



OCB CERTIFICATION POLICIES

The following policies, adopted by the Board, deal only with the Certification Process.

1. Proof of Education
2. Definition of Temporary Duties and Relief Operator
3. Reciprocity Agreements
4. Application Fees for Operators Placed in the Pending Database
5. Operators leaving to work outside the Province of Saskatchewan
6. Operators changing communities within the Province of Saskatchewan
7. Operators retiring but holding a mandatory certificate
8. Operators who have left their communities and have not relocated to another community
9. Reciprocity of Expired Alberta Certificates
10. Certificate Expiry Dates
11. Renewal Validation Receipts
12. Career Path Policy Guideline
13. NSF Cheques
14. Certification Exam Protocol
15. Reinstatement of Expired Saskatchewan Certificates
16. Acceptability of Repeat Workshops/Courses Towards Certification Renewal
17. CEU's Earned during the Month of a Certificates Issue and Acceptability Towards Renewal
18. Operator in Training

20. Cancelling, Amending or Suspending a Certificate
21. Requesting a Hearing with the OCB

1. Proof of Education

Taken from the January 12, 2001 Minutes.

In the matter of proof of education. Either for an operator applying for a higher classification than his voluntary certificate and for operators that were not under the voluntary program.

Board Direction – The Board decided that the burden of acceptable proof remains with the operator.

SERM advised that proof should not only be restricted to transcripts. It can be a sworn statement from a Commission of Oaths or Notary Public. The Board can also investigate.

Taken from the minutes of February 7, 2008

Motion

The proof of education document must be submitted in one of the following formats:

- High School Transcripts
- GED Transcript
- Sworn affidavit or declaration stating the last school grade completed and signed by a Commissioner of Oaths or Notary Public.

Carried

2. Definition of Temporary Duties, Relief Operator and Seasonal Operator

Taken from the attached letter from Saskatchewan Environment and Resource Management dated February 20, 2001.

Definition of a relief operator – “where a relief operator (not normally employed by the community) is used to replace the normal operator, the time spent on the job will be counted in the same manner as would be for the person they replace. This would be the case for holiday replacement or for week-end replacement. Therefore, for each day of employment, where the duties include operation of a facility, one day of experience will be granted.”

Full-time employees not normally assigned the duty of an operator – “where a full time employee is not normally assigned the duty of operator but is used in relief capacity, the time spent assigned as an operator will count in the same manner as that of the full time operator. Therefore, for each day or shift of employment, where the duties include operation of a facility, one day of experience will be granted.”

To equate one year of experience

- 46 weeks = 1 year
- 230 days = 1 year
- 1840 hours = 1 year

Taken from the minutes of February 7th, 2008

Definition of a Seasonal Operator

An Operator who performs operator duties for a consecutive period of time for only a portion of the year during a twelve-month period. The facility may or may not be a seasonal facility that operates during a particular time.

Seasonal and Relief operators must follow the daily equation.

230 days = 1 year

The weekly and hourly equations equaling one year of experience were voided.

3. Reciprocity Agreements

Taken from the January 12, 2001 Minutes. Amended February 9, 2001.

SERM advised that the Board is fully authorized to enter into reciprocity agreements.

SERM also directed that nothing restricts the Board from accepting operators from outside the province without a reciprocity agreement in place.

Reciprocity with Alberta

Motion taken from March 9, 2001 Minutes.

To enter into reciprocity with Alberta based on the information presented regarding Alberta's certification system. To accept all Alberta Certificates – Levels One (1) through/including Four (4) in all categories.

4. Application Fees for Operators Placed in the Pending Database

Taken from the June 22, 2001 Minutes.

Motion

Incomplete applications will be placed in the OCB's pending database for a one-time period of up to two years from the date the application was first reviewed by the Board. Applications that are completed during this two-year period will be considered for certification under the Regulations and Standards in effect on the completed application review date.

Carried

5. Operators leaving to work outside the Province of Saskatchewan

Policy presented and amended at the June 22, 2001 Board Meeting. See June 22 Minutes.

Motion

To adopt the amended policy.

Carried

It will be the responsibility of the operator to inform the Board in writing of an operator's move out of province. The Board shall receive the written advisement no later than 30 days after the move has taken place. Certified operators moving outside the Province of Saskatchewan will have their names remain in the certified database for the valid term of their certificate but will have their community listed as "Out of Province".

