

WWOCS Functions for Training Providers

Submitting an online course assessment application

This panel is the input page for the course assessment application form. You can save the form for later input or submit it immediately. This function is accessed by selecting **Course ► Input Form** from the menu. The Continuing Education Training Assessment panel appears:

Location: Course : Input Form WWOCS-CC-001

Input Form - 'Director Approved' Continuing Education Training Assessment Form

Section 1 - Applicant Information collapse -

Name:	JOHN DOE INC.	Training provider code:	ABCD
Street number:	Street suffix:	Unit type:	Number:
Street name:	123 STREET NAME	Street type:	Direction:
Delivery Mode:	Identifier:	Lot #:	Concession #:
Additional Information:			
City:	TORONTO	Province / State:	Ontario
Postal code:	M7M 7M7	Country:	Canada
Contact's first name:	JOHN	Contact's last name:	DOE
Phone number:	(123) 456-7890x321	Fax number:	
Email address:	jdoe@anywhere.com		

Section 2 - Course Information expand +

Section 3 - Training Designer Qualifications expand +

Section 4 - Training Instructor Qualifications expand +

The previous view of the Continuing Education Training Assessment panel is displayed with all panels but Application Information collapsed. In the following sections, the other panels are shown expanded and are dealt with in detail.

Section 1 – Contact Information

To change your contact information,

- > Click **Edit Contact Information**. The following panel opens:

The screenshot shows a web form titled "Update Training Provider Profile : 0000064" with a breadcrumb "Location: Course : Input Form" and a reference code "WWOCS-CL-016". The form is divided into several sections:

- Name:** JOHN DOE INC.
- Code:** ABCD
- Street number:** (empty) **Street suffix:** (empty)
- Unit type:** --SELEI (dropdown) **Number:** (empty)
- Street name:** 123 STREET NAME
- Street type:** --SELEI (dropdown) **Direction:** --SELEI (dropdown)
- Delivery mode:** --SELECT- (dropdown) **Identifier:** (empty)
- Lot #:** (empty) **Concession #:** (empty)
- Additional information:** (empty text area)
- City:** TORONTO
- Province / State:** Ontario (dropdown)
- Postal code:** M7M 7M7
- Country:** Canada (dropdown)
- Contact Information** section:
 - First Name:** JOHN
 - Last Name:** DOE
 - Phone number:** (123) 4567890 x 321
 - Fax number:** () x
 - Email address:** jdoe@anywhere.com

At the bottom of the form are two buttons: "Save in Profile" and "Cancel".

- > Enter the updated information and click **Save in Profile** to save your changes.

Or

- > Click **Cancel** to return without saving your changes.

Section 2 – Course Information

To add course information:

- > Click **Add Course Information**. The Course Information panel opens:

Location: Course : Input Form WWOCS-CC-001

Course Information collapse

Training providers must submit a copy of the training materials in order for their application to be processed. The Ministry or the Certification Program Administrator will not use the materials for any other purpose other than this assessment

Course title: *

Description: *

Number of contact hours: *

Training Method*

Classroom Correspondence Computer Based Web Based Conference

Other, specify:

Learning Objectives

Please attach a copy of the course learning objectives.*

I will mail in a paper copy with this application

I will email a copy

Course Timetable

Please attach a copy of course timetable.*

I will mail in a paper copy with this application

I will email a copy

Method to Verify Participant has Learned Course Material*

Final Exam(written/oral) Quiz Performance Demonstration Presentation Written Reports

Other, specify:

Please attach a copy of the exam/quiz or describe the other evaluation method.*

I will mail in a paper copy with this application

I will email a copy

Course Completion Certificate

Please attach copy of course completion certificate/record.*

I will mail in a paper copy with this application

I will email a copy

- > Enter the required course information and click **Save & Return** to save your changes.

Or

- > To exit without saving your changes, click **Cancel**.

