

How to Maintain Your 'Trained Person' Designation

Your Trained Person Designation is valid for 3 years. To maintain it, you must complete one Director approved course for Trained Persons listed below before your designation expires. If you don't maintain your Trained Person Designation, you will not be able to operate a drinking water system.

Complete one of these courses to maintain your designation:

- [Operation of Small Systems for Trained Persons \(O. Reg. 170/03\)](#) (online - virtual), WCWC
- [Small System Fundamentals](#) (classroom), WCWC
- [Best Practices for Small Systems](#) (classroom or online - virtual), WCWC
- [Small Systems Hands-on Workshop](#) (classroom), WCWC
- Small Water System Operation and Maintenance ([online](#)¹ or [correspondence](#)), California State

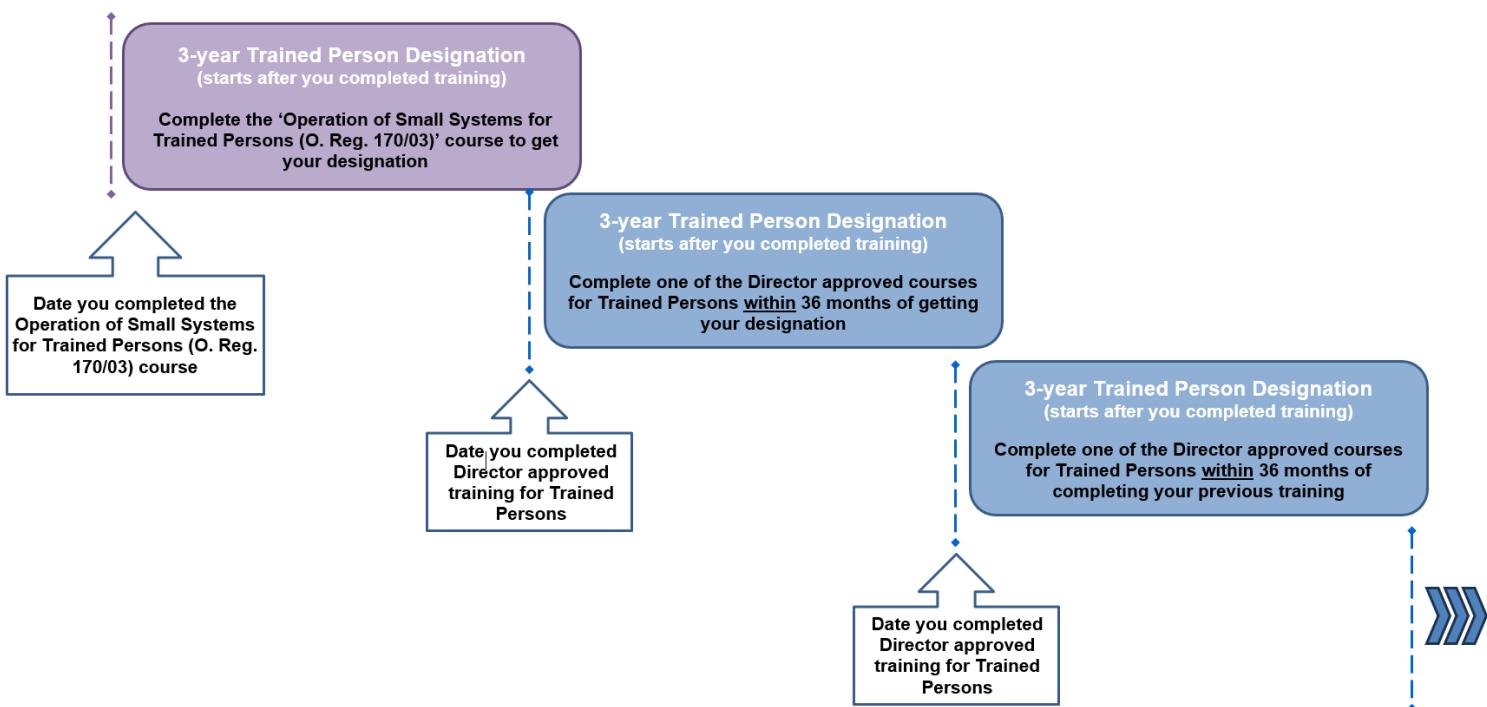
¹To maintain your Trained Person designation all 5 Small Water System online courses must be completed.

Tips for Getting Training:

- Find out when your Trained Person designation expires. You must complete training before that date.
- Visit the Walkerton Clean Water Centre website at www.wcwc.ca to register for their courses listed above.
- Visit the California State website at <http://www.owp.csus.edu/> to register for their course, which is also Director approved for Trained Persons.

Tips for Keeping Track of Your Training:

- Take note of when you completed your training. To maintain your designation, you must take another course, from the list above, within 36 months of that date.
- Use the ministry's Training Tracker to help you log and monitor the training you complete.
- Keep all your training records. You will need to show proof of training for ministry inspections.



Name of Trained Person (as it appears on training certificates/records): _____

Use this form to keep track of your training and the duration of your Trained Person designation. You will need to complete one Director approved course for Trained Persons before your designation expires. Visit the Ontario Water Wastewater Operator Certification Office website at www.owwco.ca for a list of courses that have been selected as acceptable training for Trained Persons.

KEEP ALL YOUR TRAINING RECORDS. You will need to show proof of training during a ministry inspection.