

HOW TO...

RENEW YOUR LEVEL I TO IV LICENCE / CERTIFICATE

Introduction:

Operators are required to renew their certificates/licences every **three years** to remain certified in the province of Ontario. To renew a certificate/licence there are training requirements to be met that involve experience and training courses. Different requirements exist for Drinking Water and Wastewater operators (see below for detailed requirements).

Renewal notifications are mailed to operators home address three months prior to a certificate/licence expiring as a reminder of the upcoming expiry date. If you have not received a notice within two months of expiry contact the Ontario Water Wastewater Certification Office (OWWCO). Renewal forms may also be found at the OWWCO website (<http://www.owwco.ca/renewal.htm>). Renewal applications received greater than three months before the expiry date will not be accepted.

Please ensure that you notify OWWCO of any changes in your home address changes.

Steps to Renew your Certificate/Licence:

1. Ensure you have met the renewal requirements for your class of certificate and/or facility (see below for detailed chart).
2. Complete and submit the “Drinking Water Operator and Water Quality Analyst Renewal” form (1984) for a renewal of a Drinking Water class I-IV certificate, Limited Subsystem certificate, or WQA certificate. The renewal fee for a Drinking Water Certificate class 1 to 4, Limited Ground Water and Limited Surface Water operator certificate is \$115.00. For a Water Quality Analyst certificate, the renewal fee is \$75. Payments must be made payable to ‘Minister of Finance’

Complete and submit the “Wastewater Operator Licence Renewal Application” form (2017) for a renewal of a Wastewater licence, class I-IV. The renewal fee for a Wastewater Licence is \$75.00, to be submitted with your complete application. Payments must be made payable to ‘Minister of Finance’

Complete and submit the “Wastewater Operator-in-Training Licence Renewal Application” form (2018) for a renewal of a Wastewater OIT licence. The renewal fee for a Wastewater OIT Licence is \$75.00, to be submitted with your complete application. Payments must be made payable to ‘Minister of Finance’

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. Renewal applications may take up to **21 days** to process. In order to ensure that your certificate/licence does not lapse please ensure that your application is submitted at least 3 weeks prior to your expiry date.

Requirements to Renew your Certificate/Licence:

DRINKING WATER CERTIFICATE

1. **Mandatory Renewal Course**, offered through the Walkerton Clean Water Centre (www.wcwc.ca). This course must be taken once during three years prior to your expiry date. For example if your expiry date is January 31, 2012, you must have completed the mandatory renewal course between February 1, 2009 and January 31, 2012. The mandatory course offered changes every 3 years; however an operator is only required to take the mandatory course once within their renewal period.
2. Verify 3 months of experience related to that of an operator within the previous three years. This experience can include experience as a wastewater operator, manager within a water/wastewater facility or any other job which would directly expose you to the water/wastewater industry. For a detailed explanation of what qualifies as “Related” duties, see Guideline 3.4 (Experience as a Drinking Water Operator). Contact OWWCO if you have any concerns regarding your experience.

3. Director Approved Continuing Education Units (CEUs) and On-the-Job training. The amount of training hours required is based on the highest class of drinking water subsystem you operate. If you do not currently operate in a drinking water subsystem, the training requirements are based on the highest class of water certificate you hold. Listed below are these training requirements, to renew a Drinking Water certificate, the training hours in the chart below are to be completed within the three year renewal period: COMMENT – SIMPLIFY THE CHART BELOW BY SIMPLY HAVING THE HOURS FOR THE MAXIMUM FACILITY

CLASS OF DRINKING WATER SUBSYSTEM YOU ARE EMPLOYED IN*

	CLASS I WT/WD/ WDS	CLASS II WT/WD/ WDS	CLASS III WT/WD/ WDS	CLASS IV WT/WD/ WDS	LIMITED SUBSYSTEM	WATER QUALITY ANALYST
CEUs (Director Approved Training)	2.1	3.6	4.2	4.2	2.1	2.1
On-the-job training (hours)	69	69	78	108	69	39

*If you work in more than one subsystem, use the highest Class of system you work in. If you are currently not employed in a drinking water subsystem, the class of certificate you hold determines the hours of training required. For example if you are not employed as an operator and you hold a Class II certificate, you would require 3.6 CEUs of Director Approved Training and 69 hours of on-the-job training.

CEUs listed above refer to DIRECTOR APPROVED CEUs, where 1.0 CEUs = 10 contact hours. A list of courses approved by the Ministry of Environment as Director Approved CEUs can be found on the OWWCO website, www.owwco.ca.

WASTEWATER LICENCE

1. Verify that you have performed operational or related duties within the previous 5 years. This experience can include experience as a water operator, manager within a water/wastewater facility or any other job which would directly expose you to the water/wastewater industry. For a detailed explanation of what qualifies as “Related” duties, see Guideline 3.4b (Experience as a Wastewater Operator). Contact OWWCO if you have any concerns regarding your experience.

OIT CERTIFICATES/LICENCE RENEWALS

	DRINKING WATER OIT	WASTEWATER OIT
APPLICATION FORM	Drinking Water Operator-in-Training Renewal form	Wastewater Operator-in-Training Licence Renewal Application (2018)
ADDITIONAL REQUIREMENTS	<p>Drinking Water Operator-in-Training certificates are only renewed if the following conditions are met:</p> <p>1) Completed the Entry Level Course through the Walkerton Clean Water Centre.</p> <p>Unable to obtain a Class 1 certificate as a result of lack of operating experience. Applicants must attach a letter explaining why the 1 year of experience was not obtained. (as per guideline 2.4)</p> <p>A drinking water OIT certificate can only be renewed <u>once</u>.</p>	No additional requirements.

