

GUIDELINE TITLE: TRAINED PERSON DESIGNATION**PURPOSE**

To identify the qualifications required for those individuals who operate the following types of small drinking water systems:

- non-municipal seasonal residential system serving a designated facility;
- small non-municipal non-residential system serving a designated facility;
- small municipal non-residential system serving a designated facility.

CONTEXT

A “Trained Person” is defined under O. Reg. 170/03 of the Safe Drinking Water Act as an individual who, in the preceding 36 months, has successfully completed a course approved by the Ministry of the Environment and Climate Change related to the operation and routine maintenance of drinking water systems. An individual who holds or is deemed to hold a drinking water operator’s certificate under O. Reg. 128/04 is also considered to be a Trained Person.

DIRECTOR APPROVED COURSES FOR “TRAINED PERSONS”***Obtaining Your “Trained Person” Designation***

If you wish to obtain the “Trained Person” designation, you must successfully complete the *Operation of Small Drinking Water Systems Course* available through the Walkerton Clean Water Centre. Visit www.wcwc.ca or contact them at 1-866-515-0550 for information.

Maintaining Your “Trained Person” Designation

Effective October 1, 2015, to maintain your “Trained Person” designation you must successfully complete one of the following selected Director approved courses for Trained Persons¹:

- [Operation of Small Drinking Water Systems](#) (online or correspondence), WCWC
- Practical Training for Small Drinking Water System Owners and Operators (classroom), WCWC
- Best Practices for Small Systems (classroom), WCWC
- Small Systems Hands-on Workshop (classroom), WCWC
- [Small Water System Operation and Maintenance](#) (online or correspondence), California State

Training must be complete within 36 months after:

- initially receiving your designation; or
- completing one of the courses to maintain your designation from the list above.

Ensure that records of training are maintained and easily accessible if requested.

These courses are included in the Director Approved Course Listing on the Ontario Water Wastewater Certification Office website. Visit www.owwco.ca to access the complete list and for more information on operator certificates and the “Trained Person” designation.

¹ If you completed a Director approved course(s) from October 1, 2012 to September 30, 2015 that is not included in this list, it can be used to meet your “Trained Person” designation. Please contact the Ministry of the Environment and Climate Change for guidance at 416-325-4000, Toll-free: 1-800-565-4923 or send a message to <https://www.ontario.ca/contact-us>.