

HOW TO...

OBTAIN AN OPERATOR-IN-TRAINING (OIT) CERTIFICATE / LICENCE

INTRODUCTION:

In Ontario, persons performing operational duties in a drinking water or wastewater facility are required to hold or be deemed to hold a valid certificate and/or licence for the type of system in which they perform their duties (i.e.. water treatment subsystem, wastewater collection facility, etc.). People wishing to become an operator must first obtain an Operator-in-Training certificate and/or licence which allow new operators to gain the one year of valid operating experience that is required to become a class I operator).

This "How To Guide" is only a summary. To be clear about the specific requirements you must refer to the Certification of Drinking Water System Operators and Water Quality Analysts Regulation (O. Reg. 128.04) and the Licensing of Sewage Works Operators Regulation (O. Reg. 129/04). You can access these at www.e-laws.gov.on.ca.

REQUIREMENTS: The minimum requirements to apply for an Operator-in-Training (OIT) certificate are:

- High school diploma (OSSD) or equivalent ([Click here for additional info on Grade 12 Equivalency](#))
- Pass Operator-in-Training (OIT) examination
- For Drinking Water OITs: Drinking Water Operators Entry Level Course (if course is not completed a temporary 16 month OIT certificate will be issued)

STUDY MATERIAL:

Ontario Ministry of Environment's Operator-in-Training exam preparation study manual is available at the OWWCO office and may be purchased at cost of \$ 45.00. Payments must be made by certified cheques/ drafts or money order or by credit card (Mastercard or Visa) to the order of HR Associates which is the parent company of OWWCO. Study manual order form 1861 can be downloaded from:

[http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetAttachDocs/012-1861E~1/\\$File/1861E.pdf](http://www.forms.ssb.gov.on.ca/mbs/ssb/forms/ssbforms.nsf/GetAttachDocs/012-1861E~1/$File/1861E.pdf)

STEPS TO OBTAIN AN OPERATOR-IN-TRAINING CERTIFICATE / LICENCE:

		Details	Tips and Resources
Step 1	Requirements	Ensure you meet the requirements as indicated above.	<p>Note: Proof of OSSD or equivalent education qualifications is required to be submitted with your exam registration form.</p> <p>Click here for additional info on Grade 12 Equivalency</p>
Step 2	Completing the Exam Registration Form	<p>The OIT exam consists of four modules. You may choose to write from one to all four modules at one exam sitting. The fee for sitting in an OIT exam is \$30 regardless of the number of modules, and is non-refundable. Passing the exam allows you to obtain the certificate/licence for each module you wrote.</p>	<p>An OIT exam consists of any combination of the following modules:</p> <ul style="list-style-type: none"> Water Treatment Water Distribution and Supply Wastewater Treatment Wastewater Collection
		<p>OWWCO provides exam locations throughout Ontario. Exam locations and dates are posted on our website along with the application deadline for each exam. You must indicate an exam location and date on your registration form. If you are employed by a municipality, you may have your OIT exam proctored at your place of employment instead of sitting at an OWWCO session.</p>	<p>Note: Your exam application should be received by OWWCO a minimum 1 month in advance of the exam date you chose.</p> <p>Click here for the Exam Schedule</p>
		<p>Complete and submit the exam registration form and attach proof of grade 12 or equivalent and payment. Incomplete or incorrectly completed applications may result in delays, causing you to miss your requested exam date.</p>	<p>Note: Payment must be made payable to the Minister of Finance for all exam applications. Joint cheques for exam registration fees and study guide fees are not accepted. Applications may be submitted by:</p> <ul style="list-style-type: none"> Mail – cheque, money order or credit card payments Fax – credit card payments only <p>Click here for the Exam Registration form</p>
Step 3	Registration	Operators who have submitted applications that are complete and who meet the eligibility requirements will receive a receipt and a confirmation letter in the mail. The confirmation letter will confirm the exam type, time, date and the location of	<p>Note: The exam confirmation letter along with government issued photo identification must be brought to the exam site the day of the exam in order to write. Operator-in-Training study manual may also be ordered along with your exam registration form, please see details under ‘STUDY MATERIAL’ above</p>

		your exam. Check the details of your exam letter. If you have any questions, contact OWWCO at 416-231-2100.	
Step 4	Exam Results	A letter with your exam results shall be mailed to you within 14 days of your exam date.	70% or higher is required to pass an OIT exam
Step 5	OIT certificates/licences	<p>Wastewater Operator-in-Training Licence (s):</p> <p>If you wrote the Wastewater Treatment and/or Wastewater Collection OIT modules and passed, these certificates will be mailed to you automatically at no additional cost.</p> <p>Water Treatment/ Water Supply and Distribution Certificate:</p> <p>On successfully passing the Water Treatment/ Water Supply and Distribution OIT exam you may apply for Water Treatment and/ or Water Supply and Distribution OIT certificates to be issued, the cost of each Water OIT is \$ 30.00 (if you need both water OIT certificate the total cost for the certificates to be issued is \$60.00). The Water Treatment and Water Supply and Distribution OIT certificate is valid for a total of 16 months from date of original issue.</p> <p>For the 16 month Water Treatment and/ or Water Supply and Distribution OIT certificate (which is initially issued on passing water OIT as described above) to be extended to full three years from date of original issue you are required to complete</p>	<p>Note: Water Treatment and/or Water Distribution and Supply OIT certificates are \$30.00 each and must be applied for separately. Click here for an OIT Certificate Issuing form</p> <p>Temporary drinking water Operator-in- Training certificates for students... click here</p>

	<p>Drinking Water Operators Entry Level Course with in the first 16 months of issue of Water OIT's, this course is offered through Walkerton Clean Water Centre. Please visit www.wcwc.ca for details of the course.</p> <p>Drinking Water Operators Entry Level course is also offered currently through Community Colleges who have incorporated the Entry-Level Drinking Water Operator Mandatory Course for drinking water operators into their curriculum. Currently thirteen colleges have entered into agreements with the Ministry and the Walkerton Clean Water Centre to deliver the training.</p>	
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All applications are to be submitted to the OWWCO office at:

Ontario Water Wastewater Certification Office
302 The East Mall, Suite 410
Etobicoke, ON M9B 6C7
Fax #: 416-231-2107

Payment by cheque/ draft or money order for Operator-in-Training certificate(s) are to be made out to the **“Minister of Finance”** and cheque/ draft or money order for OIT study manual must be payable to **HR Associates.**

FREQUENTLY ASKED QUESTIONS:

After writing and passing my OIT exam, how soon can I write Class 1 exam?

To qualify for a Class I certificate you must have one year of experience. Therefore, as you near having one year experience, you may apply to write your Class I exam.

If I fail the OIT exam, how soon may I rewrite?

You may submit an exam registration form at anytime provided OWWCO receives it a minimum 1 month in advance of the exam date you choose.

Can I reschedule my OIT exam if I need to change the date or miss the exam?

You may reschedule your exam provided OWWCO receives an email or written notice 14 days in advance of your scheduled exam date. You may only reschedule the same exam twice. To reschedule a third time, a new application form and fee would need to be submitted.

If I write more than one OIT module (for example water treatment and wastewater treatment) do I receive a separate mark for each module?

Candidates will receive a single mark based on all of the questions written.

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