

Operator Certification Board Policy Manual

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| <i>POLICY TITLE:</i> Exam Protocol | <i>POLICY NUMBER:</i> 14/04 | <i>EFFECTIVE DATE:</i> Immediately |
| <i>ORIGIN:</i> Board Meeting | <i>ADOPTED BY THE BOARD ON:</i> June 18, 2004 | <i>DATE AMENDED:</i> <i>POLICY REVIEWED:</i> June 24, 2010 |

Certification Exam Protocol

For applicants applying for a Small Water System (SWS) certificate, the applicant must write and pass with a mark of 70%, the SWS exam or both the Water Treatment 1 and Water Distribution 1 exams. This same rule applies for a Small Wastewater System (SWWS) certificate; the SWWS exam must be written or both the Wastewater Treatment 1 and Wastewater Collection 1 exams.

The protocol remains the same for any applicant requesting Level 1, 2, 3 or 4 certificates in any area. Exams must be written for each level of certification up to the desired level. For example if an operator is applying for Water Distribution level 4 he must first write and pass all the certification exams for level 1 up to level 4.