



Water and Wastewater Utility Operator Class 3 Upgrade Application

Applicant Contact Information

First Name	Middle Initial	Last Name	
Address	City / Town	Province	Postal Code
Phone	Email Address		
Employer / Facility Name		Facility Classification	

Applying for (check all that apply):

- Class 3 Water Treatment Class 3 Water Distribution
 Class 3 Wastewater Treatment Class 3 Wastewater Collection

Current Certification

Current certification level held (check all that apply):

- Class 2 Water Treatment Class 2 Water Distribution
 Class 2 Wastewater Treatment Class 2 Wastewater Collection
 Not currently Level 2 certified – applying for more than one level at this time

Part A - Education

Must meet the educational requirements in **one of the following** methods:

- Obtained a minimum of 2 years post-secondary education in a related field

Explain (and attach proof): _____

OR Substitute for missing post-secondary education in the following manner:

Explain (and attach proof): _____

Note – Operators may substitute 45 CEUs for 1 year of missing post-secondary education or 90 CEUs for 2 years of missing post-secondary education. Operators may also substitute 1 year of DRC in Class 2 or higher facility for 1 year of missing education (to a maximum of 1 year). Operators may use a combination of 1 year of DRC plus 45 CEUs for 2 years of missing post-secondary education.

Part B - Exams

Must submit all exam marks that are applicable (and attach proof to this application):

- Class 3 Water Treatment Final Grade _____%
- Class 3 Water Distribution Final Grade _____%
- Class 3 Wastewater Treatment Final Grade _____%
- Class 3 Wastewater Collection Final Grade _____%

Part C - Experience

Attach an experience sheet for each area of certification

Applicants in Class 3 are required to have four (4) years of operating experience; but may substitute for missing experience in a variety of ways. Please check which applies to this application:

- I have 4 years of experience; no substitution required
- or** I am substituting for missing experience

If substituting for missing experience please explain below (be specific):

Part D – Direct Responsible Charge (DRC)

Not required for Water Distribution or Wastewater Collection

Level 3 Water Treatment and Wastewater Treatment applicants are required to have 2 of their 4 years of operating experience as DRC in a Class 2 or Class 3 facility. Applicants who are short DRC experience may substitute for that missing experience in a variety of ways. Please check which applies to this application:

- No substitutions required
- Experience is in a Class 4 facility; no DRC is required
- I am substituting for missing DRC experience

If substituting for missing experience please explain below (be specific):

Authorization

I hereby certify with my signature that all information contained in this application is true and correct. I understand that any omissions or misrepresentations may result in ineligibility for the certification applied for or revocation of any certificate granted. I also consent to an investigation of my employment record and education background for the purpose of verifying my qualifications for the certificate for which I have applied.

Signature of Applicant

Date

Application Checklist

Ensure to fully complete each section. Incomplete applications and/or applications that do not have all the required documentation attached will not be processed.

- Part A - Submit proof of education with this application
- Part B - Submit proof of exam marks with this application
- Part C - Submit Summary of Experience pages signed by a qualified supervisor
- Part D – Submit proof of DRC experience (if applicable)
- Applicant has signed the application verifying all information is accurate

Summary of Class 3 Water Distribution Experience

Complete a separate page for each employer

Applicant Name:

Employer Name:

Facility / Facilities Currently Operating (list all locations):

Facility Classification: Class 1 Class 2 Class 3 Class 4

Position:

Full Time Part Time Relief

Employment Dates:

From: _____ / _____ To: _____ / _____
(Month) (Year) (Month) (Year)

If not full time please indicate typical hours & days per week:

Hours/Day: _____ Days/Week: _____

The word PRESENT or CURRENT will not be accepted as a valid employment date

Water Distribution Operational Experience

Describe your responsibilities and duties in detail:

Water Distribution Direct Responsible Charge Experience

DRC Experience Dates (DRC only starts accumulating once an operator obtains Class 2 certification):

From: _____ / _____ To: _____ / _____
(Month) (Year) (Month) (Year)

The word PRESENT or CURRENT will not be accepted as a valid date

Describe your DRC responsibilities and duties in detail:

Verification by Supervisor

I hereby certify with my signature that the operating experience described above is true and correct. I understand that any omissions or misrepresentations may result in ineligibility of the applicant or revocation of any certificate granted.

Supervisor Name:

Position:

Supervisor Signature:

Date:

Summary of Class 3 Wastewater Treatment Experience

Complete a separate page for each employer

Applicant Name:

Employer Name:

Facility / Facilities Currently Operating (list all locations):

Facility Classification: Class 1 Class 2 Class 3 Class 4

Position:

Full Time Part Time Relief

Employment Dates:

From: _____ / _____ To: _____ / _____
(Month) (Year) (Month) (Year)

If not full time please indicate typical hours & days per week:

Hours/Day: _____ Days/Week: _____

The word PRESENT or CURRENT will not be accepted as a valid employment date

Wastewater Treatment Operational Experience

Describe your responsibilities and duties in detail:

Wastewater Treatment Direct Responsible Charge Experience

DRC Experience Dates (DRC only starts accumulating once an operator obtains Class 2 certification):

From: _____ / _____ To: _____ / _____
(Month) (Year) (Month) (Year)

The word PRESENT or CURRENT will not be accepted as a valid date

Describe your DRC responsibilities and duties in detail:

Verification by Supervisor

I hereby certify with my signature that the operating / DRC experience described above is true and correct. I understand that any omissions or misrepresentations may result in ineligibility of the applicant or revocation of any certificate granted.

Supervisor Name:

Position:

Supervisor Signature:

Date:

Summary of Class 3 Wastewater Collection Experience

Complete a separate page for each employer

Applicant Name:

Employer Name:

Facility / Facilities Currently Operating (list all locations):

Facility Classification: Class 1 Class 2 Class 3 Class 4

Position:

Full Time Part Time Relief

Employment Dates:

From: _____ / _____ To: _____ / _____
(Month) (Year) (Month) (Year)

If not full time please indicate typical hours & days per week:

Hours/Day: _____ Days/Week: _____

The word PRESENT or CURRENT will not be accepted as a valid employment date

Wastewater Collection Operational Experience

Describe your responsibilities and duties in detail:

Wastewater Collection Direct Responsible Charge Experience

DRC Experience Dates (DRC only starts accumulating once an operator obtains Class 2 certification):

From: _____ / _____ To: _____ / _____
(Month) (Year) (Month) (Year)

The word PRESENT or CURRENT will not be accepted as a valid date

Describe your DRC responsibilities and duties in detail:

Verification by Supervisor

I hereby certify with my signature that the operating experience described above is true and correct. I understand that any omissions or misrepresentations may result in ineligibility of the applicant or revocation of any certificate granted.

Supervisor Name:

Position:

Supervisor Signature:

Date: