



## Water and Wastewater Utility Operators New or Upgrade Certification Application Form

**\$150.00 Application fee enclosed: Y/N (New Apps only)** Credit Card Authorization form on our website.

Applications & payment must be mailed, emailed or faxed to the office.

**Drop off of documents will not be accepted.**

Check which type of application(s) you are applying for:		
NEW APPLICANT _____	UPGRADE _____	OPERATOR IN TRAINING _____

Please indicate below if you are requesting substitution for any missing education or experience: _____ _____
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Applicant Contact Information				
First Name		Middle Initial	Last Name	
Address		City / Town		Province
			Postal Code	
Home Phone	Work Phone	Cell Phone	Fax Number	
Email Address				
Employer / Facility Name			Facility Classification	

Application Instructions
<ol style="list-style-type: none"> <li>1. Applications must be received by the deadline for the meeting date. All meeting dates are subject to change at the Board's discretion.</li> <li>2. Applications will not be processed without all required documentation.</li> <li>3. Enclose a copy of your certification exam results.</li> <li>4. The non-refundable application fee of \$150.00 is required for new applications only. <b><u>There is no fee for upgrade applications.</u></b></li> <li>5. Cheques should be made payable to the Operator Certification Board. Credit card payments are also accepted using the authorization form on the website.</li> <li>6. Completed applications can be emailed, faxed or mailed to the office.</li> <li>7. The applicant must sign the application and the applicant's supervisor must verify their operating experience and employment period.</li> </ol>

<b>New Certification / Upgrade</b>					
If applying for Operator in Training circle category(s)	Circle the level for the category(s) you are requesting certification in.				
	Category	Level			
	Small Water System	X			
	Small Wastewater System	X			
	Water Treatment	1	2	3	4
	Water Distribution	1	2	3	4
	Wastewater Treatment	1	2	3	4
	Wastewater Collection	1	2	3	4

**Education**

- Applications will not be processed without documentation of education.
- Submit a copy of your certification exam results.
- A secondary education document must be submitted in the form of an official high school transcript or GED equivalent transcript.
- If education was concluded prior to 1971 **or** prior to grade 10, a signed affidavit or declaration can be submitted stating the last level of education achieved.
- Submit documentation of any completed post-secondary university, college or trade school programs.
- Include documentation of all courses, seminars and workshops approved by the Operator Certification Board related to water and wastewater operations if required for substitutions.
- Documentation which has already been submitted is on file and does not need to be resubmitted.

**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









## Summary of Small Water System Experience

**Complete a separate page for Small Water System operating experience obtained with other Employers**

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Facility Classification (circle one)	Class 1	Class 2	Class 3	Class 4
Position:	Circle One: Full Time    Part Time    Relief			

### Small Water System Operational Experience

Employment Dates		Days / Hours Breakdown	
From: (month/year)	To: (month/year)	Typical hours/day operating facility	Typical days/week operating facility

Describe below your responsibilities and duties operating the small water system facility:

**Small Water System - Treatment**


**Small Water System - Distribution**


### 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.**

Print name:	Position:
Signature:	Date:





