

# Operator Certification Board Policy Manual

<i>POLICY TITLE:</i> <b>Operator Location Status</b>	<i>POLICY NUMBER:</i> <b>5/02</b>	<i>EFFECTIVE DATE:</i> <b>Immediately</b>
<i>ORIGIN:</i> <b>Board Meeting</b>	<i>ADOPTED BY THE BOARD ON:</i> <b>June 22, 2001</b>	<i>DATE AMENDED:</i> <b>January 12, 2018</b>  <i>POLICY REVIEWED:</i> <b>January 12, 2018</b>

## Operator Location Status

It will be the responsibility of the Operator to inform the Board in writing of a move out of province. The Operator is to provide written notice to the Board within 30 days of moving out of Province. Names of Certified Operators who have moved outside the Province of Saskatchewan will remain in the certified database for the valid term of their certificate and will have their community listed as "Out of Province".

## Operators Changing Communities Within the Province of Saskatchewan

It will be the responsibility of the Operator to inform the Board, in writing, of their move to another community within the Province of Saskatchewan. The Operator is to provide written notice to the Board within 30 days of the move. Names of Certified Operators moving within Province of Saskatchewan will remain in the certified database for the valid term of their certification and will have their community changed to reflect their current place of employment.

## Operators Retiring but Holding a Mandatory Certificate

It will be the responsibility of the Operator to inform the Board, in writing, of their retirement. The retired Operator is to provide written notice to the Board no later than 30 days after their retirement. Names of Certified Operators retiring within the Province of Saskatchewan will remain in the certified database for the valid term of their certificate and will have their community listed as "Retired".

## Operators Who Have Left Their Designated Facility and Have Not Relocated to Another Facility

Certified Operators who have left employment at their designated facility and have not notified the Board of this change will be listed as "Unknown".