Section 3 – Training Designer Qualifications

To add training designer information:

- > Click **Add Training Designer**. The Training Designer panel opens:

Location: Course : Input Form WWOCS-CC-001

Training Designer collapse

Name of training designer: *

Select all that apply: *

has received former training in an adult education program
Attach the related certificate(s) or equivalent as supporting document to this form

I will mail in a paper copy with this application

I will email a copy

has received structured training in designing/organizing training from an expert holding an adult education certificate or equivalent
Identify such expert and attach or email her/his adult education certificate or equivalent to this form

I will mail in a paper copy with this application

I will email a copy

has the ability to design curriculum as evidenced by the following:

sample curriculum
Attach sample of curriculum designed by this person other than course to which this application applies

I will mail in a paper copy with this application

I will email a copy

student evaluations of training delivered by the applicant
Attach student evaluations of a course designed by this person

I will mail in a paper copy with this application

I will email a copy

experience in training design
Attach resume or equivalent describing extent of curriculum design experience held by this person

I will mail in a paper copy with this application

I will email a copy

- > Enter the required information and click **Save & Return** to save your changes.

Or

- > Click **Cancel** to return without saving your changes.

Section 4 – Training Instructor Qualifications

To add training instructor information:

- > Click **Add Training Instructor**. The New Training Instructor panel opens:

Location: Course : Input Form WWOCS-CC-001

Training Instructor collapse

Name of training instructor*

Select all that apply:*

- has at least one (1) year of experience as a full time instructor
- has at least three (3) years experience as a part-time instructor
- has at least three (3) years experience directly relevant to the course subject matter
- (if training operators) has at least three (3) years experience working in the drinking water industry as an operator-in-charge or overall responsible operator in a facility at a level equal to or greater than the level of operator certificate for which the training is intended
- (if training water quality analysis) has at least three (3) years experience working in a laboratory as a supervisor directing staff on how to test drinking water for various contamination
- has been formally trained or educated on the subject matter being covered
- other qualifications, please list or describe

Please attach instructor's resume or equivalent to this form to support the above criteria met by the instructor. *

- I will mail in a paper copy with this applicator
- I will email a copy

- > Enter the required information and click **Save & Return** to save your changes, or **Cancel** to return without saving your changes. Click **Remove** to delete the training instructor.

Completing the form

When all three sections are complete do one of the following steps:

- > Click **Return to Main Page** to cancel your application.
- Or
- > Click **Submit** to submit your application.

Selecting Submit causes the application verification panel to open.

The screenshot shows a web interface titled "Location: Course : Input Form" with the identifier "WWOCS-CE-001". The main heading is "Applicant Verification". Below this is a "Disclaimer: Collection of Personal Information in WWOCS". The disclaimer text states: "The personal information provided in this application form will be collected, used and disseminated by the Operator Certification Program Administrator on behalf of the Ministry of the Environment for the purposes of Ministry enforcement under the Safe Drinking Water Act, 2002, Ontario Regulations 128/04, and 129/04 and for assessing and verifying applicant eligibility regarding the issuance of drinking water and wastewater certificates. The information provided will be kept in accordance with the Common Records and Retention schedule set by the Province of Ontario. If you have any questions about this collection, use or dissemination please contact the Ministry's Freedom of Information and Privacy Office at (416) 314-4075." At the bottom of the panel are two buttons: "I Agree" and "I Disagree".

- > Verify your application by reading and clicking **I Agree**. You are directed to the confirmation panel:

The screenshot shows a web interface titled "Location: Course : Input Form" with the identifier "WWOCS-FA-006". The main heading is "Confirmation". The text reads: "Thank you for submitting your application online. The reference number for your submission is **82**. Please retain this number for future correspondence. Indicate the method you are submitting the following supporting documents." Below this is a table with two columns: "Mail" and "Email".

Mail	Email	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of the training objectives
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of the training material(s)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of course completion certificate
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of course timetable
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Method of verifying that participant has learned course material
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of qualifications for each training designer
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Proof of qualifications for each instructor

Below the table, it says: "You need to quote the submission reference number when you send in the supporting documents. Mail the supporting documents to:" followed by the address: "Ontario Environment Training Consortium (OETC), 37 George Street North, Suite 206, Brampton, Ontario L6X 1R5". It then says "OR" and "Email the supporting documents to operator.certification@ene.gov.on.ca". At the bottom, it states: "The completed Continuing Education Assessment Form. Including the necessary documents must be received by the Certification Program Administrator in order for your application to be processed. Incomplete application will be returned." At the very bottom of the panel is a button labeled "Print Application and Confirmation".

