

GUIDELINE on completing the Form - Application for Exam Registration

GENERAL INFORMATION

Form **MUST** be filled out completely and necessary payment sent, otherwise the individual will not be allowed to write the exam. **Please note exam result expires after three (3) years therefore you must be eligible to apply for certification within three years after writing the exam.**

The information provided will be used to register the individual for an operator certification examination under the Water and Wastewater Facility Operators Regulation (MR 77/2003).

Please check our website www.manitoba.ca/certification to verify if the form being used is the latest revision.

SECTION A: OPERATOR VERIFICATION

Please ensure that this section is filled out completely and that the operator registering to take the exam has signed and dated where indicated.

SECTION B: OPERATOR INFORMATION

Information in this section is necessary to establish personal file and contact information. Address provided will also be used for mailing the receipt if payment was sent to the office; otherwise an electronic receipt will be issued. Please provide a correct mailing address.

Please provide your **daytime telephone number** and a correct/active email address. **Exam marks and other correspondence will be sent to the email address provided.** If you consent to have your Employer receive your mark by email please provide Employer's email address as well. Provide a fax number only if you do not have an email address. If there is a change of personal information (i.e. address, phone number, etc) after the application was made, immediately inform the Certification Program for your personal file to be updated.

SECTION C: EXAMINATION TYPE

Please indicate the category, class, exam date and location of exam for which you would like to register by checking the appropriate boxes. Exams must be written sequentially, starting at the lowest level (Class 1). Please refer to the examination schedule posted on our website at <http://www.gov.mb.ca/conservation/eal/certification/exam-schedule.pdf>

Please note registration deadline is two weeks prior to examination date.

Space at each session is limited. There may be cases where you will not be able to write the exam at the preferred date. You will be contacted by email, phone or fax with either a confirmation for your preferred session, or to arrange an alternate session to write.

Failure to attend the examination will result in forfeiture of payment. Processed exam fee is non-refundable and non-transferable to another individual.

SECTION D: REGISTRATION FEE

The registration fee for an operator's certification examination is \$150 (GST exempt) for each exam of any category or class. **Payment is required prior to writing the exam.** Registration fee must be received by our office before the exam date. Cash is not accepted. **Payment will not be accepted on site.**

If you are paying by cheque or money order, payment must be made payable to The Minister of Finance. Mail the cheque or money order with the completed application to the Certification Coordinator. **Please note application and payment must be received by our office prior to exam date. Receipt for payment will be sent to the payee.**

Online payment is also available through Canada Map Sales at <http://www.canadamapsales.com/en/catalogue/environmental-services/p17728511.html>

Please note you will be directed to Canada Map Sales site.

To register for an exam choose **B-05-1: Water & Wastewater Facility Operators Application for Operator's Certification Exam**, indicate the Quantity of exam and click Add to Cart. You will then be directed to your cart where you could review the quantity of exam and then to checkout where you will be required to provide credit card information. You will receive an electronic confirmation once payment is made. This will be considered as your receipt.

If you are submitting the application by email, include the order confirmation number from Canada Map Sales on the application or attach a copy of the electronic confirmation with the scanned application. **You do not need to mail the original if you are emailing the application.** The application must be emailed to wwopcert@gov.mb.ca.

If you are a provincial government employee paying through SAP, please check off the appropriate box and have your supervisor/manager or other authorized staff **email us the approval and coding for SAP payment when submitting the application.**

Forward the completed form to:

Certification Program Specialist
Water and Wastewater Facility Operators
Certification Program
Manitoba Sustainable Development
1007 Century Street
Winnipeg MB R3H 0W4

