

Information Bulletin - Operator Certification

All water treatment (WT), water distribution (WD), wastewater treatment (WWT), and wastewater collection (WWC) facility operators in Manitoba must be certified under the [Water and Wastewater Facility Operators Regulation 77/2003](#). WT, WD, WWT, and WWC facility owners are responsible for employing certified operators.

Certification requirements

The following are the general minimum requirements to qualify for unrestricted certification. Some substitutions are available for education and experience. For details, visit <http://web2.gov.mb.ca/laws/regs/current/pdf-regs.php?reg=77/2003> for a copy of the Water and Wastewater Facility Operators Regulation.

Facility class	Must currently hold this certificate ¹	Certification Exam (Passing grade is 70%)	Education	Post-high school education	Operating experience	Direct responsible charge (DRC) operating experience ^{***}
Small System		Small System	Grade 10 / GED 10	N/A	0.5 years	
Class 1		Class 1	Grade 12 / GED 12		1 year*	
Class 2	Class 1	Class 2			3 years**	
Class 3	Class 2	Class 3		2 years of applicable post-secondary education or 90 CEUs	4 years in a class 2 facility, or a facility of a higher class**	2 of the 4 years must be DRC experience obtained while holding a Class 2 certificate
Class 4	Class 3	Class 4		2 years of additional applicable post-secondary education or additional 90 CEUs.	4 years in a class 3 facility, or a facility of a higher class**	2 of the 4 years must be DRC experience obtained while holding a Class 3 certificate

¹ Must hold this certificate for at least one year

* At same Class or higher

** 50% can be substituted with relevant post-secondary education or continuing education units (CEUs);

*** 50% can be substituted with CEUs up to a maximum of 45 CEUs (equal to one year of DRC experience)

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All operators applying for a new certificate or upgrading their certificate must become certified in order from Class 1 through Class 4. A new operator must start from operator-in-training or Class 1 (whichever is applicable), then work their way up to the required level. A Class 2 operator cannot apply for Class 4 until they apply for Class 3 first. All certification renewals will be at the current level of certification (i.e. a Class 4 operator will renew at Class 4).

The certification exam schedule is available online at

https://www.gov.mb.ca/sd/pubs/waste_management/wastewater/current_exam_schedule.pdf

Application for Exam Registration must be submitted at least two weeks before the exam date. The form is available online at

https://www.gov.mb.ca/sd/pubs/waste_management/wastewater/exam_registration.pdf

Online Payment is available at

<https://forms.gov.mb.ca/water-and-wastewater-operator-certification-online-payment/>

Operators must wait four months after failing an exam before re-writing. Operators may not write exams for the same or lower categories than they have already passed, unless required by the Certification Program. Exams must be written in sequence starting at the lowest level (Class 1) and increasing to the highest level required. Exam results are only valid for three years; so an individual should apply for certification as soon as they become eligible to avoid re-writing the exam.

Operator-in-Training (OIT) - Operators that do not qualify for unrestricted certification may apply for OIT certification. The requirements are:

- Completion of Grade 12/GED 12 (Grade 10 for Small Systems) **and**
- Currently employed at one or more of WT, WD, WWT, or WWC facilities; or completing a water or wastewater course approved by the director.

No substitutions for education are available.

Application for certification

To apply for certification, operators must submit the following:

- **Applicable Completed Application Form**
 - for OIT, first time application, or certificate upgrade
https://www.gov.mb.ca/sd/eal/certification/application_for_operator_certification.pdf
 - for renewal of operator certificate
https://www.gov.mb.ca/sd/eal/certification/application_for_operator_certification_renewal.pdf
 - for reciprocity
https://www.gov.mb.ca/sd/eal/certification/application_for_operator_certification_through_reciprocity.pdf

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- **Application Fee** - Cheque or money order payable to Minister of Finance or **pay online at** <https://forms.gov.mb.ca/water-and-wastewater-operator-certification-online-payment/>
 - \$100.00 for OIT, first time application or certificate upgrade; **or**
 - \$75.00 for renewal with no change to previously held certification; **or**
 - \$75.00 for certification through reciprocity.
- **Proof of education** - Transcripts for Grade 12/GED 12 or highest grade completed, as well as for college/university/continuing education & training/courses/seminars (submit copies, not originals).

Submit completed application to:

By Email:

wwopcert@gov.mb.ca

OR

By Mail:

Certification Program
Specialist Environmental
Approvals Branch Box 35 -
14 Fultz Boulevard Winnipeg
MB R3Y 0L6

Contact Information

Water and Wastewater Facility Operators Certification
Program
Box 35 -14 Fultz Boulevard
Winnipeg MB R3Y 0L6

Toll Free: 1-800-214-6497

Email: wwopcert@gov.mb.ca

<http://www.manitoba.ca/certification>