



## Operator Certification Board

C/O Mail Room, 3211 Albert Street  
 Regina, SK S4S 5W6  
 Phone # (306) 789-3430 Fax # (306) 789-3429

### Certification Application Form Water and Wastewater Utility Operators

Are you applying for an upgrade or change to your existing mandatory certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant Contact Information				
First Name	Middle Initial	Last Name		
Address	City/Town	Province	Postal Code	
Home Phone	Work Phone	Cel. Phone	Fax Number	

Application Instructions
<ol style="list-style-type: none"> <li>1. Applications must be received a minimum of 1 week prior to a scheduled meeting date.</li> <li>2. Applications will not be processed without acceptable documentation of education.</li> <li>3. Enclose a copy of your certification exam results.</li> <li>4. The non-refundable application fee of \$150.00 is required <b>unless</b> applying for an upgrade to an existing valid certificate. Cheques should be made payable to the Operator Certification Board and mailed to the address listed above.</li> <li>5. The Applicant must sign the application and the applicant's supervisor must verify their operating experience and employment period.</li> </ol>

### Certification Request

Please circle the level for the category(s) you are requesting certification in.				
Category	Level			
Small Water System	X			
Small Wastewater System	X			
Water Treatment	1	2	3	4
Water Distribution	1	2	3	4
Wastewater Treatment	1	2	3	4
Wastewater Collection	1	2	3	4

## Education / Related Courses and Certification Examinations

**APPLICATIONS WILL NOT BE PROCESSED WITHOUT DOCUMENTATION OF EDUCATION**

- The secondary education document must be submitted in the form of an official high school or GED transcript.
- If education concluded prior to 1971 **or** prior to grade 10, a signed affidavit or declaration can be submitted stating the last level of education achieved.
- Submit documentation of any post-secondary university, college or trade school programs completed.
- Include documentation of all courses, seminars and workshops approved by the Ministry of Environment related to water and wastewater operations.
- Submit a copy of your certification exam results.
- **Documentation that has already been submitted is on file and does not need to be resubmitted.**

## Authorization

I hereby certify with my signature that all information contained in this application is true and correct. I understand that any omissions or misrepresentations may result in ineligibility for the certification applied for or revocation of any certificate granted. I also consent to an investigation of my employment record and education background for the purpose of verifying my qualifications for the certificate for which I have applied.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## Summary of Water Treatment Experience

Please complete a separate page for **water treatment** operating experience obtained with another employer

Employer

Facility Classification  
Please circle:

Class 1

Class 2

Class 3

Class 4

Position:

Supervisors Name:

## Water Treatment Operational Experience

From: (mmm/yy)

To: (mmm/yy)

Typical hours/day operating facility

Typical days/week operating facility

Please describe below your responsibilities and duties operating the **water treatment** facility







## Wastewater Collection Direct Responsible Charge Experience (DRC)

Please do not indicate DRC experience earned prior to the date of your first certification. DRC earned prior to certification is not applicable and will not be counted.

From (mmm/yy):	To (mmm/yy):	Describe below your DRC responsibilities at the facility

## Verification by Supervisor

I hereby certify with my signature that the operating experience described above is true and correct. I understand that any omissions or misrepresentations may result in ineligibility of the applicant or revocation of any certificate granted.

Print name:	Position:
Signature:	Date: