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 <u>before</u> 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 Drinking Water Systems (online or correspondence), WCWC
- Practical Training for Small Drinking Water System Owners and Operators (classroom), WCWC
- Best Practices for Small Systems (classroom), WCWC
- Small Systems Hands-on Workshop (classroom), WCWC
- Small Water System Operation and Maintenance (online or correspondence), California State

Tips for Getting Training:

- ✓ Find out when your Trained Person designation expires. You must complete training <u>before</u> that date.
- ✓ Visit the Walkerton Clean Water Centre website at <u>www.wcwc.ca</u> to register for their courses listed above.
- Visit the California State website at <u>http://www.owp.csus.edu/</u> 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.
- ✓ <u>Keep all your training records</u>. You will need to show proof of training for ministry inspections.



Types of drinking water systems you can operate:

- $\circ~$ Small Non-Municipal Non-Residential Systems serving a Designated Facility
- o Small Municipal Non-Residential Systems serving a Designated Facility
- o Non-Municipal Seasonal Residential Systems serving a Designated Facility



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 <u>one</u> Director approved course for Trained Persons before your designation expires. Visit the Ontario Water Wastewater Operator Certification Office website at <u>www.owwco.ca</u> 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.

Date training was completed (mm/dd/yyyy)	Name of Director approved course for Trained Persons	Training Provider