

# WASTEWATER RENEWAL TIP SHEET

The number one reason for application processing delays is missing or incomplete information on application forms. Fill out all sections and compare your application against the checklist at the end of the form.

## 5 Important Tips for Filling Out the Form

**TIP 1:** Applications cannot be emailed in, and only one licence can be renewed per application.

**TIP 2:** Update your contact information. Provide an email address; it's a quick and easy way to contact you about your application.

**TIP 3:** Include your experience date range(s) in Part D. If you don't operate in wastewater, be sure to include a list of your related duties in the space provided.

**TIP 4:** Renewal fees are listed in Part G of the form. Make cheques and money orders payable to the **Minister of Finance**.

**TIP 5:** Double-check that all signatures are present in Part D - Operating Experience Update, Part E - Applicant Verification and Consent, and Part G - Payment Information.

## Training

Training records and certificates do not need to be submitted with wastewater renewals.