

# How to Maintain Your Certification: Operators of Limited Groundwater & Limited Surface Water Subsystems

Your certificate expires every 3 years. If you do not renew your certificate, you will not be allowed to operate a drinking water system. To maintain your certification, you need to meet the following requirements before your certificate expires:

## ✓ Complete the mandatory renewal course

- The mandatory renewal course: Mandatory Certificate Renewal Course is offered through the Walkerton Clean Water Centre (WCWC). You can complete it by correspondence or attend the course in person.
- This course counts as 7 hours of the continuing education requirement.
- Visit [www.wcwc.ca](http://www.wcwc.ca) for course offerings and to find out how to register.

## ✓ Complete 39 hours of on-the-job practical training

- In addition to accepted activities for Class I – IV Operators, the ministry may accept the following for Limited Systems Certificates:
  - Reviewing inspection results with a water inspector;
  - Viewing related videos; and
  - Reading system specific operational manuals/instructions/emergency procedures (maximum of 9 hours per certificate cycle).

Refer to the [Training requirements for drinking water operators](#) guideline for a complete list of acceptable on-the-job training activities.

## ✓ Complete 21 hours of Director-Approved continuing education

- The mandatory renewal course: Mandatory Certificate Renewal Course counts as 7 hours of the continuing education requirement.
- Visit [www.owwco.ca](http://www.owwco.ca) for a list of Director-Approved courses to choose from. One CEU (Continuing Education Unit) represents 10 hours.
- Contact the training providers on the list to find out when and where courses are being offered and get yourself registered.
- Keep all your training records. You will need to submit proof of training when you apply to renew your certificate.

## ✓ Meet operational experience requirements

- You must have at least 3 months experience in the previous 36 months of working as an operator in a subsystem, or experience that the Director considers as related.

## How to renew your certificate:

At least one month before your certificate expires, send your completed Drinking Water Operator and Water Quality Analyst Renewal Application Form with the required documentation and renewal fee to the Ontario Water Wastewater Certification Office. Visit [www.owwco.ca](http://www.owwco.ca) for more information.