

PLEASE READ BEFORE COMPLETING AND SUBMITTING AN APPLICATION FORM

In order for an application to be processed the form **MUST** be filled out completely. Incomplete forms **WILL NOT BE PROCESSED**. Please type or print **CLEARLY**.

Completed application form(s) should be submitted to the Ministry, care of the Ontario Water Wastewater Certification Office (OWWCO), Program Administrator for the Ontario Water/Wastewater Operator Certification program. Please submit your application in ONE of the following ways:

**1. Mail: Ontario Water Wastewater Certification Office (OWWCO)
302 The East Mall, Suite 600
Etobicoke ON M9B 6C7**

2. Fax: 416 231-2107

Please ensure all cheques and money orders are made payable to **HR Associates** (the parent company of OWWCO). Cheques made out to MOECC or OWWCO will be returned. For credit card payments ensure all information is accurate and a signature is present.

For questions about how to complete an application form, please call an OWWCO Customer Service Representative at: 416-231-2100 or 1-877-231-2122

STUDY MANUALS: Operator-in-Training	Cost	Quantity	Total
Operator in-Training (OIT) Examination Study Guide - Prepared by Ontario Municipal Water Association & the Ministry of the Environment, Conservation and Parks - Covers all 4 examination categories 2 nd Edition	\$45.00		
Mathematics for Water and Wastewater Operators	\$25.00		

STUDY MANUALS: Class 1 to 4	Cost	Quantity	Total
Alberta Water & Wastewater Operations Manual Level 1 - Prepared by Western Canada Water and Wastewater Association - Covers all 4 examination categories	\$100.00		
Alberta Water & Wastewater Operations Manual Level 2 - Prepared by Western Canada Water and Wastewater Association - Covers Water Treatment and Wastewater Treatment	\$100.00		
Operator Certification Study Guide - Prepared by American Water Works Association (AWWA) - Covers sample examination questions for Water Treatment and Water Distribution (Level 1 to 4)	\$70.00		
Certification Study Guide for Wastewater Treatment Personnel - Prepared by the Water Environment Federation (WEF) - Covers sample examination questions for Wastewater Treatment (Level 1 to 4)	\$65.00		
Certification Study Guide for Collection Systems Personnel - Prepared by the Water Environment Federation (WEF) - Covers sample examination questions for Wastewater Collection (Level 1 to 4)	\$65.00		

TOTAL :

(Applicable taxes have already been applied to listed prices)

Need-to-Know Guides

The Need-to-Know guides are available for download, free of charge, from the Ontario Water Wastewater Certification Office website*. Need-to-Know guides are **not** applicable to the Operator-in-Training examination. The following Need-to-Know guides are available at <http://owwco.ca/forms-and-guidelines/>.

- Water Treatment
- Water Distribution
- Water Distribution & Supply
- Limited Water Subsystem
- Water Quality Analyst
- Wastewater Treatment
- Wastewater Collection

Mailing Information

Orders will be sent to the address below.

First Name		Last Name		Middle Initial
Unit No.	Street No.	Street Name		PO Box
City/Town			Province	Postal Code
Home Phone Number (including area code)			E-mail Address	

Please indicate how you would prefer the OWWCO and/or the Ministry to contact you, if required:

Home Phone Cell Phone E-mail Regular Mail

Applicant Consent

By signing this Study Material Order Form, I hereby consent to the collection, use, and dissemination of my personal information contained in this application by OWWCO, the Program Administrator for the purpose of processing this order, as set out at the top of this form.

Signature of Applicant	Date (mm/dd/yyyy)
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Personal information provided on this form is collected by the Ontario Water Wastewater Certification Office (OWWCO) on behalf of the Ministry of the Environment, Conservation and Parks in accordance with the Safe Drinking Water Act, 2002 S.O. 2002, c. 32, as amended (SDWA) and Ontario Regulation 128/04 and the Ontario Water Resources Act, R.S.O. 1990, c. O.40, as amended (OWRA) and Ontario Regulation 129/04. The collection, use and dissemination of this information are governed by the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31, as amended (FOIPPA).

The information gathered herein will be used for the principle purpose of fulfilling study manual orders.

Any questions can be directed to an OWWCO Customer Service Representative by calling **416-231-2100** or **1-877-231-2122**, by mail or email to info@owwco.ca.

Please submit the completed application form with payment to the **Ontario Water Wastewater Certification Office (OWWCO)**.
Cheques must be made payable to **HR Associates** (the parent company of OWWCO).

*Other formats of the Need-to-Guide available by contacting OWWCO at 416-231-2100

