

# 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](#)<sup>1</sup> or [correspondence](#)), California State

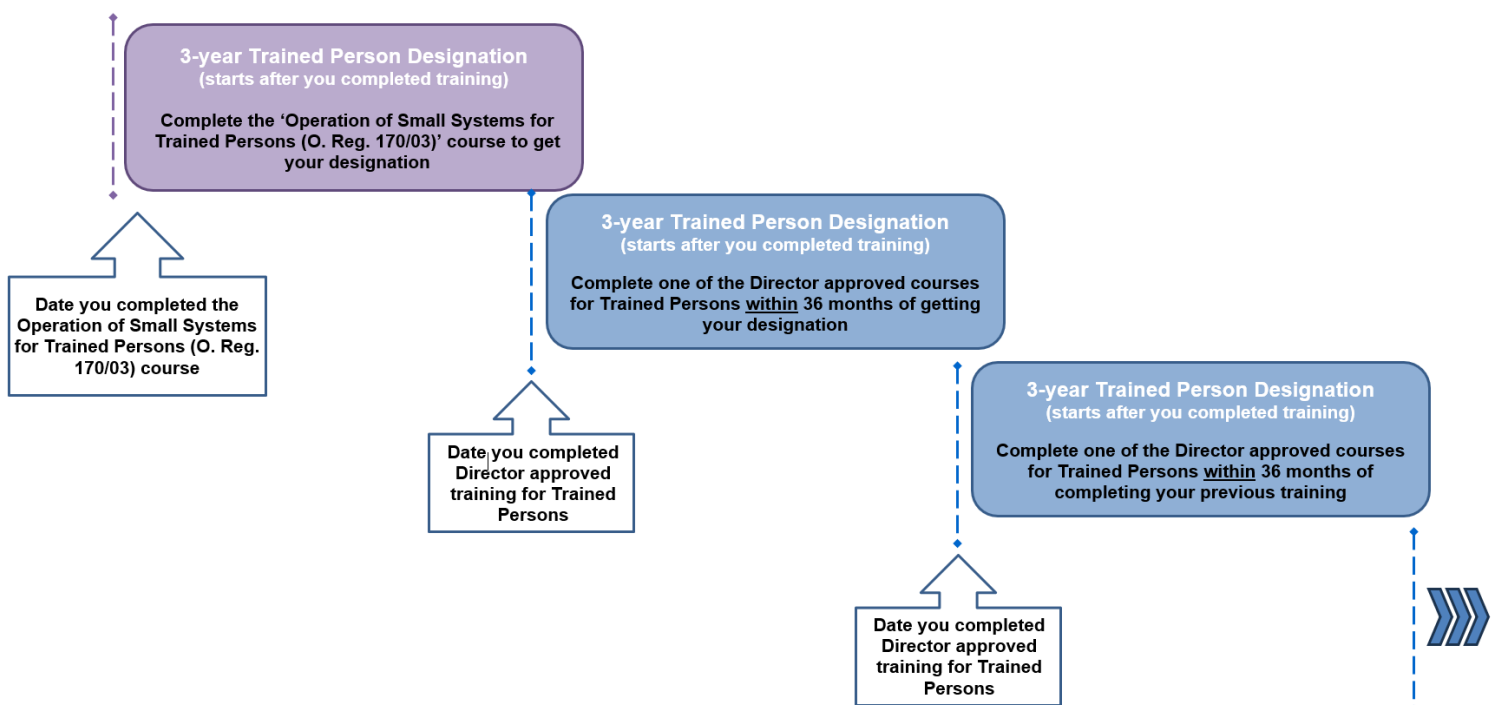
<sup>1</sup> To maintain your Trained Person designation all 5 Small Water System online courses must be completed.

### 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](http://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.



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

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