



# WATER AND WASTEWATER OPERATOR CERTIFICATION EXAM APPLICATION



**Environment**

## APPLICATION INSTRUCTIONS

1. In keeping with the privacy provisions of the *Nova Scotia Freedom of Information & Protection of Privacy Act*, Nova Scotia Environment will only use personal information for the purpose for which the information was obtained or compiled, or for a use compatible with that purpose.
2. Information regarding operator certification including certification exams can be found on our website at: <http://NovaScotia.ca/wwoc>.
3. Exams may only be written during scheduled exam sessions as posted on our website. Applications must be received prior to the deadline listed on the exam schedule.
4. The applicant and the applicant's supervisor must sign this application.
5. Minimum education and operating experience requirements are included at the end of this application.
6. The exam fee of \$100 must be **paid at the time the exam is written**. Please pay by cheque or money order made payable to "Nova Scotia Minister of Finance". Payment by cash or credit card is not accepted.
7. Please send completed applications to: Operator Certification Administrator C/O Sandra Hartley, Nova Scotia Environment, PO Box 442, 1894 Barrington St., Suite 1800, Halifax, NS B3J 2P8. Alternatively, you may fax to (902) 424-1080 or Scan and email to [wwoc@NovaScotia.ca](mailto:wwoc@NovaScotia.ca).
8. Inquiries may be directed to 902-424-2553 or 902-774-0396.

## APPLICANT CONTACT INFORMATION

|                 |               |                        |            |                     |  |
|-----------------|---------------|------------------------|------------|---------------------|--|
| FIRST NAME      |               | MIDDLE NAME OR INITIAL |            | LAST NAME           |  |
| MAILING ADDRESS |               |                        |            | CITY/TOWN/COMMUNITY |  |
| PROVINCE        | POSTAL CODE   | EMAIL                  |            |                     |  |
| HOME NUMBER     | MOBILE NUMBER | WORK NUMBER            | FAX NUMBER |                     |  |

### CERTIFICATIONS PRESENTLY HELD

|                       |               |               |
|-----------------------|---------------|---------------|
| Operator-In-Training  | CERTIFICATE # |               |
| Water Treatment       | CLASS         | CERTIFICATE # |
| Water Distribution    | CLASS         | CERTIFICATE # |
| Wastewater Treatment  | CLASS         | CERTIFICATE # |
| Wastewater Collection | CLASS         | CERTIFICATE # |

### CERTIFICATION EXAM REQUESTED (CHOOSE ONE ONLY)

|                       |                            |                             |                              |                             |
|-----------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| Water Treatment       | <input type="checkbox"/> I | <input type="checkbox"/> II | <input type="checkbox"/> III | <input type="checkbox"/> IV |
| Water Distribution    | <input type="checkbox"/> I | <input type="checkbox"/> II | <input type="checkbox"/> III | <input type="checkbox"/> IV |
| Wastewater Treatment  | <input type="checkbox"/> I | <input type="checkbox"/> II | <input type="checkbox"/> III | <input type="checkbox"/> IV |
| Wastewater Collection | <input type="checkbox"/> I | <input type="checkbox"/> II | <input type="checkbox"/> III | <input type="checkbox"/> IV |

## EXAMINATION SESSION DATE AND LOCATION

|   |  |                                |      |
|---|--|--------------------------------|------|
| <input type="checkbox"/> NSE Exam Session |  | <input type="checkbox"/> Other |      |
| LOCATION                                  |  |                                | DATE |

## HIGH SCHOOL EDUCATION

GRADE ATTAINED

Documentation of completed education must be submitted if not already on file.

## UNIVERSITY, COLLEGE, OR TRADE SCHOOL EDUCATION (IF APPLICABLE)

CERTIFICATE / DIPLOMA / DEGREE

# YEARS

CERTIFICATE / DIPLOMA / DEGREE

# YEARS

If applicable, please provide documentation of any university, college or trade school programs with application.

