

**ALBERTA ENVIRONMENT**  
**OPERATOR CERTIFICATION PROGRAM**  
**SMALL SYSTEMS OPERATOR CERTIFICATION**

Operators who run very small municipal or "public" water and wastewater facilities have often had difficulty complying with operator certification requirements. After considerable consultation and discussion the Drinking Water Branch of Alberta Environment has developed an alternative level of certification for small water and wastewater facilities.

### **What is a Small System?**

A facility may be designated as a small water or wastewater system if it serves a "municipal" or privately owned "public" facility, including most hamlets, with a population of less than 500.

**Surface water treatment facilities, or groundwater facilities under the influence of surface water are specifically excluded from the Small Systems category.**

The types of systems included in the **Small Water** category are:

1. Class I water treatment plants serving less than 500 population, such as:
  - Iron and manganese removal facilities
  - Water softening facilities using ion-exchange
  - Filtration/chlorination facilities
  - Chemically assisted filtration such as in-line or direct filtration
2. Water distribution systems serving less than 500 population

The types of systems included in the **Small Wastewater** category are:

1. A wastewater stabilization pond facility with no discharge or seasonal discharge, serving a population of less than 500.
2. A wastewater collection system having 15 or more service connections or more than three kilometres of lines, serving a population of less than 500.

### **How can an operator get Small Systems Certification?**

An operator, working in a facility designated as a small system, can become certified as a "Small System Water or Wastewater" operator by meeting the following requirements:

1. Accumulate 6 months of verified operating experience in a small system.
2. Attend 6 hours of approved training for one or both of the water/wastewater categories.
3. Pass the small systems certification exam for the appropriate category or categories.

## **Where does an operator get "approved training"?**

The Alberta Water & Wastewater Operators Association offers a Small Water System Course and a Small Wastewater Systems Course. You can contact the Association directly at 1-866-458-7786. ([www.awwoa.ab.ca](http://www.awwoa.ab.ca)) Alternative training may be approved on request.

## **If an operator obtains Small Water and/or Wastewater certification can they get certified at Level I later?**

Yes. An operator working in a designated small systems facility can get certified at level I if they meet the experience and education requirements for Level I certification and pass the Level I certification exam. For the purposes of the certification program, Level I certification is a higher level of certification than small systems. In other words, if an operator has Level I certification they don't need small systems certification

Application forms for Small Systems Operator Certification can be obtained from:

Drinking Water Branch  
9820 - 106 Street  
EDMONTON, AB, T5K 2J6  
Phone: (780) 427-7713  
Fax: (780) 427-5204

Or on the Drinking Water website at: <http://www3.gov.ab.ca/env/water/DWQ/certification.html>

**ALBERTA ENVIRONMENT**  
**OPERATOR CERTIFICATION PROGRAM**  
**WATER & WASTEWATER SMALL SYSTEMS**  
**Application Instructions**

**General**

A **Small System** is defined as a Class I Water Facility or Class I Wastewater Facility serving a population of less than 500. **Surface water treatment facilities (or GWI) are specifically excluded from the Small Systems category.** This form should be used for all small system certification applications until **December 31, 2008** only. It is to be used for applications for "Municipal" certification under the Alberta Environment Water and Wastewater Operators Certification Program.

To receive full credit for all education and experience, the form **MUST** be filled out completely.

Incomplete forms WILL be returned.

**Section A - Personal Information**

This information is necessary if personal files are to be complete. Please fill it out completely. Type or print clearly.

**Section B - Education**

Although there is no minimum level of education for Small System Certification, verification of education in the form of a copy of a transcript or diploma should accompany the application.

The Alberta Department of Learning will provide high school transcripts if a request is sent to:

Transcript Office, Alberta Learning  
2nd Floor, 44 Capital Boulevard  
10044 - 108 Street  
Edmonton, Alberta T5J 5E6  
Phone: (780) 427-5732  
For toll-free access within Alberta, first dial 310-0000.

**Section C - Related Courses**

A list of all related courses completed by the applicant should be attached. Proof of completion of the Small Systems training must be attached. Continuing Education Units (CEUs) will be given for the courses that have been reviewed by Alberta Environment. Other courses must have complete descriptions attached for review. Descriptions must include a general description, agency providing course, topics and hours spent on each topic.

**Section D - Request for Category**

Please indicate the category of certification, which you are applying for, using the attached application (ie. small water systems or small wastewater systems).

Failed exams can be rewritten after a six-month waiting period. Candidates must rewrite failed exams within one year or a new application will be required. Please see the Alberta Water and Wastewater Operator Certification Guidelines at: <http://www3.gov.ab.ca/env/water/DWQ/certification.html> for further information at higher levels.

If a specific exam date and location is desired, please indicate it in the space provided. If this space is left blank, a schedule will be sent when the application is approved.

### **Section E - Operating Experience**

This section **MUST** be completed with details. A separate job description for each category (ie. small water systems or small wastewater systems) is required. Applications that are incomplete or are not signed by a supervisor **WILL** be returned.

### **Section F - Applicant's Declaration**

The application **MUST** be signed and dated by the **APPLICANT**

### **Section G - Verification by Supervisor**

The application must be signed by the applicant's Supervisor.

