

**APPLICATION INSTRUCTIONS  
ALBERTA ENVIRONMENT  
WATER & WASTEWATER  
OPERATOR CERTIFICATION PROGRAM  
Application Instructions**

**General**

This form should be used for all **Level IV Water Distribution OR Wastewater Collection** Certification applications until **December 31, 2008** only. It is to be used for applications for "Municipal" or "Public" certification under the Alberta Environment Water and Wastewater Operators Certification Program.

To receive full credit for all education and experience, the form **MUST** be filled out completely.

Incomplete forms **WILL** be returned.

**Section A - Personal Information**

This information is necessary if personal files are to be complete. Please fill it out completely. Type or print clearly.

**Section B - Education**

The minimum education requirement for certification is Grade 12 or GED, plus four years of relevant Post Secondary Education (or 180.0 CEUs). A photocopy of the diploma/degree or a transcript indicating that a diploma/degree was granted must accompany the application. If you are applying using CEUs, a copy of course completion certificates must also accompany this application. Substitutions are allowed please see the Alberta Water & Wastewater Operators Certification Guidelines for further information (<http://www3.gov.ab.ca/env/water/dwq/certification.html>)

**Section C – Substitution of Education for Experience**

For Level IV Water Distribution and Wastewater Collection Certification you require four years of municipal relevant operating experience. Substitutions are allowed please see the Alberta Water & Wastewater Operators Certification Guidelines for further information (<http://www3.gov.ab.ca/env/water/dwq/certification.html>)

**Section D - Request Category**

Please indicate Category of certification for which you are applying using the appropriate sheet for each category (i.e. water distribution and wastewater collection). If qualified at Level IV an operator may only write one Level IV exam per exam session.

Exams can be rewritten after a six-month waiting period. Candidates must rewrite within one year. Other restrictions may apply regarding rewrites. Please see the Alberta Water & Wastewater Operators Certification Guidelines for further information (<http://www3.gov.ab.ca/env/water/dwq/certification.html>)

If an operator is progressing through the levels (i.e., I to II to III etc.) a minimum of 1 year between exams is required.

If a specific exam date and location is desired, please indicate it in the space provided. If this space is left blank, a schedule will be sent when the application is approved.

**Section E - Operating Experience**

This section **MUST** be completed with details. A separate page for each category (i.e. water distribution or wastewater collection) is required. Applications that are not complete or are not signed by a supervisor **WILL** be returned.

**Section F - Applicant's Declaration**

The application **MUST** be signed and dated by the **APPLICANT**

**Section G - Verification by Supervisor**

The application must be signed by the applicant's Supervisor.

**Section H - Other**

This space is for any other information the applicant wishes to provide. If using substitutions, please use this space to show how you feel you meet the requirements. Additional sheets may be attached to the application.

**NOTE:** Calculators may be used while writing certification exams. Also, a conversion/formula sheet will be provided.

Faxed applications WILL be accepted. They may be faxed to (780) 427-5204. All applications must be **received on OR before** the deadline date to be considered. **NO EXCEPTIONS.**

The collection of personal information on this form is being managed in accordance with the *Alberta Freedom of Information & Protection of Privacy Act*. The authority for collection of personal information pertaining to the certification of water and wastewater operators is regulated in Alberta by the Environmental Protection and Enhancement (EPEA) Act (sections: 80, 81, 82, 83, and 85, Potable Water Regulations (Sections 2, 3, 14, & 15) and Wastewater and Storm Drainage (Ministerial) Regulation (Sections 2, 3, and 6). The personal information collected on this form will only be used in the administration of the Alberta Water & Wastewater Operator Certification Program. The collection of transcripts and course certificates will only be used by the department for verification purposes. Your personal information will not be shared with any other agency, government departments, businesses or individuals without your specific written consent or unless required to do so by law. Please be aware that Certificates of Qualification that are created by Alberta Environment in the administration of the Environmental Protection & Enhancement Act (EPEA) will be disclosed to the public, on request, as authorized under section 35(1)(b)(ii) of EPEA. If you want further details on how your personal information is collected and used, please contact the Drinking Water Branch at (780) 644-4959.

# APPLICANT WORKSHEET/CHECKLIST

## Level IV Certification Water Distribution/Wastewater Collection

### A. Education

High School Diploma, General Educational Development (GED) transcript or High School Equivalency Diploma required.  
A copy of your diploma/transcript would have been sent in with your Level I application therefore you do not need to send a copy again.

Four years approved post secondary education \_\_\_\_\_

With Substitutions:

Minimum two years post secondary education or 90 CEUs

Substitutions used: \_\_\_\_\_

**Copy of relevant education documentation must be attached.**

### B. Experience

Four years current operating experience in a system, at least two of which must be in a Class III or IV facility

\_\_\_\_\_ years

**Attach a copy of your current organizational chart**

### C. Elapsed Time

One year since obtaining Level III Certification

Date of Level III Examination:  
\_\_\_\_\_

***Please read the application form carefully.  
Complete all sections.  
Obtain the necessary signatures and provide all  
necessary attachments.***

**OPERATOR CERTIFICATION APPLICATION – PART A  
GENERAL INFORMATION  
2006/07/08  
Alberta Environment  
Water & Wastewater Operator Certification Program**

Type or Print Clearly All Information

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**SECTION A – PERSONAL INFORMATION**

Name: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Email Address: \_\_\_\_\_ Postal Code \_\_\_\_\_  
Current Employer: \_\_\_\_\_ Facility: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Work Phone Number: (\_\_\_\_\_) \_\_\_\_\_ FAX Number: (\_\_\_\_\_) \_\_\_\_\_  
Area code Area code  
Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

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**SECTION B - EDUCATION** – The minimum requirement for certification is high school completion or equivalent. This information should have already been attached with your Level I application for certification. You do NOT need to resubmit this information if already on file.