## RELATED WATER & WASTEWATER TRAINING

- Please include documentation of all courses, seminars, conferences etc. that you have taken related to water and wastewater operations.
- Please ensure that the number of hours, number of days or number of CEUs obtained is noted on the documentation.
- If you are unsure if something is applicable, include it with your application and the administrator will evaluate if it is acceptable.
- Documentation that has already been submitted is on file and does not need to be resubmitted

## DECLARATION OF APPLICANT

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

DATE

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

**APPLICATIONS THAT ARE NOT COMPLETE WILL BE RECORDED AS INCOMPLETE AND WILL NOT BE PROCESSED. THE APPLICANT WILL BE ADVISED BY MAIL.**

## SUMMARY OF RELEVANT EXPERIENCE

Please complete a separate page for relevant operating experience obtained with another employer.

|          |  |
|----------|--|
| EMPLOYER |  |
| FACILITY | FACILITY CLASSIFICATION (I, II, III, IV) |
| POSITION | SUPERVISOR'S NAME                        |

## OPERATIONAL EXPERIENCE

|             |           |                                      |                                      |
|-------------|-----------|--------------------------------------|--------------------------------------|
| FROM (m/y): | TO (m/y): | TYPICAL HOURS/DAY OPERATING FACILITY | TYPICAL DAYS/WEEK OPERATING FACILITY |
|-------------|-----------|--------------------------------------|--------------------------------------|

Please describe below your responsibilities and duties which are related to the exam applied for.

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## DIRECT RESPONSIBLE CHARGE EXPERIENCE

|             |           |  |
|-------------|-----------|--|
| FROM (m/y): | TO (m/y): | Please describe below your direct responsible charge responsibilities related to the exam applied for. |
|-------------|-----------|--|

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## 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     |

## OPERATOR CERTIFICATION EDUCATION AND EXPERIENCE REQUIREMENTS

| Pre-requisites |     |   |                             |   |
|----------------|-----|---|-----------------------------|---|
| Class          |     | Acceptable Operating Experience   | Education                   | Post-Secondary Education  |
| Class I        | OIT | 1 year at Class I or higher facility  | Grade 12, GED or equivalent | -   |
| Class II       | I   | 3 years at Class I or higher facility   | Grade 12, GED or equivalent | -   |
| Class III      | II  | 4 years at a Class II or higher facility, including 2 years of direct responsible charge  | Grade 12, GED or equivalent | 2 years or 90 CEUs of post high school training or education in the water or wastewater field, engineering, or related science  |
| Class IV       | III | 4 years at a Class III or higher facility, including 2 years of direct responsible charge | Grade 12, GED or equivalent | 4 years or 180 CEUs of post high school training or education in the water or wastewater field, engineering, or related science |

- As per the Nova Scotia *Water and Wastewater Facilities and Public Drinking Water Supplies Regulations*.
- 45 CEUs = 1 year post secondary education and 1 CEU = 10 hours of training

## EDUCATION SUBSTITUTIONS IF SHORT ON EXPERIENCE

| Education or training                    | May be substituted for   | Limit                            |
|--|--|----------------------------------|
| 1 year of post secondary                 | 1 year of operating or DRC experience (Class II, III, and IV only) | Up to 50% of required experience |
| 45 CEUs of specialized operator training | 1 year of operating or DRC experience (Class II, III, and IV only) | Up to 50% of required experience |

Operating experience and education/training used as part of the requirement for certification cannot be utilized for substitutions.

## OPERATING EXPERIENCE SUBSTITUTIONS IF SHORT ON EDUCATION

| Experience  | May be substituted for              | Limit   |
|---|-------------------------------------|---------|
| 1 year of operating or DRC experience                                   | 2 years of education (Grade 1 to 8) | None    |
| 1 year of operating or DRC experience                                   | 1 year of education (Grade 9 to 12) | None    |
| For Class III, 1 year of DRC (only) experience in Class II or higher    | 1 year of post secondary            | 1 year  |
| For Class IV, 1 year of DRC (only) experience in hi Class III or higher | 1 year of post secondary            | 2 years |
| 45 CEUs of specialized operator training                                | 1 year of post secondary            | None    |

Operating experience and education/training used as part of the requirement for certification cannot be utilized for substitutions.