An OIT operator may be eligible for **one-time 3 year renewal; the operator must submit the Drinking Water Certificate renewal application, along with a letter detailing the reasons why the renewal is being requested. See Guideline 2.4 (Drinking Water OIT Requirements) for further detail on this process.

FREQUENTLY ASKED QUESTIONS ABOUT RENEWING YOUR LICENCE / Certificate

1. What constitutes ‘director approved’ continuing education training for complying with the new training requirements in O. Reg. 128/04.

Training that meets the following criteria will be recognized as ‘director approved’ continuing education training:

- Structured course that involves contact between the learner and the training provider
- Has documented learning objectives
- Includes a means to verify that the participants has learned the material covered in the course
- Includes a course evaluation form to be completed by each participant
- Is planned and provided by a qualified training provider
- Includes a course completion certificate issued by the training provider to participants who successfully complete the course
- Is on subject matter directly related to the duties typically performed by an operator.

For further information, please review [Guideline 4.2](#)

2. What constitutes on-the-job practical training for complying with the new training requirements in O. Reg. 128/04.

On-the-job training would typically occur in the workplace of the operator receiving the training, or in another drinking water system. It could include demonstrations, instruction, or training on subjects defined in [Guideline 4.3](#).

To be considered for certificate renewal, the training must meet the following:

- Be a structured learning event, involving contact between the learner and instructor
- Have documented learning objectives
- Be delivered by a training provider with expertise in the subject matter that is being covered
- Include a record of the training
- Is on subject matter directly related to the duties typically performed by an operator.

Note: Time spent on a ministry inspection is not considered on-the-job practical training for the purpose of meeting this training requirement.

For further information, please review [Guideline 4.3](#)

3. Is there an obligation for an owner to provide the annual training requirements for Drinking Water Operators-in-training(OITs)?

Yes. The owner or operating authority of a subsystem shall take reasonable steps to ensure that every operator employed in the subsystem completes the annual number of hours of training in each of the three years for which the operator's certificate is valid. Completion of the Entry Level Training course would satisfy the requirements to complete the mandatory training course. The continuing education units obtained by taking the Entry Level Training may also be applied to the annual training requirements.

Example: If an OIT was employed in a Class II Water treatment system, they would have to take an average of 12 hours or more of continuing education per year during the 3 year duration of the OIT certificate, including the mandatory training course, with the remaining hours to the minimum total of 35 hours as on-the-job practical training. By taking the Entry Level Training course (worth 70 hours) the OIT has not only met the requirements for mandatory training, but has also fulfilled all 36 hours of continuing education and 34 hours of the 69 hours required for the on-the-job practical training.

4. I am an operator in two different types of drinking water subsystems, and I hold two different certificates. What hours of training must I meet?

An operator who works in more than one type and/or class of drinking water subsystem during the same period of time must complete the hours of training requirement for the highest type and class of subsystem in which they work.

Where an operator holds more than one type of certificate, the hours for the highest type and class of subsystem in which the operator works will be applied against the renewal of both certificates. The training will be verified each time the certificate with the earliest renewal date comes up for renewal.

Example: An operator who works in a Class II Water Treatment facility and a Class I Distribution facility will have to complete the training requirement for the Water Treatment subsystem. The Water Treatment subsystem is the highest type of subsystem of the two. That operator would need a minimum of 105 hours of training, which includes 36 or more hours of continuing education and the remaining hours as on-the-job practical training.

If this operator held a Class I Water Treatment certificate (expiry date of January 2008) and Class I Water Distribution certificate (expiry date October 2007), the operator would need to verify the minimum 105 hours of training when the water distribution certificate is to be renewed because it expires first. However, the operator would not have to verify the training for the water treatment certificate when it is to be renewed.

For further information, please review the [Certification Guide for Operators and Water Quality Analysts of Drinking Water Systems](#).

5. What is the difference between a Continuing Education Unit (CEU) and hours of training?

A Continuing Education Unit is an internationally accepted way to assess course duration. 10 training hours of approved training is equivalent to 1 CEU. Please note that the approved hours of training and the actual course duration may sometimes be different. All courses listed in the OWWCO website of approved trainers are listed in CEUs. To calculate the number of hours each course is worth multiply the CEU value by 10.

Example: A course provided by an approved trainer is listed as having 3.6 CEUs. The equivalent worth of this course is 36 hours of approved training.

6. How many hours of training must I take per year if I hold a wastewater treatment/collection licence and a water treatment/distribution and supply certificate?

In order to renew your drinking water certificate you must take 20-50 hours of training annually on topics directly related to drinking water. This training is broken down into “director approved continuing education” and “on-the-job practical training”. The actual number of hours depends on the highest class of drinking water system you work in; for more details please see the [guidelines 4-2](#) and [4-3](#) available on the OWWCO’s website (www.owwco.ca). This training must be verified every three years when you renew your drinking water certificate.

Owners of wastewater facilities must ensure that every operator in the facility is given 40 hours of training every year. Subjects may include “training on new or revised operating procedures, reviews of existing operating procedures, safety training and studies of information and technical skills related to environmental subjects”. (s.21(2), O.Reg 129/04). This training may be verified by a Ministry inspector during an inspection.

If training is taken on subjects directly related to both wastewater and drinking water it may be applied to both sets of training.

Example: a 12 hour course (1.2 CEU) on pump maintenance or chlorination could be used to meet both the drinking water and wastewater training requirements.

A course which is strictly applicable only to wastewater system operation (e.g., activated sludge) may only be used to meet the 40 hour wastewater requirement. Currently, a course which is related primarily to drinking water may, however, be used to meet both your drinking water and wastewater training requirements.

As a result of the above rules, the number of hours of training required per year will depend on the topics of the courses you complete.

For further information, please see [guidelines 4-2](#) and [4-3](#).