



Onsite Wastewater Registration Program

OWRB Registration Policy

Effective Date:
September 13, 2005



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ONSITE WASTEWATER REGISTRATION PROGRAM

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1.0 The Onsite Wastewater Registration Program

1.1 Purpose of the **ASTTBC** Onsite Wastewater Registration Program

The Onsite Wastewater Registration Program is required under the Sewerage System Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, section 8 for the issuance, by the **ASTTBC**, of a **registration certificate**, that certifies that the holder is a competent **registered practitioner**, as defined in the **Regulation**.

To be granted a **registration certificate**, and deemed qualified to act as a **registered practitioner**, an individual must have successfully completed the **WOWTC** post-secondary training program or equivalent program from an institution outside of British Columbia, as determined by the **Board**. In lieu of the education requirement, a person may be granted a **registration certificate** if it can be demonstrated to the **BCOSSA** “that the person is competent to construct and maintain a sewerage system that uses a treatment method classified as Type 1 or Type 2”.

Since the **Regulation** recognizes that an **authorized person** can construct and maintain a Type 3 sewerage system, provided the sewerage system is designed by a professional and have a maintenance plan provided by a **professional**, this policy document includes the **Registration** of persons providing Type 3 **sewerage system** services.

There is an identified need for a voluntary Registration of **Private Inspectors**, in both Residential and **Commercial Sewerage Systems** categories, which is not covered under the **Regulation**. These categories of Registration are recognized and dealt with in this policy document in a similar manner as per the Registration standards established for the categories of Registration required under the **Regulation**.

The policies defined in this document govern the practice and operation of the Onsite Wastewater Registration **Board**.

1.2 **ASTTBC** Members Are Required to be Registered

The **ASTTBC** members “**are required**” to be Registered under the Onsite Wastewater Registration Program before providing **Onsite Wastewater Services** as an **authorized person**.

Applied Science Technologists (AScT) and Certified Technicians (CTech) are exempted from the registration requirement to complete the **ASTTBC** Professional Practice and Ethics Exam.

Certified **ASTTBC** members are exempted from providing the required **References**, as defined in Section 6.5 of this Policy Document, but are required to provide two (2) **References** verifying their **Onsite Wastewater** experience.

1.3 Definitions

‘**ASTT ACT**’ means Applied Science Technologists and Technicians Act, R.S.B.C. 1996, c.15, and Regulations.

‘**ASTTBC**’ means the Applied Science Technologists and Technicians of British Columbia.

‘**Authorized Person**’ means, under the **Sewerage System** Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, section 8, “a **registered practitioner** or a **professional**” as defined in Section 7 of the aforementioned **Regulation**.

‘**Board**’ means Onsite Wastewater Registration Board.

‘**BCOSSA**’ means, British Columbia On-Site Sewage Association.

‘**Commercial Sewerage System**’ means a sewerage system under the Regulation that is non-residential domestic sewage or has a daily sewage flow greater than 9100 litres.

‘**CTHRB**’ means Canadian Technology Human Resources Board



‘**Onsite Wastewater**’ also means, for the purposes of this policy, **Sewerage System** and the terms can be used interchangeably.

‘**Professional**’ means, under the Sewerage System **Regulation**, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, section 8, “a person who meets the requirements of section 7 (3)” of the aforementioned **Regulation**.

‘**References**’ means as defined in Section 8.0 of this policy document.

‘**Registrar**’ means the Registrar of the **ASTTBC**.

‘**Registration Certificate**’ means, under the Sewerage System Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, section 8, “a registration certificate issued by the Applied Science Technologists and Technicians of British Columbia that certifies that the holder is competent to construct and maintain a sewerage system that uses a treatment method classified as Type 1 or Type 2”.

‘**Registered Onsite Wastewater Practitioner**’ means a person registered with the **ASTTBC** as an **authorized person** pursuant to the Regulation.

‘**Registered Practitioner**’ means, under the Sewerage System Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, Section 8, “a person who is qualified to act as a registered practitioner under section 7 (1) or (2)” of the **Regulation**.

‘**Regulation**’ means the Sewerage System Regulation, as set out in the British Columbia Health Act, R.S.B.C.1996, c. 179, Section 8.

‘**ROWP**’ means **Registered Onsite Wastewater Practitioner**.

‘**Sewerage System**’ also means, for the purposes of this policy, **Onsite Wastewater** and the terms can be used interchangeably. The **Regulation**, and thereby this policy document, defines a **sewerage system** as meaning “a system for treating domestic sewerage that uses one or more treatment methods and a discharge area, but does not include a holding tank or a privy”.

‘**Standard Practice Manual**’ means the current issue of the **Regulation**’s Sewerage System Standard Practice Manual published and issued by the Ministry of Health Services.

‘**WOWTC**’ means the Westcoast Onsite Wastewater Training Centre, administered by **BCOSSA** in partnership with the Royal Roads University.

1.4 Onsite Wastewater Registration Board (**Board**)

Pursuant to the **ASTT ACT**, the **Board** is established for the purpose of registering approved candidates for a **registration certificate** and to set standards of Registration for individuals as **authorized persons**, as defined by the **Regulation**. In addition, the **Board** is required to set standards of Registration for individuals defined as a Private Inspector in the provision of inspection services for sewerage systems.

