



FAX to 807-223-8426

Fields marked with an asterisk (*) are mandatory.

Instructions

Complete this form to request the issuance of drinking water and wastewater operator-in-training (OIT) certificate(s)/ licence(s), including water treatment, water distribution/distribution and supply, wastewater treatment and wastewater collection.

Prior to submission of this application form, please ensure that you have received a letter indicating a passing grade on the OIT examination(s) and that the Program Administrator has received proof of completion of Grade 12 or equivalent (e.g. GED).

Submit to the Ministry, care of the Ontario Water Wastewater Certification Office (OWWCO). Please submit your application in one of the following ways:

1. Mail: Ontario Water Wastewater Certification Office (OWWCO) 302 The East Mall, Suite 600 Etobicoke ON M9B 6C7

2. Fax: 416-231-2107

For questions please contact an OWWCO representative at info@owwco.ca, 416-231-2100 or 1-877-231-2122

Part A - Applicant Verification and Consent

By signing this Operator-in-Training Certificate and Licence Issuance form, I hereby consent to the collection, use, and disclosure of my personal information contained in this Operator-in-Training Certificate and Licence Issuance form by the Ministry of the Environment and Climate Change and its Certification Program Administrator for the purposes of examination registration, issuance/renewals/upgrades of certificates/licences and enforcement as set out in Part D 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 *

Date (yyyy/mm/dd) *

Part B - Personal Information

Last Name *

First Name *

Middle Initial

Operator ID

Email Address *

Home Address

Unit Number

Street Number

Street Name

PO Box

City/Town *

Province *

Postal Code *

Telephone Number *

Cell Phone Number *

Please indicate how you prefer to be contacted: *

[x] Email [] Mail (Canada Post) [] Home Phone [] Cell Phone

Name of Employer (if applicable)

Business Phone Number

ext.

Part C - Certificate/Licence Request

Please check the box (x) for the type of OIT certificate(s)/licence(s) for which you are applying: *

[] Water Treatment

[] Water Distribution/Distribution and Supply

[] Wastewater Treatment

[] Wastewater Collection

Operator-in-Training Examination Registration

The Operator-in-Training Examination Registration form is used for applying to write any or all of the following Operator-In-Training (OIT) examinations:

- Water Treatment
- Wastewater Treatment
- Water Distribution/Distribution and Supply
- Wastewater Collection

Please note that the Water Distribution OIT exam and the Water Distribution and Supply OIT exam are the same.

Part D - Operator-In-Training Examination Information

This application form must be received at least 4 weeks prior to the scheduled examination date. Please see the Exam Schedule for locations and dates for Program Administrator site exam sessions.

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 an examination twice free of charge, examinations may not be rescheduled a third time. If you do not write an examination on the second reschedule date, to write the examination you must submit a new application along with the required payment.

Select the language for your examination(s) * English French

You have the option of writing 1, 2, 3, or 4 OIT examination modules (water treatment, water distribution/distribution and supply, wastewater treatment and/or wastewater collection); regardless of the number of modules the fee is \$50.

Select your examination module(s): *

Water Treatment Water Distribution/Distribution and Supply Wastewater Treatment Wastewater Collection

Examination results are sent to your personal email address on file. To receive examination result by regular mail check here

Examination Session Type *

Program Administrator Site (OWWCO) College Site

Part D1 - Program Administrator Site (OWWCO)

Complete this section if you are requesting to write an examination at a scheduled Program Administrator's site:

Site Name (see Exam Schedule) *

Examination Date (yyyy/mm/dd) *

Part E - Certificate/Licence Request

Would you like to request the issuance of OIT certificate(s)/licence(s) upon a passing grade on the examination(s): * Yes No

Please check the box () for the type of OIT certificate(s)/licence(s) for which you are applying: *

Water Treatment Water Distribution/Distribution and Supply
 Wastewater Treatment Wastewater Collection

Part F - Check List

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

- Proof of Grade 12 or equivalent (GED)
- Payment Enclosed *
- Your signature to verify the information provided. *

Personal information provided on this form is collected by the Ontario Water Wastewater Certification Office (OWWCO) on behalf of the Ministry of the Environment and Climate Change 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. 313/08, O. Reg. 319/08, and the use by the Ministry of the Environment and Climate Change'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.

Part G - Payment Information

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

Total Payment Due
\$50.00

Payment Method*
 Cheque(s) VISA MasterCard Money Order(s)

Card Holder's Name	VISA / MasterCard Number	Expiry Date (mm/yy)
Card Holder's Signature	Date (yyyy/mm/dd)	Phone Number ext.

Receipt Information

Send Receipt

To: Same as Part B By: * Email Regular Mail (Canada Post)

Last Name *		First Name *	Middle Initial
Unit Number	Street Number	Street Name	PO Box
City/Town *		Province *	Postal Code *
Email Address *			



Keewaytinook Centre of Excellence

Phone: 807-737-1135 ext. 4000
Fax: 807-223-8426

Suite 209, 100 Casimir avenue
Dryden, ON P8N 3L4

Ontario Water Wastewater Certification Office
302 The East Mall, Suite 600
Etobicoke, ON
M9B 6C7

TO: Ontario Water Wastewater Certification Office

RE: Exam Confirmation Letters

Please forward the exam confirmation letters via email to info@watertraining.ca as well as to my address on the application.

Thank you.

Operator Signature



Acknowledgement of Understanding

Complete this sheet if you are writing a drinking water or wastewater examination without having provided proof of completing Grade 12 or equivalent.

Examination type (e.g. Operator-in-Training Exam)

I understand that once I have written and passed the above examination I will not be eligible for the issuance of any certificate(s)/licence(s) until I have provided the Ontario Water Wastewater Certification Office (OWWCO) with proof of completion of Grade 12 from the Province of Ontario, or equivalent education qualifications in accordance with the mandatory requirements of Schedule 2, Qualifications for Operator's Certificates/Licences, of O. Reg. 128/04, and O. Reg. 129/04.

Please note examination results are valid for a period of 5 years. After 5 years, the results will no longer be considered an examination approved by the Director and the examination must be re-written in order to obtain an operator's certificate/licence.

For information on what is considered equivalent to Grade 12 please see the Ministry of the Environment's Guideline 3.1 *Grade 12 Equivalency*.

I (print name above) agree to the above terms

Signature (please sign above)

Dated (mm/dd/yyyy)

Please return this completed sheet to OWWCO along with your exam application.

If you have any questions regarding this sheet please contact OWWCO customer service at:

Tel: 416 231-2100
Toll Free: 1 877 231-2122
Fax: 416-231-2107
Email: info@owwco.ca