### **Section H - Other**

This space is for any other information the applicant wishes to provide. Additional sheets may be attached to the application if necessary.

**NOTE:** Calculators may be used while writing certification exams and a conversion/formula sheet will be provided.

The collection of personal information on this form is being managed in accordance with the *Alberta Freedom of Information & Protection of Privacy Act*. The authority for collection of personal information pertaining to the certification of water and wastewater operators is regulated in Alberta by the Environmental Protection and Enhancement (EPEA) Act (sections: 80, 81, 82, 83, and 85, Potable Water Regulations (Sections 2, 3, 14, & 15) and Wastewater and Storm Drainage (Ministerial) Regulation (Sections 2, 3, and 6). The personal information collected on this form will only be used in the administration of the Alberta Water & Wastewater Operator Certification Program. The collection of transcripts and course certificates will only be used by the department for verification purposes. Your personal information will not be shared with any other agency, government departments, businesses or individuals without your specific written consent or unless required to do so by law. Please be aware that Certificates of Qualification that are created by Alberta Environment in the administration of the Environmental Protection & Enhancement Act (EPEA) will be disclosed to the public, on request, as authorized under section 35(1)(b)(ii) of EPEA. If you want further details on how your personal information is collected and used, please contact the Drinking Water Branch at (780) 644-4959.

**APPLICANT WORKSHEET/CHECKLIST**

**Small Systems Operations**

**A. Education**

Minimum 0.6 CEUs Applicable Training:

- Small Water Systems Course (0.6 CEU's)
- Small Wastewater Systems Course (0.6 CEU's)
- Other Applicable approved training:   
\_\_\_\_\_

**Copies of course completion certificates must accompany the application**



**B. Experience**

Minimum 6 months of current operating experience in a municipal facility. \_\_\_\_\_ months



**SMALL SYSTEMS**  
**2006/07/08**  
**ALBERTA ENVIRONMENT**  
**WATER & WASTEWATER**  
**OPERATOR CERTIFICATION PROGRAM**

**PART I – GENERAL INFORMATION**  
**TYPE OR PRINT ALL INFORMATION**

**SECTION A – PERSONAL INFORMATION**

NAME: \_\_\_\_\_ POSITION TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_ Postal Code

CURRENT EMPLOYER: \_\_\_\_\_ FACILITY: \_\_\_\_\_

WORK ADDRESS: \_\_\_\_\_

\_\_\_\_\_

WORK PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

SUPERVISOR (Name): \_\_\_\_\_ TITLE: \_\_\_\_\_

**SECTION B – EDUCATION**

Highest Grade Completed: \_\_\_\_\_

Attach a copy of your high school diploma, GED, or high school transcripts.

**SECTION C – RELATED COURSES**

The minimum prerequisite for small water or wastewater certification is six hours (.6 CEU) of approved instruction for each category. Courses related to the water and wastewater operations field may be assigned continuing education units (CEUs). 10 approved contact hours = 1 CEU.

**Course completion certificates must be attached with this application**

Course review: If not already rated by Alberta Environment courses may be assigned CEUs. A course description **is required and must include**; general description, Institution providing course, topics and hours spent on each topic.

**Experience Summary page(s) must accompany this application**

**Deadlines**

Applications must be received **ON OR BEFORE:**  
January 20, April 10, and September 20 – Each Year  
***NO EXCEPTIONS***

Drinking Water Branch  
Environmental Assurance  
Alberta Environment

Mailing Address: 8th Floor, 9820 – 106 Street  
Edmonton, AB, T5K 2J6  
FAX: (780) 427-5204

**This application is only good until December 31, 2008**

**OPERATOR CERTIFICATION APPLICATION PART II SMALL SYSTEMS**

**SECTION D**

Application for Small Water System Certification: \_\_\_\_\_

Application for Small Wastewater System Certification: \_\_\_\_\_

**Exam location and date requested:** \_\_\_\_\_

**SECTION E – EXPERIENCE**

SUMMARY OF SMALL SYSTEM OPERATING EXPERIENCE

DATE CURRENT POSITION (Employment) COMMENCED: Day\_\_\_\_/Month\_\_\_\_/Year\_\_\_\_

For **previous positions** attach additional pages with appropriate information

DUTIES: **Provide a description of operation duties** and level of responsibility in **small water and/or wastewater operations**. Also attach a copy of your current position description.

Water Systems: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Wastewater Systems \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated hours per day spent in **water system operations**: \_\_\_\_\_

Estimated hours per day spent in **wastewater systems operations**: \_\_\_\_\_

**SECTION F – DECLARATION OF APPLICANT**

I \_\_\_\_\_ confirm that the information on this application is true and accurate to the best of my knowledge.  
PRINTED NAME

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION G – VERIFICATION BY SUPERVISOR (All applications must be verified)**

I \_\_\_\_\_ confirm that the above information concerning operations experience is true and accurate to the best of my knowledge.  
PRINTED NAME

Signature of Supervisor: \_\_\_\_\_ Supervisors Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SECTION H – OTHER**

This space may be used for any comments or additional information that you wish to provide.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_