Note:

In addition to the above policy the Board has decided to make a request every 3 to 4 months to the communities to confirm the status of their certified operators.

Revised:

The "Note" on this policy was removed as written in the minutes of December 5, 2003.

6. Operators changing communities within the Province of Saskatchewan

Policy presented and amended at the June 22, 2001 Board Meeting. See June 22 Minutes.

Motion

To adopt the amended policy.

Carried

It will be the responsibility of the operator to inform the Board in writing of their move to another community. The Board shall receive the written advisement no later than 30 days after the move has taken place. Certified operators moving within the Province of Saskatchewan will have their names remain in the certified database for the valid term of their certificate and will have their community changed to reflect their current place of employment.

Note:

In addition to the above policy the Board has decided to make a request every 3 to 4 months to the communities to confirm the status of their certified operators.

Revised:

The "Note" on this policy was removed as written in the minutes of December 5, 2003.

7. Operators retiring but holding a mandatory certificate

Policy presented and amended at the June 22, 2001 Board Meeting. See June 22 Minutes.

Motion

To adopt the amended policy.

Carried

It will be the responsibility of the operator to inform the Board in writing of their retirement. The Board shall receive the written advisement no later than 30 days after the termination of employment has taken place. Certified operators retiring within the Province of Saskatchewan will have their names remain in the certified database for the valid term of their certificate but will have their community listed as "Retired".

Note:

In addition to the above policy the Board has decided to make a request every 3 to 4 months to the communities to confirm the status of their certified operators.

Revised:

The "Note" on this policy was removed as written in the minutes of December 5, 2003.

8. Operators who have left their communities and have not relocated to another community

Policy was presented at the February 1 & 2, 2002 Board Meeting. See Feb 1 & 2 Minutes.

Motion

To adopt the policy as presented.

Carried

Certified operators who have left their communities and have not relocated to another community shall have their communities listed as “Not Designated”.

9. Reciprocity of Expired Alberta Certificates

Taken from the November 15, 2002 Minutes.

Motion

For operators applying for certification in Saskatchewan after allowing their Alberta certificate to lapse. Lapsed time shall be counted from date of issuance of certificate or renewal date, not expiry date. Note: Past cumulative experience is recognized.

For certificates that have expired for five years or less:

- i) Application can be made for certification at previously held level(s) and area(s);
and
- ii) Are required to supply proof of the expired certificate.

For certificates that have expired for more than five years:

- i) Application can be made for certification at previously held level(s) and area(s);
and
- ii) Are required to supply proof of the expired certificate; and
- iii) Must write and pass Saskatchewan certification exam(s) at previously held certified level(s) and area(s).

Carried

Policy amended as per the minutes of February 7th, 2008

After the certification has been approved, the operator must follow SK government regulations whereby one continuing education unit (CEU) is required for renewals falling due after July 15, 2005. In the case where an operator's certificate has lapsed for two consecutive renewals (four years), the operator must earn 2.0 CEU's.

10. Certificate Expiry Dates

Taken from the November 15, 2002 Minutes.

Motion

Certificates issued from this day forth will be issued the date of the meeting and shall have an expiry date on the 15th of the month at the end of the term of the certificate.

Carried

11. Renewal Validation Receipts

Taken from the November 15, 2002 Minutes.

Motion

Renewal validation receipts may be signed by any Board Member and will list the certificate number.

Carried

12. Career Path Policy Guideline

Taken from the December 13, 2002 Minutes

Motion

To adopt the Career Path Policy as a guideline.

Carried

Motion from the February 7th, 2008 minutes

Policy annulled.

13. NSF Cheques

Taken from the minutes of March 5th and 6th, 2004

For application fees that are returned by the bank marked NSF, the applicant will be mailed a letter requesting payment be made in the form of a certified cheque or money order and to make payment of \$130.00 for the application fee plus an additional \$10.00 administrative fee.

Motion from the February 7th, 2008 minutes

The administration fee on NSF cheques will be changed from \$10.00 to \$20.00 and the individual will be required to pay the equivalent bank fees debited to the OCB.

14. Certification Exam Protocol

Taken from the minutes of June 18th and 19th, 2004

For applicants applying for a Small Water System (SWS) certificate, the applicant must write and pass with a mark of 70%, the SWS exam or both the Water Treatment 1 and Water Distribution 1 exams. Same rule applies for a Small Wastewater System (SWWS) certificate, the SWWS exam must be written or both the Wastewater Treatment 1 and Wastewater Collection 1 exams.

