

Water and Wastewater Operator Certification



Continuing Education Log Book

Name of Operator

Community

Name of Supervisor



Certification is mandatory for the category of Water

Treatment. According to the NT Public Health Act Legislation

Certification of a Water Supply Foreperson:

21. (1) Subject to subsection (2), a water supply foreperson must be certified to operate the class of water supply system or part of the system he or she will be operating, controlling and managing on a daily basis, in accordance with the certification requirements approved by the Chief Public Health Officer.

<https://www.justice.gov.nt.ca/en/files/legislation/public-health/public-health.r7.pdf>

The Government of the Northwest Territories Water and Wastewater Certification Program requires that certified operators submit two (2.0) Continuing Education Units (CEUs) every two years to maintain Certification in the category they are certified in.

Water and Wastewater System Operators operating water treatment, water distribution, wastewater treatment and wastewater collection systems and their facilities and who have obtained certification must maintain certification by participating in continuing education on an ongoing basis.

CEUs are organized educational activities that demonstrate an operator is remaining current in the water and/or wastewater field; examples include attending relevant conferences, classroom training or on the job training.

A Continuing Education (CEU) Log Book is important for operators to keep. With the log book the operator can record all training activities that may be eligible for CEUs. Operators should keep their training log current and have trainers/instructors initial when training is completed.

Please submit your CEUs to:

Crystal Lennie, B.Sc.

**School of Community Government
Municipal and Community Affairs
Government of the Northwest Territories
106 Veteran's Way
P.O. Box 1740
Inuvik, NT X0E 0T0**

867-777-7415 Phone

867-777-7352 Fax

www.maca.gov.nt.ca



Continuing Education Units (CEUs) are awarded based on the amount of training and contact time an operator participates in. One (1) hour of training is equivalent to 0.1 of a CEU. Ten (10) hours is equivalent to one (1) full CEU.

CEUs can be submitted by faxing or by scanning and emailing the completed (and signed) page or pages of the CEU Log Book. CEUs should be submitted once/per year and at minimum once every two years. You must include whatever back up is available for your CEU submission i.e. certificate awarded for course completion, attendance record etc.

Here are some specific examples of training activities that qualify as CEUs

Safety Training

WHMIS

Fall Arrest

Isolation (lock-out) training

Confined Spaces

Safety Meetings

First Aid/CPR

Safety Awareness

School of Community Government Water and Waste Management Courses

Small Systems Water Treatment

Small Systems Wastewater Treatment

Class I Water Treatment

Class I Wastewater Treatment

Class I Water Distribution

Class I Wastewater Collections

Class II Water Treatment

Solid Waste Management

Chlorine Handling

*Course does not qualify as a CEU until certification in at least 1 category has been achieved

*Exam Challenge does not qualify as a CEU

School of Community Government related courses

Maintenance Management

Works Supervision

Building Operations

Heating and Ventilation

Fire Protection

Emergency Management

Environmental Management

Field Training

Participation in water /wastewater system project meetings

System review with PWS or recognized professional

On site training instructed by professional

Plant trouble shooting under supervision of qualified professional

Providing on site training to staff

Participation in commissioning of plant/facility

Training in water sampling/testing training conducted by Environmental. Health Officer

Circuit Rider training conducted by MACA

Plant tours to school groups

Boards, Associations and Committees

Participation in project planning committee pertaining to Water Treatment (Plant or Plant Operations).

Appointment or election to WW Assoc. Board

Appointment or election to Certification Committee

Conferences and Workshops

Attendance at NTWWA Conference

Attendance at NTWWA Operators Workshop

Attendance at other northern water and wastewater conferences and forums

Attendance at southern water and wastewater conferences and forums

Participation in teleconferences on water or wastewater related topic

Instruction and Presentations

Presentation at conference or workshop

Presentation at water or wastewater training course

Instruction or facilitation of water or wastewater training course

Presentations to school groups and career fairs

Correspondence and Online Training

Completion of Sacramento State University, Office of Water Programs, Water and Wastewater Correspondence Courses

Completion of NAIT Water and Wastewater Courses

Completion of recognized online training courses

Newsletters and Publications

Published article in water and wastewater publication

Personal/Professional Development

Adult Education upgrading

Communication courses

Customer service training

Computer skills training

Aurora College Programs/Courses

Relevant continuing education courses/workshops

Environmental Management courses/workshops

Housing Maintainer Program courses (e.g. heating, plumbing, electrical)

Training directly related to water and wastewater will be awarded a higher amount of CEUs. The amount of CEUs awarded for training is determined by the Water and Wastewater Operator Certification Committee.

The Operator Certification Committee may also consider training other than the above listed training (for the awarding of CEUs) provided it is related to the duties of an operator and has improved the knowledge and skills of the operator. Operators should log all training they consider relevant for consideration.

Water and Wastewater System Operator Training Log (sample)

Operator Name _____

Date	Training Event and Location	Description	Total Hours	Trainer/ Organization rep Signature
June 1/15	WHMIS Hay River	hazardous materials training	4	<i>Water Instructors</i>
Nov 1-2/14	NTWWA Conference Norman Wells	annual Water and Waste conference	16	<i>NTWWA Officers</i>
Nov 3/14	NTWWA Operator Wshop Norman Wells	pumps and control valves training	8	<i>NTWWA Officers</i>
March 6/15	System Review Fort Resolution	PWS system review	16	<i>Circuit Rider</i>
Jan 2015 to Jan 2016	Safety Mtgs Fort Resolution	weekly safety meetings with public works staff	20	<i>Joe Foreman</i>

Operator Signature: *John Water* Date: April 30/15

Supervisor Signature: *Crystal Clear* Date: April 30/15

Eligible Continuing Education Credits

Check	Continuing Education Credit (CEU) Items	Number of credits available
	WW Related Conferences/Workshops	1.0
	WW Related Paper	1.0
	Publish Related Newsletter	1.0
	Appointed to Water Wastewater Board/ Committee/H&SS Authority	1.0
	Related Classroom Instruction	1.0
	Related Classroom Presentation	0.1/h
	Training During Commissioning WTP	0.1/h
	WW Assoc. Executive Member	1.0
	Attend Safety Meetings	Max 0.5/year
	Participation in a Community Planning Study/ System Review/Audit	1.0
	School of Community Government WW Course or Field Training with Circuit Rider	1.0
	Workshops WHMIS/Dangerous Goods/ Confined Spaces/Fall Arrest	0.5
TOTAL CEU's REGISTERED: 20 ____ to 20 ____		