

MOE Entry-Level Drinking Water Operator Course for Operators-in-Training (OIT) Registration Guide

COURSE DELIVERY DETAILS

- Managed by: **Walkerton Clean Water Centre (WCWC)**
- Co-ordinated by: **University of Guelph Ridgetown Campus**
Ridgetown, ON N0P 2C0
519-674-1590 or 1-866-879-6663
- Training delivered by: **Ontario Clean Water Agency (OCWA)**

Introduction

Under Regulation 128/04 "Certification of Drinking-Water System Operators and Water Quality Analysts", an OIT who receives an OIT certificate as of August 1, 2005 is required to complete the Entry-Level Drinking Water Operator Course within 16 months of receiving their certificate. If the OIT does not successfully complete the course within 16 months, the OIT certificate expires. If the OIT successfully completes the course, the OIT certificate is extended to three years.

The Entry-Level Course is divided into the following three parts:

Part A) Self-Study: Read the manual, answer the practice questions; takes approximately 40 hours to complete

Part B) Self-Study Test

Part C) Classroom Training Session: one week (5 days) of classroom teaching, ending with a test that covers both the self-study and the classroom training material.

Read this Registration Guide carefully. . . .

It will help you through the process of completing the Entry-Level Course.

For further information or answers to your questions, please contact us at:

Tel: 1-866-879-6663 or 519-674-1590

Entry-Level Course At a Glance.....

Component	Requirements	Timelines
Application	<ul style="list-style-type: none"> ▪ Complete the Application Form found at www.wcwc.ca, under “Training”, then “Entry-Level Drinking Water Operator Course (OIT)”. ▪ Go to “Course Schedule” on the website to pick the training date and location you want to attend. Enter it on the Application Form. ▪ Send the completed Application Form and payment to Ridgeway Campus. 	<p>You can apply for the Entry-Level Course any time.</p> <p>Remember that you must complete both components (self-study and classroom), and pass the classroom test, within 16 months from when your OIT certificate was issued – i.e. before the expiry date on your certificate.</p>
Self-Study	<ul style="list-style-type: none"> ▪ Receive the self-study manual. ▪ Read the material and complete the practice questions. 	<p>Review the self-study material as soon as you receive it.</p>
Self-Study Test	<ul style="list-style-type: none"> ▪ Choose one of the options described on page 3 and 4 of this guide to write your self-study test. 	<p>You must have written and passed the self-study test at least three (3) weeks before the classroom training session you selected on your application.</p>
Classroom Training	<ul style="list-style-type: none"> ▪ After you pass the self-study test, attend the classroom training session you selected. 	

A. Self-Study

1. How do I apply for the Entry-Level Course?

You apply for the Entry-Level Course by completing the Application Form found on the WCWC website at www.wcwc.ca and paying the course fee.

To complete the application form, you must select a classroom training session you wish to attend. The schedule can be found on the WCWC website at www.wcwc.ca. Pick your first and second choice of date/location. Enter it on the Application Form.

You will see on the schedule that the final date to register for a classroom training session is six (6) weeks before the start date. To meet the timelines above, we suggest you apply at least eight (8) weeks before the classroom training session you want to attend, to make sure you have enough time to complete the self-study and write the self-study test.

Send your completed application to Ridgetown Campus. After your application is processed, you will be sent the course manual.

2. When will I receive my course manual?

Your self-study manual will be sent to you within five (5) business days of when Ridgetown Campus receives your completed application and payment.

3. What do I do after I get my manual?

The first part of the Entry-Level Course is the self-study component. You complete this part on your own. Read the manual, and answer the practice questions.

4. Is there help available while I complete the self-study component?

Trainers from the Ontario Clean Water Agency (OCWA), hired by WCWC, will answer your questions on the self-study component. Therefore, if you are having difficulty understanding any of the content in the self-study, or difficulty with the math questions, contact OCWA for help. The OCWA help line **1-800-667-6292 ext. 44645** is available during normal business hours. After hours, support is available by calling 416-314-4645.

5. How long do I have to complete the self-study component?

It will take you approximately 40 hours to review the self-study manual and answer the practice questions. Remember, you must complete the self-study component and pass the self-study test at least three (3) weeks before the classroom training session you picked to attend. Make sure you give yourself lots of time to do this.

Also, remember that you need to have completed all three components (self-study, self-study test, and classroom training), and passed the final course test within 16 months of receiving your OIT certificate – i.e. before the expiry date on your OIT certificate.

B. Self-Study Test

1. What happens after I finish working through the self-study manual on my own?

After you have completed reading the self-study manual and answering the practice questions, you need to write the self-study test. There are two options for where you can write the self-study test.

You can write:

- a) at your place of employment. The test will be administered by a person selected by your employer, or

- b) at another location mutually agreed to by you and your OCWA training contact. The test will be administered by a person selected by OCWA.

Details about the options to write the self-study test will be sent to you with your self-study manual.

2. What do I need to know about the self-study test?

The self-study test has 50 multiple-choice questions. You have two (2) hours to complete the test. It is a closed-book test. You must obtain a grade of 70% or more to pass the test.

3. When will I get my test results?

OCWA will phone you to let you know your test results within four business days after they receive your test from your test administrator.

