

# How To...

## Upgrade your Water and/or Wastewater Certificate/Licence

### INTRODUCTION

The minimum requirements for a person to operate a municipal residential drinking water system or domestic wastewater facility is to obtain an Operator-in-Training certificate of the type of drinking water system or wastewater facility they will operate (please see "how to become an OIT" guide for information on how to obtain an OIT certificate). Operators can obtain a Class I,II,III or IV operator's certificate/licence by fulfilling the following experience and education requirements.

### STEPS TO APPLY FOR A CERTIFICATE/LICENCE UPGRADE

(See Ministry Guideline 3.4 and 3.4b for detailed instructions)

1. Ensure that you meet the requirements outlined on the table below for the appropriate class of certificate or licence.
2. Complete the appropriate application:
  - a. Drinking Water Certificate - Complete and submit the "Drinking Water Certificate Application Form" (1854) for a Drinking Water class I-IV certificate, Limited Subsystem certificate, or WQA certificate. A fee of \$115 is required to be submitted with your completed application.
  - b. Wastewater Certificate - Complete and submit the "Wastewater License Application Form" (1855) for a Wastewater class I-IV licence. A fee of \$ 115.00 is required to be submitted with your completed application.

All applications are to be submitted to the OWWCO office at:

**Ontario Water Wastewater Certification Office**

302 The East Mall, Suite 410

Etobicoke, ON M9B 6C7

Fax: (416) 231-2107

3. Upgrade applications may take up to 30 days to process on receipt of a COMPLETE application and payment of correct fees.

## SUMMARY OF REQUIREMENTS FOR A CERTIFICATE/LICENCE UPGRADE

(See Ministry Guideline 3.4 and 3.4b for detailed requirements)

Certificate Requested	Lower Level certificate/licence requirement to obtain higher class of certificate/licence	Education/ Training	Experience	Exam	Additional Requirements	Substitutions Allowed
<b>Class I</b> Water Treatment/ Water Distribution/ Water Distribution & Supply	An Operator-in-Training certificate of the same type as the type of class I certificate requested	Grade 12 or equivalent.	1 year valid* "hands on" operational experience or "on-site charge experience" in the type of municipal residential drinking water subsystem for which a certificate is required.	Obtain a mark of 70% or higher on the appropriate Class I water exam.	Complete the Entry Level Drinking Water Operator Course, (visit <a href="http://www.wcwc.ca">www.wcwc.ca</a> for details of this course)	None
<b>Class I</b> Wastewater Treatment or Wastewater Collection	An Operator-in-Training licence of the same type as the type of class I licence requested	Grade 12 or equivalent.	1 year valid* "hands on" operational experience or "on-site charge experience" in the type of domestic wastewater facility for which a licence is required.	Obtain a mark of 70% or higher on the appropriate Class I Wastewater exam.	None	None
<b>Class II</b> Water Treatment/ Water Distribution/ Water Distribution and Supply certificate or Wastewater Treatment/Wastewater Collection licence	Must hold a class I certificate/licence or be deemed to hold a class I certificate/licence of the same type as the type of class II certificate/licence requested	Grade 12 or equivalent.	3 years valid* operational experience in the type of municipal residential drinking water subsystem/classified wastewater facility as of the date you were issued your OIT certificate/licence.	Obtain a mark of 70% or higher on the appropriate Class II exam.	None	50% of experience requirements can be substituted by using CEUs or experience obtained in a different type of water subsystem or wastewater facility (refer Ministry of Environment guideline(s)3.4/ 3.4b)
<b>Class III</b> Water Treatment/ Water Distribution/ Water Supply & Distribution certificate/Wastewater	Must hold a class II certificate/licence of the same type as the type of class III certificate/licence requested	Grade 12 or equivalent + 2 years of post secondary education or	4 years valid* operational experience in the type of municipal residential drinking water subsystem/classified wastewater facility as of the date	Obtain a mark of 70% or higher on the appropriate Class III	None	50% of the experience requirement can be substituted by using CEUs or experience

Certificate Requested	Lower Level certificate/licence requirement to obtain higher class of certificate/licence	Education/ Training	Experience	Exam	Additional Requirements	Substitutions Allowed
Treatment or Wastewater Collection licence		training the Director considers relevant (this is equal to 90 CEUs)	you were issued your OIT certificate/licence, At least 2 years of the experience must be as an Operator in Charge in that type of Class II, III or IV system	exam.		obtained in a different type of water subsystem or wastewater (refer guideline(s) 3.4 / 3.4b)  50% of the CEU requirement can be met by substituting "excess" OIC experience
<b>Class IV</b> Water Treatment/ Water Distribution/ Water Supply & Distribution certificate/Wastewater Treatment or Wastewater Collection licence	Must hold a class III certificate/licence of the same type as the type of class IV certificate/ licence requested	Grade 12 or equivalent + 4 years of post secondary education or training the Director considers relevant ( this is equal to 180 CEUs)	4 years valid* operational experience in the type of municipal residential drinking water subsystem/domestic wastewater facility as of the date you were issued your OIT certificate/licence. At least 2 years of experience must be as an Operator in Charge in that type of Class III or IV system	Obtain a mark of 70% or higher on the appropriate Class IV exam.	None	50% of experience requirements can be substituted by using CEUs or experience obtained in a different type of water subsystem or wastewater facility (refer guideline(s) 3.4 /3.4b)  50% of the CEU requirement can be met by substituting "excess" OIC experience

\*Valid operational experience is operational experience obtained while holding a valid certificate/licence.

Hands-on means the applicant has been actually operating a system and that the knowledge possessed was, at least in part, gathered from daily operating experience of a system and not merely from a text book study.

On-site charge means the applicant has operational responsibility for a system, and although may not be making physical hands-on operational changes, is making routine operational decisions and providing detailed and specific operational instructions to other operators. On-site charge experience would normally only apply to persons directly supervising operators.