- > Note your confirmation number and enter the method by which you are submitting the supporting documents.
- > Click **Print Application and Confirmation**. The form is displayed in PDF.
- > Select the print button to print. You can now submit your completed form to the OETC.

Listing saved course assessment forms

You can work on a saved form from the list of previously-saved forms by selecting **Course ► List Saved Drafts** from the menu. The List Saved Drafts – Course Assessment panel appears:

Location: Course : List Saved Drafts WWOCS-CC-003

List Saved Drafts - Course Assessment

Status: Draft

<input type="checkbox"/> Select	Date Created ▲	Date Last Saved ▼	Applicant Name ▼
<input type="checkbox"/>	05/16/2006, 10:42 AM	05/16/2006, 10:42 AM	ELIZABETH POLLACK INC.

Updating saved course assessment forms

Clicking on the Date Created field for a course will open the course assessment form, as described [above](#). Selecting the check box next to one or more forms and clicking **Delete Drafts** will remove it from the system.

Printing submitted applications

You can view the course applications you have submitted and print the application and confirmation pages again by selecting **Course ► Print Submitted Applications** from the menu. The following panel appears:

Location: Course : Print Submitted Applications WWOCS-CO-023

Print Submitted Applications - Certification

	Reference #	Course Title	Date of submission
<input type="radio"/>	82	Water Distribution Operator	05/16/2006

- > Fill one or more selection buttons beside the appropriate Reference Numbers, and click **Print Application and Confirmation**. The system will print both the application and confirmation forms.

Uploading completed courses

Course completion results are added into WWOCS for each matching operator who exists in WWOCS.

After the completion of a course, you need to prepare a file containing data for those operators who were registered in and successfully completed that course. An interface is required to upload the course completion results into WWOCS.

Note

The upload file needs to be in the [specific format](#) required by the Ministry.

- > Select **Course** ► **Upload Completed Course** from the menu.

The screenshot shows a web interface titled "Location: Course : Upload completed course" with the ID "WWOCS-CA-005". The main heading is "Upload Course Assessments". Below this, there is a "File name:" label followed by an empty text input field and a "Browse..." button. At the bottom of the form are two buttons: "Upload" and "Cancel".

- > Locate the desired file by clicking **Browse** and by selecting the appropriate file from your directory.
- > Click **Upload** to submit the completed course assessment to WWOCS. The Upload Course Assessments Summary panel appears:

The screenshot shows a web interface titled "Location: Course : Upload completed course" with the ID "WWOCS-EX-015". A green message box at the top states: "The course completion file has been read successfully. Please review the summary screen and correct any invalid records. Invalid entries will not be uploaded." Below this is the "Upload Course Assessments Summary" section, which is divided into two tables: "Valid Entries" and "Invalid Entries".

Operator Id	Operator Name	Course Id	Course Name	Completion Date
90000064	ROLAND DEMEESTER	48	Water Treatment Certification Preparation I & IIy	12/02/2005
90000782	ENZO IACOBELLI	48	Water Treatment Certification Preparation I & IIy	12/02/2005

Operator Id	Operator Name	Course Id	Course Name	Completion Date
90054321		48	Water Treatment Certification Preparation I & IIy	12/02/2005

At the bottom of the summary panel are two buttons: "< Back" and "Continue".

- > If you need to revise your file before uploading it, click **Back**.
- > To complete the upload, click **Continue**. You are returned to the Home page which displays a success message.

The screenshot shows a web interface titled "Location: Home" with the ID "WWOCS-MA-001". A green message box at the top states: "Valid course completion results have been uploaded successfully." Below this is the "Home" section, which contains a "Course" menu with links for "Input Form", "List Saved Drafts", "Print Submitted Applications", and "Upload completed course". There is also an "Admin" menu with links for "Change Password" and "Logout".

Upload file format instructions

The course completion file is a simple *.txt* file with semi-colon characters (;) separating the following data:

- WWOCS Operator ID (a unique number that identifies an operator in WWOCS)
- WWOCS Course ID (a unique number that identifies a course in WWOCS)
- Course Completion Date (Format: YYYYMMDD)

Following is an example of the contents of a course completion file:

90000064;48;20051202

90000782;48;20051202

90054321;48;20051202

All records identified in the course completion file apply to those operators who have successfully completed a course. It is not necessary to specify the pass/fail results in the file.