Policy for Approving Courses to meet the Entry Level Training Requirement

There is a mandatory Entry Level Training course required to be successfully completed before an operator is eligible for certification in Alberta. Alberta Environment and Parks developed course material covering essential information. The Alberta Water and Wastewater Operators Association instructs this course material by way of a contract with AEP.

In order for an educational institution to be able to deliver course material considered to meet the Entry Level Training requirement, AEP will apply this policy for approval.

1. Courses need to be structured for audits, either in classroom or on-line. Classroom courses need to be a minimum of 2 days to a maximum of 4 days. On-line courses need to be a minimum of 12 hours to a maximum of 24 hours to complete. Auditors will need access to classroom or on-line course at no charge.
2. Provide a rationale for approval of course which should include:
   a. Completion of a Target Audience profile demonstrating:
      i. Age range
      ii. Education status
      iii. Learning styles
      iv. Participant motivation
      v. Course pre-requisites
   b. Evidence of implementation addressing the design and delivery of the training to target audience (Plan to Promote/Advertise)
   c. Commitment from Stakeholders (that they will take course)
   d. Instructor Information
   e. Sustainability – system for ensuring materials and references are up-to-date, accurate and current. If reference materials are revised they need to be audited by AEP.
3. Final exams will need to be proctored by a person or at an approved computer based testing center (for on-line exams).
4. Completion certificates need to be generated and issued to the student.
5. Course will be re-evaluated every three years from the time of approval. If there has been no certificates issued in a three year period, the course will get archived in AEP’s approved course list.
6. 10 ELT courses cap (if/when an approved course is no longer delivered, the next course to be evaluated will be the one which is next in sequence based on application date.
7. Restricted to Alberta institutions.

*It could take up to one full calendar year to have the course approved for ELT. This will depend on resource availability, the outcome of the initial audit and any follow-up work.*