

**GUIDELINE NO: 4.1*****Drinking Water Operator/Water Quality Analyst Certification******Revised: April 2006*****GUIDELINE TITLE: SIX MONTH OPERATOR CERTIFICATE RENEWAL****PURPOSE**

To clarify the circumstances under which the ministry may renew an operator or water quality analyst certificate for an additional six months beyond the three years, to allow the operator or water quality analyst to complete the annual training. O. Reg. 128/04 s. 7(5) & (6) and s. 16 (6) & (7).

**CONTEXT**

An operator's certificate expires every three years, but is renewed if the operator meets certain conditions. Effective August 1, 2005 certificate renewal is contingent on the operator completing the annual training requirements under O. Reg. 128/04. If such training requirements are not met, the certificate is not renewed.

However, under certain circumstances, the Director may renew the operator's certificate for six months, to enable the operator to complete the annual training requirements; if the Director is satisfied the operator will complete the training within these six months.

**POLICY**

The circumstances under which the Director may renew an operator's certificate for six months are:

- the operator was ill for an extended time during the three years, making it difficult to impossible to complete the training
- the operator was out of the country for an extended period, making it difficult to complete the training
- other reason the Director considers valid

**Process:**

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***Drinking Water Operator/Water Quality Analyst Certification***  
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The operator should write a letter to the Certification Program Administrator requesting application for a six month renewal. The operator will identify the reasons for which they were unable to obtain the required training for the renewal period and have their supervisor verify this to be true by signing the bottom of the letter of application. The operator must also identify when they will take the necessary training, and to provide evidence of being registered in the said course or courses (e.g. copy of course registration from training provider).

***Approved July 2006***