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**SECTION C – SUBSTITUTION OF POST SECONDARY EDUCATION FOR EXPERIENCE** – Substitutions are allowed. Please see the Alberta Water & Wastewater Operators Certification Guidelines for further information (<http://www3.gov.ab.ca/env/water/dwq/certification.html>) Please attach a copy of the degree or confirmation of CEUs. ←

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**Experience Summary Page(s) must accompany this application** ←

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**Deadlines**

Applications must be received **ON OR BEFORE:**  
January 20, April 10, and September 20 – Each Year  
***NO EXCEPTIONS***

Drinking Water Branch  
Environmental Assurance  
Alberta Environment

Mailing Address: 8th Floor, 9820 – 106 Street  
Edmonton, AB, T5K 2J6  
FAX: (780) 427-5204

**This application is only good until December 31, 2008**

**OPERATOR CERTIFICATION APPLICATION – PART B – WATER DISTRIBUTION**

**SECTION D – Application for WATER DISTRIBUTION Level IV**

Exam Location and Date Requested: \_\_\_\_\_

**SECTION E – EXPERIENCE**

**SUMMARY OF WATER DISTRIBUTION OPERATING EXPERIENCE:**

Date Current Position (**Employment**) Commenced: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
For previous positions attach additional pages with appropriate information

Duties: Provide a description of operation duties and level of responsibility in WATER DISTRIBUTION operations. **Also attach a copy of your current position description.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated hours per day spent in WATER DISTRIBUTION operations: \_\_\_\_\_

**SUMMARY OF DIRECT RESPONSIBLE CHARGE (DRC) EXPERIENCE RELATED TO WATER DISTRIBUTION OPERATIONS – Not required unless you are using it for substitution purposes.**

Indicate facility and classification where DRC experience was obtained.

Facility: \_\_\_\_\_ Class: \_\_\_\_\_

DRC Period: From Month \_\_\_\_\_ Year \_\_\_\_\_ TO Month \_\_\_\_\_ Year \_\_\_\_\_ Hours per month spent in DRC \_\_\_\_\_

List DRC Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When applying for Level IV WATER DISTRIBUTION Certification a copy of your department/municipality organization chart **MUST** accompany your application.

**SECTION F – DECLARATION OF APPLICANT**

I \_\_\_\_\_ confirm that the information on this application is true and accurate to the best of my knowledge.

Printed Name

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION G – VERIFICATION BY SUPERVISOR (All applications MUST be verified)**

I \_\_\_\_\_ confirm that the above information concerning WATER DISTRIBUTION operations

Supervisor Printed Name and Title

experience is true and accurate to the best of my knowledge.

Supervisor's Signature: \_\_\_\_\_ Supervisor's Comments: \_\_\_\_\_

**SECTION H – OTHER** – Please indicate how you feel you meet the requirements. This space may also be used for any other comments you may have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OPERATOR CERTIFICATION APPLICATION – PART B – WASTEWATER COLLECTION**

**SECTION D – Application for **WASTEWATER COLLECTION Level IV****

Exam Location and Date Requested: \_\_\_\_\_

**SECTION E – EXPERIENCE**

**SUMMARY OF WASTEWATER COLLECTION OPERATING EXPERIENCE:**

Date Current Position (**Employment**) Commenced: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_  
For previous positions attach additional pages with appropriate information

Duties: Provide a description of operation duties and level of responsibility in WASTEWATER COLLECTION operations. **Also attach a copy of your current position description.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated hours per day spent in WASTEWATER COLLECTION operations: \_\_\_\_\_

**SUMMARY OF DIRECT RESPONSIBLE CHARGE (DRC) EXPERIENCE RELATED TO WASTEWATER COLLECTION OPERATIONS - **Not required unless you are using it for substitution purposes.****

Indicate facility and classification where DRC experience was obtained.

Facility: \_\_\_\_\_ Class: \_\_\_\_\_

DRC Period: From Month \_\_\_\_\_ Year \_\_\_\_\_ TO Month \_\_\_\_\_ Year \_\_\_\_\_ Hours per month spent in DRC \_\_\_\_\_

List DRC Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**When applying for Level IV WASTEWATER COLLECTION Certification a copy of your department/municipality organization chart **MUST** accompany your application.**

**SECTION F – DECLARATION OF APPLICANT**

I \_\_\_\_\_ confirm that the information on this application is true and accurate to the best of my knowledge.

Printed Name

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION G – VERIFICATION BY SUPERVISOR *(All applications MUST be verified)***

I \_\_\_\_\_ confirm that the above information concerning Wastewater Collection Operations experience is true and accurate to the best of my knowledge.

Supervisor Printed Name and Title

Supervisor's Signature: \_\_\_\_\_ Supervisor's Comments: \_\_\_\_\_

**SECTION H – OTHER** – Please indicate how you feel you meet the requirements. This space may also be used for any other comments you may have.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_