

Guideline for Water and Wastewater Operator Certification Certificate Renewal



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Foreword:

The *Water and Wastewater Facilities and Public Drinking Water Supplies Regulations* establish minimum amounts of continuing education required to renew operator certification certificates. All operators are encouraged to obtain the necessary amount of training to effectively perform their duties, which may involve obtaining more training than the minimum requirements.

Purpose:

To provide the criteria for acceptable training for the purpose of complying with the water and wastewater operator certification certificate renewal requirements of Section 24(1) of the *Water and Wastewater Facilities and Public Drinking Water Supplies Regulations*.

Definitions:

One continuing education unit (CEU) means ten hours of participation in a continuing education program that is relevant to the operation of a water or wastewater facility.

Criteria:

Section 24(1) of the *Water and Wastewater Facilities and Public Drinking Water Supplies Regulations* outlines the requirements for operators to renew their operator certification certificates.

	Requirement
Class I & II	24 hours (2.4 CEU) of acceptable training over previous 4 years
Class III & IV	48 hours (4.8 CEU) of acceptable training over previous 4 years
Overall DRC regardless of certification level	48 hours (4.8 CEU) of acceptable training over previous 4 years

For the purpose of complying with Section 24(1), acceptable training will be defined as a combination of formal and practical training. Nova Scotia Environment and Labour (NSEL) will review all training opportunities to ensure that they conform to the established criteria.

In order to renew a certificate, the number of hours, continuing education units or professional development hours of acceptable training submitted with an operator's renewal application must be comprised of a combination of formal and practical training as outlined in the table below.

	Formal Training	Practical Training
Class I & II	Minimum of 18 hours (1.8 CEU)	Maximum of 6 hours (0.6 CEU)
Class III & IV	Minimum of 36 hours (3.6 CEU)	Maximum of 12 hours (1.2 CEU)
Overall DRC regardless of certification level	Minimum of 36 hours (3.6 CEU)	Maximum of 12 hours (1.2 CEU)

To credit training towards the renewal requirement of a specific certificate, the training opportunity must be relevant to the category of the certificate being renewed. As well, it must have been obtained after the issuance date of the certificate that is to be renewed.

For holders of multiple certificates, training that has been taken can be applied to multiple certificates as long as it is relevant to that certificate. For example, a wastewater workshop cannot be used to renew a water treatment certificate. However a general laboratory workshop can be used to renew both a water and wastewater treatment certificate.

If an individual participates in the same training opportunity on more than one occasion, the training opportunity will only be credited once towards the renewal requirement for their certificate.

Formal Training:

The following criteria will be used by NSEL when reviewing formal training opportunities for approval. A list of approved formal training opportunities will be maintained by NSEL and made available to water and wastewater operators.

- The training should be a structured course with learning objectives.
- The training should incorporate contact between the student/teacher or the student/learning materials. This can include classroom training, correspondence courses or online courses.
- The training should include a means to verify that the participant has learned the material covered in the course. This could include quizzes, written or oral examinations, performance demonstrations or other means of evaluation.
- A training provider who has knowledge or experience of the subject being taught provides the training.
- The subject matter directly relates to the duties typically performed by a water or wastewater operator for facility operations.
- The training includes a course completion certificate and/or documentation issued by the training provider to participants who successfully complete the course. This documentation must contain the name of the course, the date the training was completed, the number of hours of contact time and the signature of the training provider.

Formal training may include but not be limited to training opportunities offered by:

- Universities and community colleges
- Professional and industry associations
- Private and commercial training providers

Attendance at industry seminars and conferences will be credited towards the formal training requirement provided that the industry seminar or conference has been approved by NSEL and acceptable documentation of having attended such an event is submitted.

Practical Training:

Practical training can be obtained through a variety of means and should meet the following criteria:

- The subject matter directly relates to the duties typically performed by a water or wastewater operator for facility operations.
- The training involves contact between the student/teacher or the student/learning materials.
- A training provider who has knowledge or experience of the subject being taught provides the training.
- There is a means to document and verify the training obtained. This may include a certificate or official letter that documents the description of the training, the date the training was completed, the number of hours of contact time and the signature of the training provider.

Practical training may include but not be limited to:

- Facility related health and safety training.
- On-site training.
- Training on equipment or processes.
- Development and review of standard operating procedures and contingency plans.
- Other opportunities deemed acceptable to the Operator Certification Administrator.

Acceptable Subject Areas:

Both formal training and practical training must be on subject matter that is related to the operation of a water or wastewater facility and may include but not be limited to the following:

- Operation and maintenance of water and wastewater systems.
- Water and wastewater treatment equipment, systems and processes.
- Water distribution and wastewater collection systems, equipment, processes and components.
- Water and wastewater math.
- Emerging technology.
- Occupational health and safety.
- Due diligence.
- Laboratory equipment and procedures.

- Regulatory framework.
- Residuals management.
- Public health.
- Sampling and monitoring procedures.
- Emergency planning.
- Information technology related to the operation or administration of a facility.
- Facility administration and staff supervision.
- Other areas deemed acceptable to the Operator Certification Administrator.

Unacceptable Subject Areas:

To ensure that operators are obtaining current and relevant training the following subject areas will not be acceptable for the renewal of operator certification certificates:

- Occupational Health and Safety training required by the *Occupational Health and Safety Act*.
- Providing tours of water and wastewater facilities.
- Time spent at trade shows.
- Lifestyle workshops.

Process for Having Training Opportunities Reviewed by NSEL:

In order to have training opportunities approved by NSEL and added to the list of approved training, NSEL must receive the following information:

- Contact information for the training provider.
- The name of the training opportunity and a description of material to be covered, which should include the learning objectives and the outline.
- The number of contact hours the trainee will receive, excluding breaks and mealtime.
- The names and backgrounds of the instructors.
- The date(s) that the training opportunity will be offered.

The training provider will be notified in writing of the decision.

If any of the particulars of a previously approved training opportunity change, the training opportunity will have to be reviewed by NSEL again.

At the discretion of NSEL, certain training opportunities will be added to the list of approved training without requiring the training provider to submit a request to have their training approved. This may apply to training opportunities from certain organizations or those that have been previously approved by certification authorities in other jurisdictions.

Dated: _____

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