

WATER AND WASTEWATER OPERATOR CERTIFICATION PROGRAM

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TSAG Presentation
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Compliance365 Operator Certification Portal

1.Account creation

2.Operator Profile

- Education***
- Training***
- Work Experience***

3.Applications – Exam and Scheduling

4.Applications – Renewal

5.Applications – CEU Evaluation

6.Reminders & Questions

Account Creation

- **AEP needs:**

- Your full name
- Personal email address
- Employer name
Email AEP: waterandwasteroperatorcert@gov.ab.ca

- **Operator receives Notification Email**

- Accept User Acceptance Service Agreement
- Read and accept Code of Conduct

- **What to do if you forget your password?**

At the login screen click 'Forget Password' which will open a password reset page. Type in your username which is the email address you sent to AEP. Notification emails will be received.

Operator Profile

- **EDUCATION**

- What goes here? High school, Diplomas, Degrees – 2 years or more in length
- High school is not on file or can't find it. Contact AEP

- **TRAINING**

- Add all other training, conferences and workshops less than 1 year
- Where are my training I submitted last year? In Historical record

- **WORK EXPERIENCE**

- Slow down. Current employer has already been created and listed
- Add Previous employers
- Edit Current employer – One accepted
- Add Operating Experience and DRC – SUPERVISOR REQUIRED

Applications for Exams and Scheduling

- Once Operator Profile is complete and training is approved you can create your applications

FAQ:

- **What if I'm a contract operator? Attach contractor form to application**
- **Is there a place for Additional Documents? Yes on application form**
- **How do I change my application after it's been submitted? Contact AEP**

REMINDERS

- **Training required must be approved prior to application**
- **Experience must be verified**
- **Certification Advisory Committee (CAC) meets**

Exam Scheduling

- **After CAC makes decision**
 - **Receive Notification email from AEP. See also portal Status.**
 - **Notification email from AMP/PSI following week**

Once an exam window opens up, it will remain open for 30 days so an operator can schedule their exam at one of the testing locations across the province (Edmonton, Calgary, Lethbridge, Medicine Hat, Lloydminster, Grande Prairie, Lac La Biche, Fort McMurray).

- **AMP/PSI Portal:**
<http://online.goamp.com/CandidateHome/CandidateInformation.aspx>
- **AEP Certification Website:** <https://www.alberta.ca/water-wastewater-operator-certification.aspx#toc-5>

Applications for Renewals

- **Same process for Renewals; profile must be complete; update if necessary**
- **FAQ:**
 - **Can I use safety training to renew? Yes cyclical rules still apply.**
 - **What if I have training from previous years in my historical, will these be considered for my renewal? Yes**
 - **Should I submit my training and renewal at the same time? NO**
 - **What happens if I don't renew? Certificate becomes inactive.**

REMINDERS

- **Application requires Job Description and Current Certificate**
- **Current Experience must be verified**

Applications for CEU Evaluations

FAQ:

- **Where is the approved training list located? See Resources Tab**
- **Can I take training that's not on the approved list? Yes. You can then apply to have it evaluated for ceus.**

REMINDERS

- **Attach all required/requested documentation to your application**
- **Certification Advisory Committee reviews requests**
- **AEP Notifies after CAC meeting**

Reminders

- Allow time for training and education records to be approved before applying for exam, renewal, re-write and reciprocity
- Review and update your profile periodically and specify the supervisor for your operating/DRC experience
- Make use of the online videos within the Operator Certification portal. 
- AEP Certification Website: <https://www.alberta.ca/water-wastewater-operator-certification.aspx#toc-5>
- Email: waterandwasteroperatorcert@gov.ab.ca

QUESTIONS?

Email: waterandwasteroperatorcert@gov.ab.ca