

# Operator Certification Board Policy Manual

<i>POLICY TITLE:</i>  <b>Operator in Training</b>	<i>POLICY NUMBER:</i>  <b>18/05</b>	<i>EFFECTIVE DATE:</i>  <b>Immediately</b>
<i>ORIGIN:</i>  <b>Board Meeting</b>	<i>ADOPTED BY THE BOARD ON:</i>  <b>July 7, 2005</b>	<i>DATE AMENDED:</i>  <b>February 7, 2008 January 18, 2013 May 11, 2018</b> <i>POLICY REVIEWED:</i>  <b>June 24, 2010 May 11, 2018</b>

## Operator in Training

### Issuing Operator in Training (OIT) Certificates

1. For those operators needing to meet only experience criteria or certification:
  - i) Small System certificates will be issued for a maximum of nine (9) months only.
  - ii) Level one (1) OIT certificates will be issued for a maximum of nine (9) months only.
  - iii) Level two (2) OIT certificates will be issued for a maximum 21 months (1 year and 9 months) only.
  
2. Education requirements as stated in the Standards used for certification in Small Systems, Level 1 and Level 2 applies to applicants requesting OIT certificates
  
3. A Level two (2) OIT certificate will not be approved unless the operator has written and passed the Level one (1) certification exam for the requested area.
  
4. An OIT certificate will be issued to up to two (2) individuals in a community providing there are no other certified Operators. A community can have an operator with an OIT certificate if they have a certified Operator.
  
5. The application for certification is considered an upgrade to an existing certificate.