

# DRINKING WATER RENEWAL TIP SHEET

The number one reason for 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 certificate 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) and the highest class of drinking water subsystem operated in Part D, no matter what type of certificate you are renewing. Don't forget to provide any related duties, or include whether you work exclusively in wastewater or as a WQA.
- TIP 4:** Renewal fees are listed in Part I 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, Part F - Applicant Verification, Part H - On-the-Job training list, and Part I - Payment Information.

## Training

Avoid delays and follow-ups by submitting your training correctly. Training is divided into two categories, Director Approved CEUs, and On-the-Job Practical Training. Training cannot be counted towards both Director Approved CEUs and On-the-Job training requirements; however, any Director Approved CEUs you have that are above the minimum amount required may be substituted for On-the-Job training.

### Director Approved CEUs

- Submit copies of all Director Approved certificates, including the Mandatory Drinking Water Renewal Course
- Only training taken within your current renewal period can be credited
- Conferences, seminars, and workshops can only account for a maximum of 25% of the minimum number of required CEU hours
- Wastewater training cannot be credited towards a drinking water renewal

### On-the-Job Training

- Include specific topics and dates. Training entries such as "Staff Meeting", "Safety Training", etc. will not be credited unless the specific training topics are included
- Do not send individual training records unless clarifying topics on your training list
- A maximum of 7 hours per day of On-the-Job Training can be credited. Breaks and lunches are not considered part of On-the-Job Training