If you pass:

- You are eligible to move on to the next step of the Entry-Level Course by attending a classroom training session.

If you fail:

- OCWA will review the areas of the self-study test where you did poorly so that you can focus on these areas when redoing the self-study. You will need to rewrite the test.

4. Is my result kept confidential?

You will be contacted at the phone number you indicated on your application form. Your mark will only be released to your employer with your written permission.

5. If I have to rewrite the self-study test, do I have to pay the self-study application fee again?

You do not have to pay the first time you rewrite the self-study test, but you will have to pay for any additional rewrite.

C. Classroom Training Session

1. What do I do after I pass the self-study test?

The third part of the Entry-Level Course is a classroom training session. After you have been informed that you passed the self-study test, you may attend the classroom training session you selected when you applied for the Entry-Level Course.

2. When and where will classroom training sessions be held?

Sessions will be held at locations across Ontario throughout the year.

3. How long is the course?

The classroom training session is one week in length. Training will take place from Monday to Friday, from 8:30 a.m. to 4:30 p.m. You will write the classroom test at the end of the day on Friday.

4. Review your confirmation.

When you pass the self-study test, we will send you **Confirmation of Classroom Training Session**. This will confirm the date, time, and location of the session you selected on your Application Form.

If your first choice of training session is full or cancelled when your registration is processed, you will be scheduled for your second choice. We will contact you if neither of your choices are available.

If you do not receive confirmation at least one week before the date you picked for your classroom session, please call us at **1-866-879-6663 or 519-674-1590**. Make sure that your personal information on the confirmation letter is correct. If there is an error, please call us immediately.

5. What is involved in writing the test at the end of the course?

The classroom training test has 50 multiple-choice questions. You have two (2) hours to complete the test. It is a closed-book test. You must obtain a grade of 70% to pass the test and complete the course.

6. When will I get my test results?

Your results will be mailed to you within 10 business days.

7. What happens if I do not pass my classroom training test?

If you do not pass the classroom training test, you will not have completed this course. OCWA will review with you the areas where you did poorly on the test. You will need to rewrite the classroom test. Information about how to rewrite your test will be sent to you if you fail.

8. Is my result kept confidential?

Your mark will be mailed to you at the address you indicated on your application form. Your mark will only be released to your employer with your written permission.

When you complete the course, the Ontario Water Wastewater Certification Office (OWWCO) will be notified to update your certification record.

9. Can I reschedule my classroom training session?

You may reschedule a classroom training session without a penalty only once, provided that you notify us at Ridgetown Campus at least 5 business days before the course date you are registered for. If you do not notify us at least 5 business days before the course date, you will forfeit your course fee.

Courses may be cancelled due to circumstances such as insufficient registration or extreme weather conditions. If this happens, a course co-ordinator will contact you and you will be rescheduled into another course date and location.

D. Frequently Asked Questions

Question: What do I need to do to complete the Entry-Level Course?

There are three components to the Entry-Level Course: the self-study, the self-study test, and the classroom training. You must complete **all three** components, and pass both the self-study test and the classroom test, in order to complete the Entry-Level Course.

Question: What happens if I fail the self-study test?

OCWA will review the areas of the self-study test where you did poorly so that you can focus on these areas when redoing the self-study. You will need to rewrite the test.

Question: What happens if I fail the classroom test?

In order to have your OIT certificate extended to three years, you need to have successfully completed the Entry-Level Course. This means you must have passed the classroom test.

Therefore, if you do not pass the classroom test, you will not have completed this course. OCWA will review with you the areas where you did poorly on the test. You will need to rewrite the classroom test. Information about how to rewrite your test will be sent to you if you fail.

Question: Can I take the self-study test and the classroom test orally?

In order to qualify to take the tests orally, you would have failed the written test once and have:

- a first language that is neither French nor English, or
- French as your first language, but be uncomfortable writing a French test because you received all training related to operating functions in English, or
- a learning impediment which affects your ability to read or write.

In addition, you must submit a letter from the ORO or owner stating that the reason for requiring an oral test does not affect your ability to perform your functions in a competent and effective manner that contributes to the safety of drinking water.

Question: Do all OITs have to take this course?

All people who received their OIT certificate on or after August 1, 2005 **need to take this course within 16 months** of receiving this certificate. If they don't, their OIT certificate expires. In this case, in order to qualify for another OIT certificate they would have to have taken this course.

Question: I held an OIT certificate before August 1, 2005, but it expired. I have just rewritten the OIT certification exam, and received my new OIT certificate. Since I received this new OIT certificate after August 1, 2005, am I required to take this Entry-Level course within 16 months of receiving my second OIT certificate?

Yes.

Question: It is stated in your guide that if I successfully complete the Entry-Level Course, my OIT certificate is renewed to three years from the date it was originally issued. What happens at the end of these three years?

Your OIT certificate expires, as provided under O. Reg. 128/04, section 9 (16). It is expected that you will have secured your Class I certificate during those three years that you held an OIT certificate.

Question: What do I do if I have not yet applied for my OIT certificate?

For information on how to apply for an OIT certificate, please refer to the Ontario Water Wastewater Certification Office website at www.owwco.ca.

Question: How many Director-approved continuing education units (CEUs) will I receive once this course is successfully completed?

You will receive 7 CEUs.