

PLEASE READ BEFORE COMPLETING AND SUBMITTING AN APPLICATION FORM

In order for an application to be processed the form **MUST** be filled out completely. Incomplete forms **WILL NOT BE PROCESSED**. Please type or print **CLEARLY**.

Please submit the completed application form(s) in ONE of the following ways to the Program Administrator

Ontario Water Wastewater Certification Office (OWWCO) by:

1. Mail: 302 The East Mall, Suite 410
Etobicoke ON M9B 6C7
2. Fax: 416 231-2107
3. Email: info@owwco.ca

For questions on how to complete an application form, please call an OWWCO Customer Service Representative at: 416 231-2100 or 1 877 231-2122

NOTE: Where an asterisk (*) is present please refer to “*A Guide to Completing MOE Operator Certification and Classification Forms*” for further explanation.

The Examination Registration Form allows applicants to apply to write any of the following examinations: Water Treatment, Water Distribution, Water Distribution and Supply, Wastewater Treatment, Wastewater Collection, Limited Surface Water Subsystem, Limited Groundwater Subsystem, and Water Quality Analyst.

To apply to write Operator-in-Training (OIT) examination, please complete an Operator-in-Training Application Form.

Part A – Personal Information

Please ensure that all personal information requested is complete and accurate.

Part B – Examination Information

This application form must be received at least four weeks prior to the scheduled examination date. Examination schedules can be found at: <http://www.owwco.ca/schedule.htm>

In order to cancel/reschedule or alter your examination request you must inform the Program Administrator in writing **two weeks prior** to the scheduled examination date or your request will be denied. The examination application fee is non-refundable. You may reschedule this examination twice free of charge; additional examination fees will be required to reschedule a third time.

Please ensure that you write the applicable examination to match the type of certificate you wish to obtain. For example, to obtain a Class I Drinking Water certificate you must write and pass the Class I Drinking Water examination.

Applicants may only write examinations one class higher than the class of certificate that they hold. Applicants must wait a minimum of **90 days** from the date of writing to take the next class examination or to retry an examination after failure.

When a person passes an examination, the results will be valid for 5 years from the date of the examination. After 5 years, the results will no longer be considered an examination approved by the Director and the person must re-write the examination, in order to obtain an operator's certificate/licence.

Part C – Payment Information

Please ensure that all cheques and money orders are made payable to the MINISTER OF FINANCE. Cheques made out to MOE or OWWCO will be returned. For credit card payments ensure that all information is accurate and a signature is present.

Part D – Applicant Verification and Consent

Please ensure that it is filled out completely and that it is signed by the applicant.

It is an offense under the *Ontario Water Resources Act* and the *Safe Drinking Water Act, 2002* to provide false information. You should understand that should the review of this application disclose such misrepresentation, that this application may be rejected.

Part E – Check List

Please ensure that all of the items listed in the check list are included with the application including proof of grade 12, transcripts and assessment services (if applicable). Refer to www.owwco.ca for further information.

Complete this form to register for any water and wastewater certification examinations except the Operator-in-Training (OIT) examination. To apply to write an OIT examination, please complete the OIT exam application form (form 1859). This form is only for examination registration, not certificate/licence application purposes. To apply for a drinking water certificate or wastewater licence, please complete the Drinking Water Certificate (form 1854) or Wastewater Licence Application Form (form 1855).

Proof of Grade 12 completion or equivalent (GED) is required with this application form for those applicants who currently do not hold an OIT or Class 1 to 4 certificate/licence.

Part A - Personal Information

First Name	Last Name	Middle Initial
Operator ID	Your operator ID can be found on past correspondence (letters) mailed out by the Program Administrator.	

Home Address

Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Home Phone No. (including area code)	Cell Phone No. (including area code)	E-mail Address	
Name of Employer (if applicable)			
Business Phone No. (including area code)		Business Fax No. (including area code)	

Please indicate how you would prefer the Program Administrator and/or the Ministry to contact you, if required:

Business Phone
 Cell Phone
 E-mail
 Regular Mail (Canada Post)
 Fax

Part B - Examination Information

This application form must be received **at least four weeks** prior to the scheduled examination date.