The protocol remains the same for any applicant requesting a level 1, 2, 3 or 4 certificate in any area. Exams must be written for each level of certification up to the desired level. For example if an operator is applying for Water Distribution level 4 he must first write and pass all the certification exams from level 1 up to level 4.

15. Reinstatement of Expired Saskatchewan Certificates

Taken from the Minutes of November 12th and 13th, 2004

Motion

For Operators applying for certification after allowing their certificate to lapse. Lapsed time shall be counted from date of issuance of certificate or renewal date, not expiry date. Note: Past cumulative experience is recognized.

For certificates that have expired for five years or less:

- Application can be made for certification at previously held level(s) and area(s).

For certificates that have expired for more than five years:

- Application can be made for certification at previously held level(s) and area(s).
- Must write and pass Saskatchewan certification exam(s) at previously held certified level(s) and area(s).

Carried

Taken from the Minutes of June 15th and 16th, 2007

Motion

The board recognize certificates from other provinces and that multiple provincial certificates be accepted.

Carried

If an expired SK certificate holder is applying to the OCB to have his certificate reinstated the operator may apply to the board under reciprocity if he holds a certificate from another province. No CEU's would be necessary for renewal of an expired SK certificate.

Taken from the Minutes of February 7, 2008

As per Section 68 of the *Water Regulations, 2002*, one Continuing Education Unit (CEU) is required for renewals falling due after July 15, 2005.

In the case where an operators certificate has lapsed for two consecutive renewal periods (four years) the operator must earn 2.0 CEU's.

16. Acceptability of Repeat Workshops/Courses Towards Certification Renewal

Taken from the Minutes of February 2, 2007

Motion

Continuing education units (CEU's) will be accepted on repeat workshops/courses providing the course was not repeated during a four-year period. The repeated course should skip one renewal period.

Carried

Motion from the February 7th, 2008 meeting

A First Aid course can be repeated and used for renewal more than once, however usage of this course for renewal must also follow previous policy, whereby the course can not be used for two consecutive renewals.

17. CEU's Earned during the Month of a Certificate's Issue and Acceptability Towards Renewal

Taken from the Minutes of November 16th and 17th, 2007

Motion

The board will accept for renewal any approved CEU's earned during the same month of a certificate's expiry.

Carried

The board will accept for renewal approved CEU's earned anytime during the first month of a certificate's term without regard to the exact date that the workshop/course was taken and with regard to policy #16 whereby a repeat course can not be used for consecutive renewals.

Additionally, a course used to renew the previous term cannot be used again for the present renewal.

18. Operator in Training Policy

Taken from the minutes of July 7, 8 and 9th, 2005

Issuing Operator in Training (OIT) Certificates

1. For those operators needing to meet only experience criteria or certification:
 - Small System certificates will be issued for a 6 months only.
 - Level 1 OIT certificates will be issued for a 6 months only.
 - Level 2 (OIT) certificates will be issued for 1 ½ years only.
2. The same education substitutions written in the Operator Certification Standards, 2002 used for mandatory certification in Small System, level 1 and level 2 will also apply to applicants applying for Operator in Training certificates.
3. A level 2 OIT certificate will not be approved unless the operator has written and passed the level one certification exam for the requested area.
4. An OIT certificate will be issued to one, newly hired individual in a community. A community cannot have an operator with and OIT certificate if they already have a certified operator with a mandatory certificate.
5. When requesting a change from the OIT certificate to the mandatory certificate the application fee is not necessary. The application for mandatory certification is considered an upgrade to an existing certificate.
6. By year 2008 OIT certificates will no longer be issued or considered for certification.

Taken from the minutes of February 7th, 2008

Point # 6 of the Operator in Training Policy annulled.

20. Canceling, Amending or Suspending a Certificate

To conform to Section 69 (2)(a) of the *Water Regulation, 2002*, the board determined that 45 days notice by registered mail will be given to any operator before his/her certificate can be canceled, amended or suspended.

21. Requesting a Hearing with the OCB

Taken from the minutes of February 10, 2006

Any individual wishing to approach the board and discuss a topic must first provide their request in writing prior to any meeting between parties.

Motion from the minutes of February 7th 2008

All requests to appear before the OCB as a delegation shall be made in writing and be submitted to the administrator 2 weeks prior to the date of the meeting and must include any material that is to be discussed with the board.