

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 Operator-in-Training Examination Registration Form is used for applying to write Water Treatment, Water Distribution/Distribution & Supply, Wastewater Treatment, and Wastewater Collection operator-in-training examinations.

There is a regular OIT certificate and a 12 month temporary OIT certificate typically issued to students, allowing them to work within a water facility for only four months within a seven month period. This temporary certificate may be renewed up to four times without completing the entry-level course (ELC). Please contact the Program Administrator for further information on the temporary certificate.

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.

Attach a copy of applicant’s high school transcript, diploma or equivalent. The following is considered equivalent to having secured grade 12: a General Education Development certificate (GED), a 2-3 year certificate or 3-4 year diploma from a recognized Canadian university or community college; a secondary school graduation diploma or GED from other Canadian provinces and territories (CEJEP from Quebec) and the U.S.A.; a certificate of apprenticeship from Ontario or other Canadian provinces and territories and the U.S.A.; completion of a 2 or 3 year college program directly related to water or wastewater; and/or proof of experience from other countries. Please attach the appropriate documentation verifying completion. For education outside Canada or the U.S.A., please submit an assessment of the education from a recognized educational assessment agency. See www.owwco.ca for details on recognized assessment agencies. For documents written in a language other than English or French, the applicant must submit a notarized translated copy of the document.

To order study material(s) please complete and submit the “Study Manual Order Form”.
Please submit the completed application form to the Program Administrator as per the last page of this application.

Part A – Personal Information

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

If you have never written a certification examination or been certified, please leave the Operator ID field blank.

Part B – Examination Information

The following three sections pertain to the writing location of the examination. Please fill out the appropriate site section.

Examination sessions which have a morning and afternoon sitting shall be divided between examination categories (i.e. drinking water in morning; wastewater in the afternoon).

Persons who do not abide by the rules of an examination will not be issued a mark.

Part B1 – Program Administrator Site (OWWCO) – Please see list of examination dates on OWWCO’s web site (www.owwco.ca)

Part B2 – Municipal Site

Municipal employees may write the OIT examination at their municipal workplace, provided certain conditions are met. Examinations may only be invigilated by Ministry approved personnel.

Under no circumstances will an individual who trains or employs/manages operators or has professional relationships with operators be allowed to invigilate Class I – IV examinations or be in care or control of the examinations.

The above three circumstances are entirely at the discretion of the Ministry.

Personnel who invigilate examinations must be trained by the certification office on examination procedures. Where certification examination procedures differ from standard procedures used by the invigilator, the invigilator shall use the certification examination procedures.

Part B3 – College Site – Applies only to students in an approved college program. Please verify with your professor regarding eligibility to write at a college site.

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 *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.

Operator-in-Training Examination Registration Form

Complete this form to request an Operator-in-Training (OIT) examination and request the issuance of drinking water OIT certificate(s) upon successfully passing the examination(s). Wastewater OIT certificates will automatically be issued upon passing the examination. If you choose not to apply to have your drinking water OIT certificates issued automatically upon successful completion of the exam, you will be required to submit the "Drinking Water Operator-in-Training Certificate Issuing Form (form 1859b) following receipt of passing the examination.

You may choose to obtain a regular OIT certificate(s) OR a 12-month temporary OIT certificate(s) for students working only four months within a seven month period.

To order study material(s) please complete and submit the "Study Manual Order Form".

Please submit the completed application form to the Program Administrator as per the last page of this application.

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 (if applicable)		Your operator ID can be found on past correspondence (letters) mailed out by the Program Administrator.		
Home Address				PO Box
Unit No.	Street No.	Street Name		
City/Town			Province	Postal Code
Home Phone No. (including area code)		Cell Phone No. (including area code)		E-mail Address
Employer (if applicable)				
Business Phone Number (including area code)			Business Fax Number (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 4 weeks prior to the scheduled examination date if writing the examination at the Program Administrator Site. Please see the exam schedule for locations and dates at www.owwco.ca.

Check the OIT exam modules for which you are applying to write:

Water Treatment
 Wastewater Treatment
 Water Distribution & Supply
 Wastewater Collection

You have the option of writing 1, 2, 3, or 4 OIT examination modules (water treatment, water distribution and supply, wastewater treatment and/or wastewater collection); regardless of the number of modules the fee is \$30.

Examination Location (Check only one of the below):

- Program Administrator Site (OWWCO) → Application must be received at least 4 weeks prior to the scheduled examination date.
Complete Part B1 below
- Municipal Site → Application must be received at least 2 weeks prior to the scheduled examination date.
Complete Part B2 below
- College Site → Application must be received at least 4 weeks prior to the scheduled examination date.
Complete Part B3 below

Part B1 - Program Administrator Site (OWWCO)

Site Name (see examination schedule)	Examination Date (mm/dd/yyyy)
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Part B2 - Municipal Site

Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Examination Supervisor (First and Last Name)			Examination Date (mm/dd/yyyy)
Job Title		E-mail Address	
Phone No. (including area code)		Fax No. (including area code)	

Part B3 - College Site

Unit No.	Street No.	Street Name	PO Box
City/Town		Province	Postal Code
Examination Supervisor (First and Last Name)			Examination Date (mm/dd/yyyy)
Job Title		E-mail Address	
Phone No. (including area code)		Fax No. (including area code)	

Part C - Payment Information

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

In order to cancel/reschedule or alter your examination request you must inform the Program Administrator in writing, **2 weeks prior** to the scheduled examination date or your request will be denied and the examination fees will be forfeited. You may alter this examination request twice free of charge; following which the examination fees will be forfeited.

Wastewater OIT Licence(s) are issued at no additional cost upon successfully passing the wastewater module of the OIT examination.

Drinking water OIT certificate(s) have a \$30 issuance fee per each certificate and can be issued upon receipt of payment with this application form and a passing mark on the water modules of the OIT examinations.

If a refund is requested, payment will be returned to the original payment source (i.e. individual, employer, etc.) by method in which the payment was received by the Program Administrator.

If you would like to obtain your drinking water certificate(s) without submitting another application form following the receipt of your examination mark, please indicate which OIT certificate type you are requesting:

- Regular OIT certificate(s) – valid for 16 months
- 12 Month Temporary OIT certificate(s) – for students working for students working only 4 months within a 7 month period.

Total Payment Due

- \$30 – OIT examination(s) only
- \$60 – for OIT examination(s) and the issuance of ONE drinking water certificate (i.e. water treatment OR water distribution & supply)*
- \$90 – for OIT examination(s) and the issuance of BOTH drinking water certificates (i.e. water treatment AND water distribution & supply)*

* Certificate(s) will only be issued upon a passing grade on the examination(s).

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: <input type="checkbox"/> 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)
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Part D - 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)
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.
- 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.