

Step Process - Applying for an EOCP exam

Any one who doesn't have a profile in the Customer Relationship manager are required to 'register' www.eocp.ca > Login > Register.

Operators with a CRM Profile please login www.eocp.ca > Login >

Review exam session schedule for upcoming exam dates in your area under 'Career Management'.

Ensure a 'relationship' is established to your profile to enable you to apply to write. If you didn't complete in the step process when registering please add a relationship to your employer, facility or education institution.

Adding a relationship

Select Action > Add Relationship > enter data into the required fields > Submit.

STEPHANIE HALL Edit Profile Action ▾

ADDRESS	PHONE	LEARNING	RELATIONSHIPS	ACCOUNT	ACTIVITY
#201 3833 Henning Drive Burnaby, British Columbia, Canada V5C 6N5	604-874-4784	Add Course Taken Add Operator Certificate Add Education Apply for Exam Upgrade MU Levels	Add a Relationship	Service Order Update Billing Update Membership Update Security Update Subscription	Log An Interaction Create Task Create Note Attach File

PROFILE RELATIONSHIPS LEARNING STATU

NEW RELATIONSHIP

*RELATION TO
City of Surrey (Water Operations)

*ROLE
Operator

TITLE
Labourer 1

*START DATE
05/09/2017

Primary Contact
 Billing Contact

Operator Specific

CERTIFICATE	UNIT	# (HOURS OR %) OF OPERATING EXPERIENCE
MWWT - OIT	Please Select an Item	Involvement unit

Submit Cancel

Applying for your exam

Select Action > Apply for Exam

STEPHANIE HALL

Edit Profile

Action ▾

ADDRESS
#201 3833 Henning Drive
Burnaby,
British Columbia,
Canada
V5C 6N5

PHONE
604-874-4784

LEARNING

- Add Course Taken
- Add Operator Certificate
- Add Education
- Apply for Exam
- Upgrade MU Levels

RELATIONSHIPS

Add a Relationship

ACCOUNT

- Service Order
- Update Billing
- Update Membership
- Update Security
- Update Subscription

ACTIVITY

- Log An Interaction
- Create Task
- Create Note
- Attach File

PROFILE

RELATIONSHIPS

LEARNING STATUS

Select Exam date & Exam discipline from the drop-down box. Review the information in yellow bar.

EXAM APPLICATION: STEPHANIE HALL

New

Info & Profile Details

Education & Experience

Declaration

Payment

* APPLICATION NAME

Stephanie Hall

* EXAM DATE (DD/MM/YYYY)

Please select an exam date



The exam schedule reflects upcoming exam locations. If you do not see a location near you please contact EOCP, to enquire if one can be arranged for you before applying to write.

Based on the information we have on record, you are eligible to apply for the:

* EXAM DISCIPLINE AND LEVEL

Please select an exam



* Before you continue with your application, please click the yellow bars below and read the following information:

Application Process

Certification Levels

Exam Fees

Step 1 – download or e-mail supervisor verification form.
DRC Form – download or e-mail if required.

1 **SUPERVISOR VERIFICATION FORMS**, download or email

To complete the application, you will need to provide information about your operating experience with your current employer. This must be verified by the supervisor listed.

You may either download a print a hardcopy for your supervisor to fill out, or email them the form.

[Download Form](#) [Email Form](#)

DIRECT RESPONSIBLE CHARGE (DRC)S, download or email

To write a Level III exam, operators are required to have 2 years (3,000 hours) of experience being in direct responsible charge (DRC) in a Class II or higher facility.

To write a Level IV exam, operators are required to have 2 years (3,000 hours) of experience being in direct responsible charge (DRC) in a Class III or higher facility.

DRC experience may be gained when an operator has daily on-site responsibility for the operation of a facility/system. In larger facilities/systems, it has been interpreted to mean having daily on-site responsibility for the operation of a major segment of the facility/system.

This form requires Supervisor Verification. You may either download a print a hardcopy for your supervisor to fill out, or email them the form.

[Download Form](#) [Email Form](#)

Step 2 - Ensure your personal information is correct. Edit profile – if amendment is required.

2 Review your PERSONAL INFORMATION below and update if necessary

PHOTO



NAME

Stephanie Hall

DATE OF BIRTH



GENDER

Female

MAILING ADDRESS

#201 3833 Henning Drive
Burnaby,
British Columbia,
Canada
V5C 6N5

PHONE NUMBER

604-874-4784

EMAIL

shall@eocp.ca

[Edit Profile](#)

[Next >](#)

Step 3 – Add education – i.e high school diploma/trade certificate
Add Course – add a course taken for your Continuing Education Units (CEUs).
***You can add later in profile.**

3 Review your EDUCATION RECORDS and update if necessary for the Operator level you would like to apply for. Add COURSES taken that are relevant to your Operator Training. You will need to upload a copy of the certificate for verification. If your course is not listed as completed and you have not yet received your certificate, please upload your Registration Form in the "Support Documents" section.

Right click a record to display further actions like 'Edit' or 'Delete'. Please note, Course records cannot be edited only deleted.

INST./PROVIDER	TYPE	DATE	CREDENTIAL/TITLE	STATUS
No records found				

Showing 0 to 0 of 0 entries | Show 15 entries

Step 4 – Courses submitted would reflect.
Step 5: Relationships with employers and facilities are listed. Add Relationship if you do not have one.