A maximum of two examinations (in different categories) may be written per examination date, i.e. one water and one wastewater. Applicants may only write examinations one class higher than the class of certificate/licence that they hold. Applicants must wait a minimum of 90 days from the date of writing to take the next class examination or to retry an examination after failure.

In order to cancel/reschedule or alter your examination request you must inform the Ontario Water Wastewater Certification Office in writing, **two weeks prior** to the scheduled examination date or your request will be denied. The examination application fee is non-refundable. You may reschedule this examination twice free of charge; additional exam fees will be required to reschedule a third time.

Examination Type and Class (Please check <input checked="" type="checkbox"/> box)	Examination Date (mm/dd/yyyy) (Only ONE date per examination)	Examination Location (See examination schedule)	Price (Per examination)
Water Treatment <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			\$75
Water Distribution <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			\$75
Water Distribution and Supply <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			\$75
Wastewater Treatment <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			\$75
Wastewater Collection <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4			\$75
Limited Subsystem <input type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water			\$75
Water Quality Analyst <input type="checkbox"/> WQA			\$75

Part C - Payment Information

Please make cheques or money orders payable to the **MINISTER OF FINANCE**.

Total Payment Due

\$75 (one examination) or \$150 (two examinations)

Payment Method

Cheque(s) VISA MasterCard Money Order(s)

VISA / MasterCard Number

Card Holder's Name

Expiry Date (MM/YYYY)

Card Holder's Signature

Telephone No. (including area code)

Date (mm/dd/yyyy)

Mail Receipt To: check if same as Part A – Personal Information

First Name

Last Name

Middle Initial

Unit No.

Street No.

Street Name

PO Box

City/Town

Province

Postal Code

Part D - Applicant Verification and Consent

By signing this Examination Registration form, I hereby consent to the collection, use, and disclosure of my personal information contained in this Examination Registration form by the Ministry of the Environment and its Certification Program Administrator for the purposes of examination registration, renewals/upgrades of licences/certificates and enforcement as set out at the bottom of this form. I further declare that all information in this application is true and correct and that I understand it is an offence under the **Ontario Water Resources Act** and the **Safe Drinking Water Act, 2002** to provide false information.

Signature of Applicant

Date (mm/dd/yyyy)

Part E - Check List

Prior to submitting this application you must enclose and check off the requirements of this application to verify that your application is complete.

Proof of Grade 12 (for those applicants who currently do not hold an OIT or Class 1 to 4 certificate/licence)

Payment Enclosed (cheques and money orders need to be made payable to the **MINISTER OF FINANCE**)

Personal information provided on this form is collected by the Ontario Water Wastewater Certification Office (OWWCO) on behalf of the Ministry of the Environment in accordance with the *Safe Drinking Water Act, 2002* S.O. 2002, c. 32, as amended (SDWA) and Ontario Regulation 128/04 and the *Ontario Water Resources Act*, R.S.O. 1990, c. O.40, as amended (OWRA) and Ontario Regulation 129/04. The collection, use and dissemination of this information are governed by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31, as amended (FOIPPA).

The information gathered herein will be used for the principle purpose of assessment and verification of eligibility for, and issuing of, a drinking water operator certificate, a wastewater licence or a water quality analyst certificate; as well as for secondary purposes including reporting, investigating and law enforcement under the aforementioned Acts and regulations (including the *Health Protection and Promotion Act*, O. Reg. 318/08, O. Reg. 319/08, and the use by the Ministry of the Environment's Investigations and Enforcement Branch). Information contained on this Examination Registration form, with the exception of payment information may be disclosed to other government agencies (including municipalities, public health unit employees, the Walkerton Clean Water Centre, Ministry of Health and Long Term Care and Ministry of Natural Resources) pursuant to "section 42" of FOIPPA for the consistent purpose of administering the OWRA and the SDWA that pertains to drinking water and safety.

Any questions can be directed to an OWWCO Customer Service Representative by calling **416 231-2100** or **1 877 231-2122** or by sending your inquiry to the address below or to info@owwco.ca

Please submit the completed application form to:

The Ontario Water Wastewater Certification Office (OWWCO)
302 The East Mall, Suite 410
Etobicoke ON M9B 6C7

Or fax to: 416 231-2107

* Please refer to **A Guide to Completing MOE Operator Certification and Classification Forms** for further explanation.