Or Send Email to wwopcert@gov.mb.ca

Or Fax to (204) 945-5229 Attention: Certification Program

**APPLICATION FOR WATER AND WASTEWATER FACILITY
OPERATOR'S CERTIFICATION EXAMINATION REGISTRATION**

| SECTION A: OPERATOR VERIFICATION | | |
|---|-----------|------------------------------|
| By signing this application, I hereby consent to the collection, use, and dissemination of my personal information contained in this application by Manitoba Sustainable Development and its Certification Program Administrator for the purposes of enforcement, renewals, data analysis, and certificate eligibility assessment. I further declare that all information in this application is true and I have read the Guide and downloaded the current version of the form. | | |
| Signature of Operator | | Date (yyyy-mmm-dd) |
| SECTION B: OPERATOR INFORMATION | | |
| Last Name: | | Given Name(s): |
| Operator ID number: | | Date of Birth: (yyyy-mmm-dd) |
| Mailing Address: | | |
| City/Town/Village: | Province: | Postal Code: |
| Daytime Telephone No.: | *Email: | |
| Name of Employer / Operating Authority: (Municipality, City, Company, Colony, etc.) | | |

*** Confirmation of Exam Registration and Official Transcript of Mark will be sent to the email address provided. Please see Guideline for details.**

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| <p>Forward the completed form to:</p> <p>Certification Program Specialist Water and Wastewater Facility Operators Certification Program Manitoba Sustainable Development 1007 Century Street Winnipeg MB R3H 0W4 Or Send Email to wwopcert@gov.mb.ca Fax to (204) 945-5229</p> | <p>Please direct questions to wwopcert@gov.mb.ca</p> <p>Certification Program Specialist (204) 945-7065 Certification Program Clerk (204) 945-2791</p> <p>Toll Free: 1-866-626-4862 and ask for Extension: 7065 or 2791</p> |
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Personal information is collected under the authority of The Environment Act, the Water and Wastewater Facility Operators Regulation and will be used to issue certificates and for administration and enforcement purposes. Information collected is protected by the privacy provisions of The Freedom of Information and Protection of Privacy Act. If you have any questions, contact the Access & Privacy Co-ordinator, 1383 Whyte Ave., Winnipeg MB R3J 1V7; 1-204-845-4170.

Application for Exam Registration

| SECTION C: EXAMINATION TYPE | | |
|--|----------------------------|---------------|
| <p>Please check the certification examination you want to register to write and type/print the exam date and location from the lists below:</p> <p>Please refer to the examination schedule posted on our website at http://www.gov.mb.ca/conservation/eal/certification/exams.html</p> <p>Registration deadline is two weeks prior to examination date.</p> | | |
| Category and Class (please check box) | Exam Date (yyyy-mmm-dd) | Exam Location |
| <input type="checkbox"/> Small Water Works | | |
| <input type="checkbox"/> Small Wastewater Works | | |
| Water Treatment <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV | | |
| Water Distribution <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV | | |
| Wastewater Treatment <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV | | |
| Wastewater Collection <input type="checkbox"/> Class I <input type="checkbox"/> Class II <input type="checkbox"/> Class III <input type="checkbox"/> Class IV | | |
| <p>NOTES:</p> <p>(1) Space at each session is limited. Availability is updated frequently, but there may be cases where you will not be able to write the exam at the preferred time. You will be contacted by email, phone or fax with either a confirmation for your preferred session, or to arrange an alternate session to attend.</p> <p>(2) Failure to attend the examination will result in forfeiture of payment. Processed exam fee is non-refundable and non-transferable to another individual.</p> | | |
| SECTION D: REGISTRATION FEE | | |
| <p>Registration fee is \$150 (GST exempt). Cash is not accepted. Registration fee must be received by our office before the exam date. Payment will NOT be accepted on-site.</p> <p>Please indicate method of payment:</p> <p><input type="checkbox"/> Cheque (Include cheque, <u>Payable to Minister of Finance</u> with completed application and send by mail)</p> <p><input type="checkbox"/> Online payment http://www.canadamapsales.com/en/catalogue/environmental-services/p17728511.html</p> <p>Provide order confirmation number (from Canada Map Sales receipt): <input style="width: 200px; height: 20px;" type="text"/></p> <p><input type="checkbox"/> Please check off if you are Provincial Government Employee paying through SAP (Please see Guideline for details.)</p> | | |

Note: Exam result expires after three (3) years. Apply for certification as soon as you become eligible.

You do not need to mail the original if you are emailing the application.