4 Review your COURSE RECORDS and update if necessary.

No CEU Allocation Found

5 OPERATING EXPERIENCE

Below is a summary of your Relationships which include employers. These define your Operating Experience. Please review and update if necessary. You must be currently employed in BC or the Yukon.

To create an employment record, you must create a relationship with an organization. Right click a record to update/edit an existing record

ENTITY	NAME	TYPE	TITLE	START DATE	END DATE	STATUS	CERTIFIED
No records found							

Step 6 – Attach your documents e.g Job description, verification form, proof of high school.
>Attach File
You can attach to your profile after payment; Action > Attach File.

6 Attach SUPPORTING DOCUMENTS:

- Completion certificates for courses taken
- Copy of high school transcript or diploma, adult graduation diploma, GED, trade certificate, post-secondary diploma, or equivalent. (If you are currently certified in the program with an OIT or higher certificate, you are not required to provide a copy of the requested proof of education.)
- Operator experience (Supervisor Verification Form)
- For all employers listed, official job description (or list of duties) for the utility in which I am applying for certification, signed and dated by supervisor
- Direct Responsible Charge (DRC) - DRC Supervisor Verification form

Right click a record to update/edit an existing record

ENTITY	ASSIGNED TO	ACTIVITY	DATE	DUE DATE	SUBJECT	STATUS
No matching records found						

Showing 0 to 0 of 0 entries (filtered from 25,317 total entries) | Show 15 entries

Ensure the exam date and exam discipline is correct. To amend use the drop-down box.

Step 7

Complete the application declaration.

EXAM APPLICATION: STEPHANIE HALL New

Info & Profile Details	Education & Experience	Declaration	Payment
* APPLICATION NAME Stephanie Hall	* EXAM DATE (DD/MM/YYYY) 27-06-2018 08:30 AM EOCP Office	The exam schedule reflects upcoming exam locations. If you do not see a location near you please contact EOCP, to enquire if one can be arranged for you before applying to write.	
Based on the information we have on record, you are eligible to apply for the:		* EXAM DISCIPLINE AND LEVEL WD Level I Exam	

7 APPLICATION DECLARATION

Information concerning your work experience can be subjective. However, you are required to provide documentation where available to establish the nature of your duties and hours worked at those duties. If you are estimating, you are required to indicate that you are estimating. Estimates should be conservative and verifiable. If you provide information that is not accurate, you may lose any certification granted, and you may be subject to discipline, including the imposition of penalties. Please make yourself familiar with Chapter 3.9 of the Policy and Procedure Manual.

Have you ever had a water or wastewater operator certificate revoked in another jurisdiction?

Yes No

Have you ever been convicted of a criminal offence relating to protection of public health or the environment?

Yes No

I have read the [Member Code of Ethics](#)

Yes No

Step 8 – Read and answer.

Next > takes you to payment page.

Save Draft > saves your information to this point. Returns you to your 'home page'.

8 AUTHORIZATION TO COLLECT PERSONAL INFORMATION

I hereby agree that the Environmental Operators Certification Program (EOCP) may:

- Completion certificates for courses taken
- Copy of high school transcript or diploma, adult graduation diploma, GED, trade certificate, post-secondary diploma, or equivalent. (If you are currently certified in the program with an OIT or higher certificate, you are not required to provide a copy of the requested proof of education.)
- Operator experience (Supervisor Verification Form)
- For all employers listed, official job description (or list of duties) for the utility in which I am applying for certification, signed and dated by supervisor
- Direct Responsible Charge (DRC) - DRC Supervisor Verification form

I declare that:

All information I have provided or will provide to the EOCP in the future is true and complete.

I agree to:

Immediately notify the EOCP regarding any updates to the information I have provided.

I acknowledge that:

If I provide false information or documentation to the EOCP, or fail to provide information or documents requested by the EOCP:

- My application to write an exam may be denied;
- My certificate(s) issued by the EOCP may be cancelled, and I may not be allowed to reapply for certification.
- I may be subject to discipline, including penalties, as described in Chapter 3.9 of the Policy and Procedure Manual.

Yes No

Next >

Save Draft

< Back

Billing information – fees vary.

PROCEED > follow instructions > enter credit card information.

3

METHOD OF PAYMENT

PAYMENT METHOD

CreditCard

Credit Card

Credit card payments will be redirected to a secure, third-party site for processing (Beanstream).

Proceed

Cancel

ORDER SUMMARY

ORDER FOR

Stephanie Hall

Edit

BILL TO

Stephanie Hall
#201 3833 Henning Drive
Burnaby, BC
Canada, V5C 6N5

ORDER DETAILS

Exam Fee - Large Systems: OIT, Levels I to IV for WD, WT, WWC, WWT (both Industrial and Municipal) 1 Qty \$150.00

Application Fee (applicable to all programs) 1 Qty \$25.00

Subtotal \$175.00

GST \$8.75

Total \$183.75

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- Once payment is received your receipt is automatically e-mailed to the e-mail provided on the payment page.
- You will receive an e-mail notification your application has been 'submitted'.
- Applications take up to 10 business days to be processed. Once Processed you will receive an e-mail notification indicating 'approved' or 'declined'.
- Detailed exam location information is e-mailed one week prior to the exam date.
- Preparing for your exam > www.eocp.ca > Operators > Preparing for your exam.

Adding information to your profile after application has been submitted:

Action > Attach File > name the file > Upload > Submit.

Courses can be added under Action > Add Courses or e-mailed to eocp@eocp.ca

I Saved my application – how do I return to pending application in order to submit

You can continue your pending application. Action Items > Applications > click on the application to continue.