refundable application fee.

Note 2: Re-examination fees apply to second and third attempts to pass the PSAP examination within the first year of submitting an approved application. See the section titled "Re-examination" for more detail.

Note 3: The Renewal Fee applies at the time a PSAP certified individual submits a recertification application.
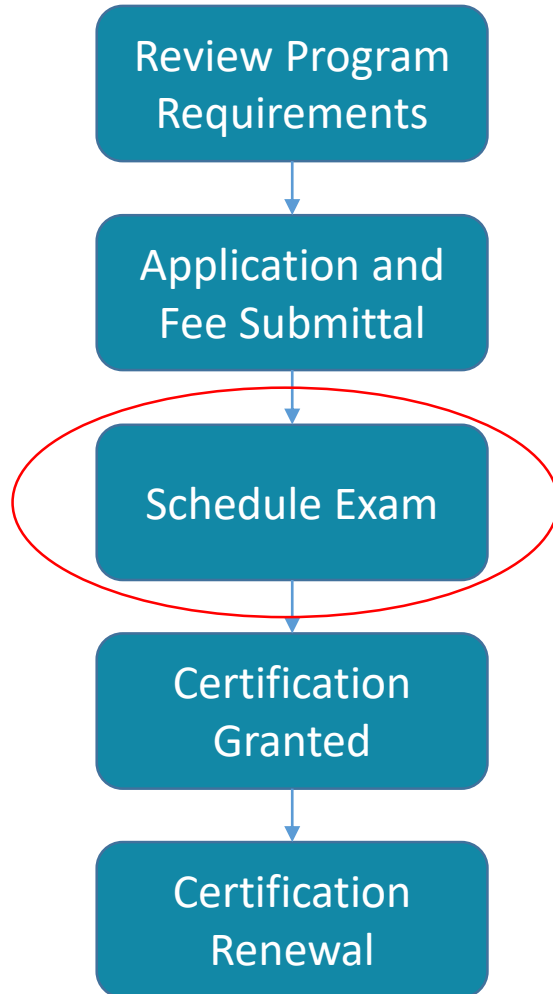
PUMP SYSTEMS MATTER

Pump Systems Assessment Professional Certification

Becoming PSAP Certified

- Review Program Requirements
- Application and Fee Submittal
- **Schedule Exam**
- Certification Granted
- Certification Renewal

What's on the exam?

Domain	Weight
Integration and Data Gathering	36%
Data Analysis	46%
Post Assessment	18%

www.pumps.org/PSAP

Scheduling a Certification Exam

- All exams are administered online by ProctorU
- ProctorU is a live online proctoring service that allows you to take the certification exam from the comfort of your home.
- Requirements
  - Computer with a Windows or Apple operating system
    - Installation of browser plug-ins required
  - High-speed internet connection
  - Webcam (internal or external)
  - Government issued photo ID
- A formula reference sheet is provided on the exam website.
- Candidates are allowed to use a scientific calculator and a whiteboard to write on. No scratch paper is allowed.

For more information on ProctorU, visit their support website at support.proctoru.com

Scheduling a Certification Exam
Step 1

Log-in to your training.pumps.org Account

Test Account

LOG OUT

Home
My Training Site
Profile
Return to Estore

Welcome to the Hydraulic Institute's Pump Training Platform

When you purchase pump educational products in the HI eStore they will automatically become available in 'My Training' found in the left side menu. To view and purchase available educational programs please visit the HI eStore at eStore.Pumps.org.

When you have completed educational programs that are eligible for Professional Development Hour (PDH) credit, your certificates will become available in 'My Training' along with a history of programs you have completed. If you have questions please email Training@Pumps.org.

PUMP
SYSTEMS
MATTER

Scheduling a Certification Exam Step 2

My Training Site

TRANSCRIPT / ACHIEVEMENTS   **NOTIFICATIONS**

ADVANCED SEARCH

Search by Format	Filter by status	Filter by certificate/CE	Search by Type
ANY ▾	IN PROGRESS ▾	ANY CE ▾	-- ▾

This page will display your purchased or registered items. To access any of this content, simply click on a title.
If you would like to filter the products listed here, use the filter options above.

