

**APPLICATION INSTRUCTIONS**

1. Please print or type and ensure that the application is completed correctly.
2. In keeping with the privacy provisions of the *Nova Scotia Freedom of Information & Protection of Privacy Act*, Environment and Labour will only use personal information for the purpose for which the information was obtained or compiled, or for a use compatible with that purpose.
3. Applications must be received a minimum of **4 WEEKS** prior to the desired exam date.
4. Minimum education and operating experience requirements are included at the end of the application.
5. Exams can only be written during one of the scheduled exam sessions.
6. The exam fee is to be paid at the time the exam is written.
7. The applicant must sign the application and the applicant's supervisor(s) must verify their operating experience.
8. Completed applications may be returned to: Operator Certification Administrator, Nova Scotia Department of Environment and Labour, PO Box 697, Halifax, NS B3J 2T8 or they may be faxed to (902) 424-0501.
9. Inquiries may be directed to (902) 424-2282.

**APPLICANT CONTACT INFORMATION**

FIRST NAME		MIDDLE INITIAL	LAST NAME	
ADDRESS			CITY	
PROVINCE	POSTAL CODE	WORK PHONE NUMBER		FAX NUMBER

**PRESENT CERTIFICATION HELD**

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

**CERTIFICATION EXAM REQUESTED**

Operator-In-Training	<input type="checkbox"/>			
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"/> NSEL Exam Session	<input type="checkbox"/> Other
LOCATION	DATE

Please contact NSEL to get the upcoming year's exam session schedule. Unless alternative arrangements are made, exams can only be written during one of these sessions. Applications must be received **4 WEEKS** in advance of the exam date. OIT exams can be written at any time at any NSEL District Office.

## SECONDARY EDUCATION

GRADE ATTAINED

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

## POST-SECONDARY EDUCATION RELATED TO WATER & WASTEWATER OPERATIONS

CERTIFICATE / DIPLOMA / DEGREE

# YEARS

CERTIFICATE / DIPLOMA / DEGREE

# YEARS

Documentation of any university, college or trade school programs completed must be submitted if not already on file.

## 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 THAT ARE NOT COMPLETED CORRECTLY WILL BE RETURNED**

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









## OPERATOR CERTIFICATION EDUCATION AND EXPERIENCE REQUIREMENTS

Corequisites				
Class	Acceptable Operating Experience	Education	Post-Secondary Education	
OIT	-	-	Grade 12, GED or equivalent	-
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
<ul style="list-style-type: none"> <li>• As per the Nova Scotia <i>Water and Wastewater Facilities and Public Drinking Water Supplies Regulations</i>.</li> <li>• 45 CEUs = 1 year post secondary education and 1 CEU = 10 hours of training</li> </ul>				

## 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 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.		