

Contractor Certification Process

What is the Waterworks' Contractor Certification Process?

Most of the piping installed for the Newport News Waterworks Departments' (NNWD) distribution system is done by contractors; however, for contractors to be authorized to do such installation, at least one individual from the contracting firm must have a current certification and the contracting firm must be approved to perform the work.

The procedure is a two-step process achieved together, in order of certification then followed by the approval step. Both must be completed before a non-approved contracting firm and non-certified contractor will be allowed to perform work on any NNWD distribution system.

Step #1 – Certification Process

What must an individual contractor do to become certified/recertified?

As of May 15th, 2023 contractors certification testing will be available **online only**. The test can be taken anywhere at any time.

To take the test, the applicant **must use** the current Distribution Standards Manual which can be attained, downloaded and printed via NNWD's Website. Hardcopies are no longer available for purchase from NNWD.

The book and link to the test can be found here:

<https://www.nnva.gov/2761/Contractors>

The test consists of 100 questions (T/F, multiple choice, fill-in-the-blank). A passing grade of 80% or better is required to be certified.

Step #2 – Company Approval Process

What is the process for a non-approved contractors' firm to become approved?

After at least one individual from the contractors' firm has been certified, then the contracting firms chief contact person may seek approval to perform work for NNWD.

A résumé from the firm must be submitted via e-mail to NNWD's interviewer (see contact information below)

On a company letterhead the firm's résumé is to include the following:

- Name, address, and contact number(s) for the contracting firm
- Name and contact number(s) of principal contact person(s)
- Years of experience of contracting firm and of principal contact person(s)
- A summary of subsurface utility projects for the past 5 years (identifying locality and contractors administrator's name and contact number for each project)
- A summary of construction equipment and vehicles owned/leased by the firm

An interview w/the NNWD interviewer will be scheduled once the firm's résumé has been reviewed.

NNWD's Interviewer – L. Doug Lutterloh – Distribution Administrator; Office: (757) 234-4882;
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