My Training Programs

Pump Systems Assessment Professional (PSAP) Certification Exam
≣ *Contains 4 Component(s)*   ↻ *Re-send Receipt*   ☆ *Required components before completion: 2*   ⌄ *Hide*

PSAP Certification Exam

Click Here

PUMP SYSTEMS MATTER

Scheduling a Certification Exam
Step 3

Pump Systems Assessment Professional (PSAP) Certification Exam

✔ You are registered for this program!

Overview   Formula Reference Sheet   Contents (4)

Key: ✔ Complete   ➡ Next   ✖ Failed   ★ Available   🔒 Locked

➡ 🎞 **Schedule Your Certification Exam with ProctorU**
Select the "Click Here To Schedule Exam" button to begin.
Create your ProctorU account and schedule your certification exam

▶ CLICK HERE TO SCHEDULE EXAM

Click Here

★ 🔒 **Enter Proctor Verification Code**
Enter code to continue.

🔒 ❓ **PSAP Certification Exam**
100 Questions | 1 attempt | 215 minute limit | 65/100 points to pass

🔒 ❶ **Provide Feedback**
6 Questions

PUMP SYSTEMS MATTER

Scheduling a Certification Exam
Step 4

Sign-in to ProctorU account or create new account

ProctorU Exam Invitation

Pump Systems Assessment Professional (PSAP)
Certification Exam
Hydraulic Institute

Sign in and accept with existing user account

Sign up and accept with new user account

©2021 ProctorU, Inc.

All rights reserved

Privacy Policy · Terms of Service

Scheduling a Certification Exam
Step 5

Schedule Session

Please select a date and time on the left. Once you have selected a date and time, please click Submit.

Select a Date

← November 2021 →

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4
5	6	7	8	9	10	11

Select a Time

05 : 45 PM

Submit

PUMP SYSTEMS MATTER

Steps to Take Before Exam Day

- **Pick Your Browser:** Download either [Chrome](#) or [Firefox](#) and make sure you're using the latest version.

- **Download the ProctorU Extension:** Select the one for your chosen browser: [Chrome](#) or [Firefox](#).

- **Scheduling:** Schedule your exam.

- **Check Your Equipment:** [Test your equipment](#) to make sure your system is compatible with ProctorU. [Click here](#) to see a full list of requirements.

- **Find an acceptable space to take your exam:** The environment needs to be quiet, well- lit, and away from other people. The workspace area needs to be free of any materials not allowed on the exam. It's required to use a hard surface for a workspace rather than a bed or couch.

- **Become familiar with materials allowed/needed for your exam:** You can review a [full list here](#) outlining what ProctorU requires as well as a note about resources permitted by your instructor or exam facilitator.

- **Coordinate accommodations with your exam facilitator:** If you require any special accommodations such as additional time, additional breaks, etc., you'll need to [follow these guidelines](#) prior to your exam day.

Exam Day: What to Expect

Before Logging In To Take Your Exam:

- Have a government-issued I.D. ready and be located in a private, well-lit room with no one else around you.

- Clear your workspace from all materials except those allowed by HI.
  - Formula reference sheet
  - Scientific calculator
  - Whiteboard to write on. No scratch paper is allowed.

- Close all third-party programs and unplug any secondary monitors.

- Remove any non-religious head coverings.

- Make sure you've downloaded the ProctorU extension for either Chrome or Firefox.

What Happens During the Exam Launch Process?

The exam launch process will likely take between 8 to 10 minutes unless you experience technical difficulties. This time is not subtracted from the time you're allowed in your exam.

- **Log in to your ProctorU account** 2-3 minutes before your scheduled appointment and click Start Session when the countdown timer reaches 0:00:00.

- **Pre-checks:** If you don't already have the ProctorU extension, you'll be prompted to download it. The browser will prompt you to share your screen, a required part of being proctored online.

