1 Water Industry Operator Certification Scheme
RE-CERTIFICATION APPLICATION FORM

To maintain certified status:

- Operators must remain active in the industry in the area related to their current certification
- WIOA will require documentary evidence of the accumulation of 5 (for low complexity) or 15 (for high complexity) CPD points within the preceding five-year period.
- Pay the nominated renewal fee for the next five years.

PERSONAL INFORMATION

Date of Application / / 

First Name __________________________________________________________________________
Surname __________________________________________________________________________

Date of Birth / / 

WIO Certification Number __________________________________________________________________________

Employer Name __________________________________________________________________________

Contact Information Phone ________________________ Mobile ________________________
Email ________________________________________________________________

CERTIFICATION

Name of Plant(s) to be Re-Certified for

Please list the plants you are applying to be certified to operate (may include multiple plants).

Operator of the following Systems __________________________________________________________________________

System Type Water Wastewater Recycled
System Complexity Low High

Additional processes to be added since certification

Please list any processes that may have changed or been implemented in any of the plants you are applying to be certified to operate.

Name of System __________________________________________________________________________
Changes __________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
CPD Activities

Complete the Activity Number consistent with the WIOA Continuing Professional Development (CPR) Activities and Points for Re-Certification; download the latest version from the WIOA certification website.

**Example:**

<table>
<thead>
<tr>
<th>Activity No</th>
<th>Date</th>
<th>Skills set</th>
<th>Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1</td>
<td>15/6/2018</td>
<td>Water</td>
<td>Statement of attainment from RTO</td>
</tr>
<tr>
<td>3.1</td>
<td>3/9/2018</td>
<td>Water</td>
<td>Attendance at WIOA conference DHHS forum 2018</td>
</tr>
<tr>
<td>3.5</td>
<td>1/12/2018</td>
<td>Wastewater</td>
<td>In-house training course program and attendance details</td>
</tr>
<tr>
<td>4.2</td>
<td>7-9/5/2019</td>
<td>Wastewater</td>
<td>Delegate attendance at OzWater 2019</td>
</tr>
</tbody>
</table>

To be completed:

<table>
<thead>
<tr>
<th>Activity No</th>
<th>Date</th>
<th>Skills set</th>
<th>Evidence provided</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2 Water Industry Operator Certification Scheme
RE-CERTIFICATION WORKPLACE EVIDENCE REPORT

To be completed by a nominated Suitably Qualified Person

Applicant Name ____________________________________________________________

Employer _________________________________________________________________

Level of Operator Re-Certification Classification Required

☐ Low Complexity  ☐ High Complexity

Name of Plant(s) to be Re-Certified for

System Type System Complexity

☐ Water  ☐ Wastewater  ☐ Recycled  ☐ Low  ☐ High

Operator EXPERIENCE, COMPETENCE & PROFESSIONAL DEVELOPMENT DECLARATION

I endorse that the operator seeking re-certification is competent to be certified at the classification level(s) sought. I declare that the information contained in this employment statement, or attached by me to this statement, is complete and true to the best of my knowledge and that the applicant; in my opinion, has the experience and is competent to perform the work described therein.

Experience & Competence

The applicant is currently undertaking treatment tasks competently, aligned to their Certification status in an operational role.

Professional Development

I verify the applicant has participated in the professional development activities listed in the WIOA Individual Professional Development Register.

Name of Suitably Qualified Person ________________________________________________

Signature of Suitably Qualified Person _____________________________________________

Date _______ / _______ / _______

Date  Month  Year
FURTHER INFORMATION

For further information contact the Water Industry Operator Certification team on (03) 5821 6744.

Privacy

Information collected by the Water Industry Operators Association of Australia as part of applying for or maintaining certification will be used for the purposes of general certification administration, identification, communication, state and national reporting, program monitoring and evaluation. Applicant information will be held securely and disposed of securely when no longer needed.

Details of an individual’s current certification status may be provided to state-based regulators and others acting on their behalf, and will be provided to the employing Drinking Water, Wastewater, or Recycled Water Supplier by official request.

Certified Operators, the Drinking Water, Wastewater or Recycled Water Supplier and the regulatory body responsible for public health in the relevant state or territory can apply to access the relevant personal records for the purpose of validating current competency.

- Documented authority from the Certified Operator will be received prior to the release of any information to any other third party.
- Where information is released to any party, a full record of the information that was supplied shall be maintained by the nominated Certifying Body.
- Relevant state and territory privacy and confidentiality statutory requirements will apply to all applications.

Certified Operators may access or correct their own personal details by contacting the Water Industry Operator Certification team on (03) 5821 6744.

APPLICANT DECLARATION

I hereby provide the Water Industry Operators Association of Australia copies of my personal records of training from Registered Training Organisations regarding the qualifications listed in this application.

I declare that the particulars given in this application are true and correct and undertake to comply with the code of conduct as set out by the Water Industry Operators Association of Australia.

I give consent for enquiries to be made into any of the information I have provided as part of this application.

I approve the release of my certification details in accordance with the Privacy section above.

I understand that any statement made by me that is not accurate may be grounds for ineligibility for certification or loss of certification.

Applicant Signature ______________________________

Date ______ / ______ / ______