



Step Process - Applying for an EOCP exam

For those who don't have a profile in the Customer Relationship Management system, please go to www.eocp.ca > Login > Register.

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

You can review the exam session schedule for upcoming exam dates in your area under 'Career Management > Exams'.

Please ensure a 'Relationship' is established with your profile. If you haven't completed the step registration process when registering, please add a Relationship to your Employer and/or Facility.

Adding a relationship

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

Edit Profile Action ▾

LEARNING	RELATIONSHIPS	ACCOUNT	ACTIVITY
Add Course Taken	Add a Relationship	Service Order	Log An Interaction
Add Operator Certificate		Update Billing	Create Task
Add Education		Update Membership	Create Note
Apply for Exam		Update Security	Attach File
Upgrade MU Levels		Update Subscription	
Apply for Reciprocity			
Apply to be an Instructor			

NEW RELATIONSHIP

* RELATION TO

* ROLE

* DATE OF BIRTH

* GENDER

TITLE

* START DATE

Primary Contact
 Billing Contact

Operator Specific

CERTIFICATE UNIT # (HOURS OR %) OF OPERATING EXPERIENCE

Submit Cancel



Applying for your exam

Select Action > Apply for Exam – please note that during the Application process, you can click SAVE DRAFT to save your application and return to it at a later time.

The screenshot shows a user profile menu with the following items:

LEARNING	RELATIONSHIPS	ACCOUNT	ACTIVITY
Add Course Taken	Add a Relationship	Service Order	Log An Interaction
Add Operator Certificate		Update Billing	Create Task
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Upgrade MU Levels		Update Subscription	
Apply for Reciprocity			
Apply to be an Instructor			

Buttons at the top right: Edit Profile, Action (circled in red).

Select an Exam date & Exam Discipline from the drop-down box. Take some time to review the information available by clicking the yellow bars.

EXAM APPLICATION: [Redacted] New

Info & Profile Details | Education & Experience | Declaration | Payment

* APPLICATION NAME: [Redacted]

* EXAM DATE (DD/MM/YYYY): Please select an exam date (dropdown circled in red)

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 Item (dropdown circled in red)

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

- Application Process
- Certification Levels
- Exam Fees





Section 1 – download or e-mail the 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), 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](#)

Section 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	DATE OF BIRTH	GENDER
	██████████ ██████████	██████████	Female

MAILING ADDRESS	PHONE NUMBER	EMAIL
#201 3833 Henning Drive Burnaby, British Columbia, Canada V5C 6N5	604-874-4784	██████████

[Edit Profile](#)

[Next >](#)



Section 3

- Add education – i.e high school diploma/trade certificate
- Add Course – add a course taken for your Continuing Education Units (CEUs)
- You can also add these to your profile at a later time

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

[+ Add Education](#) [+ Add Course Taken](#)

Section 4 – Courses submitted would reflect

Section 5: Relationships with employers and facilities are listed. A Relationship must be listed to proceed with your Application.

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 matching records found							

Showing 0 to 0 of 0 entries (filtered from 22,059 total entries) | Show 15 entries

[+ Add a Relationship](#)

Section 6 – Attach your documents (Job description, verification form, proof of high school)

>Attach File

*You can also attach these items to your profile after submission and payment by going to 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 31,173 total entries) | Show 15 entries

[Attach File](#)

[Next >](#)

[Save Draft](#) [Back](#)

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



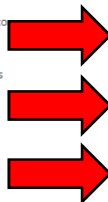
Section 7 - Complete the application declaration.

EXAM APPLICATION: STEPHANIE HALL New

Info & Profile Details	Education & Experience	Declaration	Payment
* APPLICATION NAME [Redacted]	* 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

Section 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 transcripts 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



Payment and Order information – fees vary.

PROCEED > follow instructions > enter credit card information.

Notes:

- Once payment is received, your receipt is automatically emailed to the email address provided on the payment page
- You will receive an email notification your application has been 'submitted'.
- Applications take up to 10 business days to be processed. Once processed, you will receive an email notification indicating 'accepted' or 'declined'.
- Your detailed exam location information will be emailed one week prior to the exam date.

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

Edit

BILL TO

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

ORDER DETAILS

Exam Fee - Large Systems: Levels I to IV for WD, WT, WWC, WWT (both Industrial and Municipal)	1	\$150.00
Application Fee (applicable to all programs)	1	\$25.00
Operator Annual Dues - Large Systems (certified as Multi-Utility Level I to II and/or OIT, Levels I to IV)	1	\$70.00
Subtotal		\$245.00
GST		\$12.25
Total		\$257.25

Additional Information:

- **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 emailed to eocp@eocp.ca**

If you have saved your application – how do I return to pending application in order to submit?

- You can always continue your pending application. Access it by going to Action Items > Applications > click on the application to continue

For information of Preparing for your exam go to www.eocp.ca > Operators > Preparing for your exam