- **Photos & Authentication:** You'll take a photo of yourself as well as your I.D. for identity verification purposes.

- **Chatbox download:** You will be prompted to download and run a LogMeIn Rescue applet file that will bring up a chat box allowing you to text with your proctor.

- **Proctor Connection & Confirmations:** Your proctor will greet you and guide you thorough a series of system checks.

PUMP SYSTEMS MATTER

What Happens During the Exam Launch Process?

- **Remote System Check:** Your proctor will ask to take remote control of your mouse and keyboard via the LogMeIn Rescue applet in order to make sure no unpermitted programs are running. You will be able to see everything that your proctor is doing during this step, and it is impossible for them to access any files without your knowledge.

- **Camera Pan:** Your proctor will ask you to show the 4 walls of your room as well as your desk space via your webcam. You may or may not also be asked to [show your computer monitor](#) by using a mirror or cellphone camera. Lastly, your proctor will make sure your cell phone is out of reach.

- **Navigating to the Exam & Password Entry:** Your proctor will then direct you into exam site so that he or she can unlock your exam.

- **Take Your Exam:** Your proctor will release control of your computer and you'll begin your exam when you're ready.

NOTE: Your webcam view and your screen will be recorded through the duration of your exam.

Example of Exam Site

Example of Exam Site

Steps to Take When Exam is Completed

- **Alert the proctor when finished BEFORE submitting:** Prior to submitting your exam, let your proctor know through the chat box that you're finished. They will oversee the submission process. You may also be required to clear a white board or tear up any scratch paper that was used during the exam.

- **Review results:** If your exam results are made available immediately, you may review them for as long as you'd like.

- **Log out of your exam site and browser:** After reviewing your results, your proctor must observe you log out of the exam website and close out of *all* browser tabs.

- **Close out of ProctorU chat box:** This will end your session with ProctorU. Once the chat box closes, you'll be invited to complete a customer satisfaction survey.
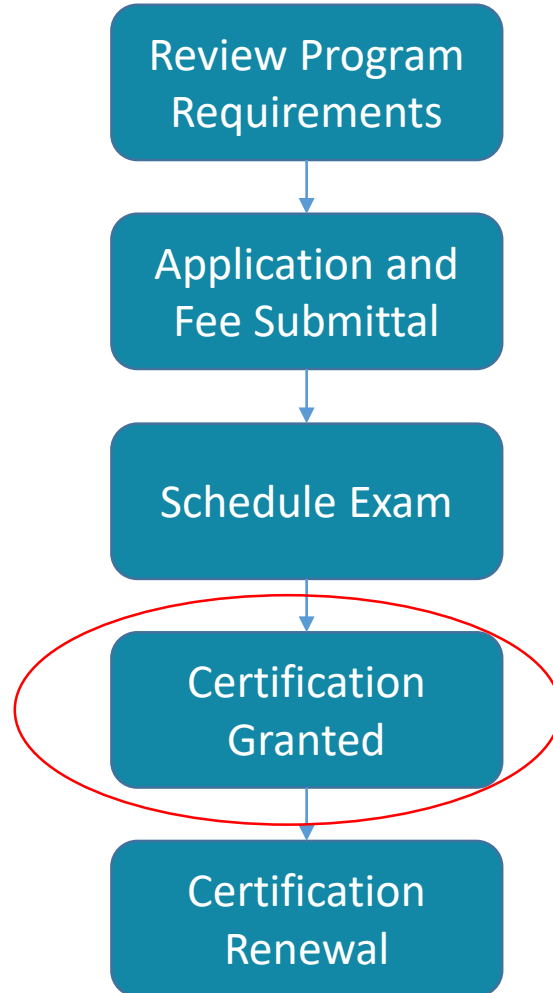
Pump Systems Assessment Professional Certification

Becoming PSAP Certified

Review Program Requirements

↓

Application and Fee Submittal

↓

Schedule Exam

↓

Certification Granted

↓

Certification Renewal

What's on the exam?

