

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 as per 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	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	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

* At same Class or higher.

** 50% could be substituted with CEU; maximum 45 CEU (1 year DRC experience)

¹ Certificate for the category applied for at least a year.

All operators applying for a new certificate or applying to upgrade their certificate must become certified sequentially (i.e. a new operator must start from operator-in-training or Class 1 (whichever is applicable) first then up to the required level; or a Class 2 operator cannot apply for Class 4 right away but needs to apply for Class 3 first). All certification renewals will continue to 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/eal/certification/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 http://www.gov.mb.ca/conservation/eal/certification/exam_registration.pdf

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Online Payment is available thru Canada Map Sales at
<http://www.canadamapsales.com/en/catalogue/environmental-services/p17728511.html>

Operators may challenge any category and class of exam, but must wait 4 months after failing to pass a specific category before re-writing it, and 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 result is valid for three years; therefore an individual must apply for certification as soon as they become eligible.

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 be either: currently employed at one or more of WT, WD, WWT, or WWC facilities; or have completed a water or wastewater course that is 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
- **Application Fee** - Make cheque or money order made payable to Minister of Finance or **pay online at** <http://www.canadamapsales.com/en/catalogue/environmental-services/index.html>
- - \$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:

Director
Environmental Approvals Branch
1007 Century St
Winnipeg MB R3H 0W4

Contact Information

Water and Wastewater Facility Operators Certification Program
1007 Century St
Winnipeg MB R3H 0W4
Phone: (204) 945-7065
Toll Free: 1-866-626-4862, ext. 7065
Email: wwopcert@gov.mb.ca
<http://www.manitoba.ca/certification>