Domain	Weight
Integration and Data Gathering	36%
Data Analysis	46%
Post Assessment	18%

John Doe, PSAP

Pump Systems Assessment Professional Certification

Becoming PSAP Certified

- Review Program Requirements
- Application and Fee Submittal
- Schedule Exam
- Certification Granted
- Certification Renewal
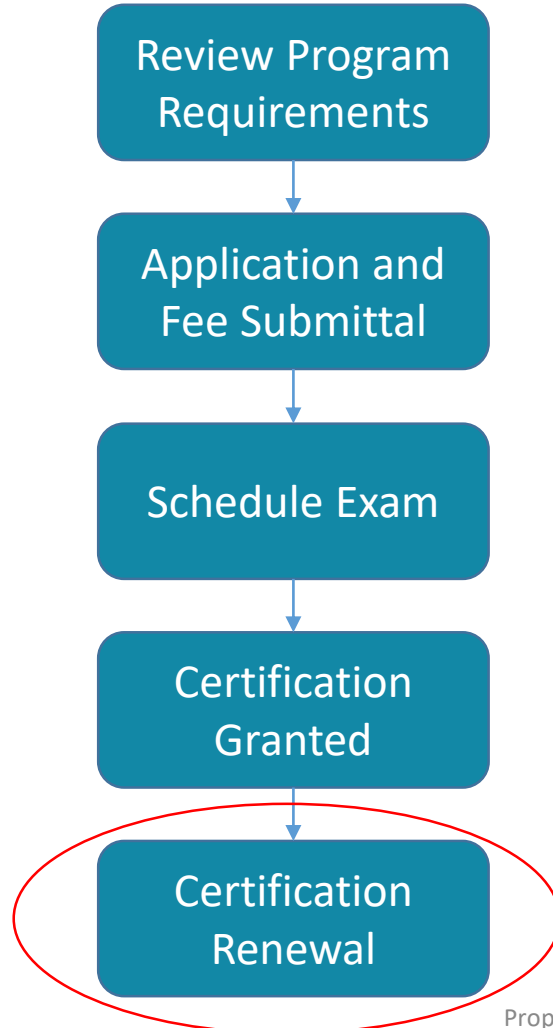
What's on the exam?

Domain	Weight
Integration and Data Gathering	36%
Data Analysis	46%
Post Assessment	18%

www.pumps.org/PSAP

Certification Renewal Requirements

- Certificates are only valid for three (3) years.

- Must submit renewal applications forms

- All PSAP certified individuals will be required to achieve a total of 30 PDHs within the three (3)year certification period.

PDU category	Description of policy	PDU points allowed
Participation in formal education/training programs provided on PSO topics	This option includes courses, seminars, and workshops on PSO-related issues.	One (1) PDU per each hour of instruction. Certified individuals must achieve at least 8 PDUs in this category during the three-year renewal period.
Self-directed learning	This category includes reading articles and books or watching instructional videos on PSO issues.	One (1) PDU per each hour of self-directed learning. Note: Certified individuals may earn a maximum of 10 hours in this category in a three-year period.
Creating new PSO knowledge or content	Examples in this category include authoring articles, books, newsletters, etc. PDUs are also awarded for serving as faculty at various learning events.	One (1) PDU is awarded for each hour of activity spent in these activities.
Volunteer service	Examples in this category include serving as a volunteer for HI or its regional chapters, working on PSO related meetings, or assisting the certification process.	One (1) PDU is awarded for each hour of volunteer service. Certified individuals may earn a maximum of 10 hours in this category in a three-year period.
PSO professional work experience	Full-time employment as a PSO professional for a minimum of one (1) year.	Five (5) PDUs are awarded for each full year of

Getting Involved as a Certified Professional

- Non-members get complimentary access to the HI Industry Partner Program

- Get involved with HI committee
  - Contribute to the advancement of your profession
  - Network with your peers in your field

- Educate the future with training
  - Become an instructor for HI courses and webinars

- Share your knowledge and experiences
  - Write articles and present case studies