1.5 Responsibilities of the **Board**

1.5.1 The **Board** shall consider applications for Registration and may:

- (a) Approve the application;
- (b) Refuse the application; or
- (c) Defer the approval of the application until it is satisfied that the applicant has complied with a requirement made under this section.

1.5.2 The **Board** may, in its discretion, require an applicant for Registration:

- (a) To pass one or more examinations, developed by the **BCOSSA**;
- (b) To obtain more experience of a kind satisfactory to the **Board** for a period set by the **Board**;
- (c) To obtain more education;



- (d) To show documentation of successful designation, registration or accreditation from an institution under an enactment of Canada or any province, except British Columbia, of post secondary education which includes, as part of its curriculum, training in soil analysis and sewerage system construction and maintenance; or
- (e) To provide any other requirements, as may be reasonably determined by the **Board**.

1.5.3 The **Board** shall send a written notice of any decision made by it to the applicant. If the decision made by the **Board** is to refuse or defer Registration of the applicant, reasons for the decision shall be sent in writing to the applicant following the decision.

1.5.4 Subject to the approval of the **ASTTBC** Council, the **Board** shall establish and implement policies and procedures relating to:

- (a) Registration;
- (b) Standards for Registration;
- (c) Standards for Continued Registration;
- (d) Standards for **Onsite Wastewater** Practice;
- (e) Requirements to adhere to the **ASTTBC** Code of Ethics, which are subject to the **ASTTBC** complaints and discipline Regulations and Policies;
- (f) Use of the **ROWP** Stamp; and,
- (g) Such other matters as may be determined by the **ASTTBC** Council.

1.5.5 The **Board** shall regularly review its policies and methods and recommend changes to the **ASTTBC** Council as required.

1.5.6 To meet its obligations, the **Board** shall have the power to appoint File Reviewers to assess whether applicants for Registration satisfy the requirements of all the various Registration Categories and Levels. The **Board** shall have the responsibility for the consistency of recommendations made by File Reviewers.

1.6 Membership of the **Board**

The **Board** shall consist of a Chairperson and at least six (6) other individuals appointed annually by the **ASTTBC** Council. Each member of the **Board** shall have onsite wastewater experience that is commensurate with their appointment. Given the regulatory relationship between the **BCOSSA** and the **ASTTBC**, the **BCOSSA** Board will annually be invited by the **Registrar** to nominate candidates for positions on the **Board**. The **Registrar** will receive the nominations and formulate a recommendation for consideration by the **ASTTBC** Council. In making the decision on appointments to the **Board**, preference will be given to individuals who are **authorized persons**, per the **Regulation**.

1.7 Meetings and Quorum

1.7.1 The **Board** shall meet at such times and at such places as may be deemed necessary to fulfill the obligations of the **Board**.

1.7.2 The **Board** decisions shall require a simple majority. Four (4) **Board** members present shall constitute a quorum.

1.7.3 File Reviewers, who are required to attend a meeting of the **Board**, shall do so in a non-voting capacity. The Chair must invite all guests required to be present at **Board** meetings. Guests may only remain for those matters for which they are required to address the **Board**.

1.8 Expenses

Properly authorized travel, subsistence and meeting expenses for members of the **Board** will be reimbursed by the **ASTTBC** in accordance with current **ASTTBC** practices.



1.9 Duties of the **Registrar**

The **Registrar** or his/her designate shall act as Secretary to the **Board**.

2.0 **Onsite Wastewater Registration Approval**

An applicant who qualifies in one or more of the Categories and Levels, for which Registration is granted, will be recognized as an **authorized person** under the **Regulation**.

3.0 **Registered Onsite Wastewater Practitioner (ROWP)**

An applicant who meets the requirements set by the **Board** will be granted the designation of “**Registered Onsite Wastewater Practitioner**” with the acronym “**ROWP**” to identify their registration as an **authorized person** or as a Private Inspector under this policy document.

4.0 **ROWP Stamp**

Pursuant to the **ASTT ACT**, a **registered practitioner** will be issued a stamp, which is required under the **Regulation**. The Stamp may only be affixed to documents prepared by the **ROWP** or prepared under his/her direct supervision. Use of the stamp is strictly limited to documents describing work or containing information that is within the scope of practice defined by the **Board**. The Category, Restrictions and Level of Registration will be indicated on the **ROWP** Stamp. Stamps are not transferable or useable, by anyone at any time other than the individual to whom they were issued and remain the property of the **ASTTBC**. Individuals who cease to be **ROWPs** must immediately return the stamp to the **ASTTBC**. The Board will recommend ‘Use of **ROWP** Stamp Guidelines’ for consideration by the **ASTTBC** Practice Review Board.

Individuals Registered as a Private Inspector will be issued a stamp and the above policies and any guidelines approved by the **ASTTBC** Practice Review Board will apply to the Private Inspector.

5.0 **Registration Categories**

- (a) Planner
- (b) Installer
- (c) Maintenance Provider
- (d) Private Inspector

5.1 Profiles of Registration Categories

5.1.1 PLANNER

Shall be competent in site assessment to determine whether the site is suitable for a **sewerage system** that needs a Type 1 or Type 2 treatment method as defined in the **Regulation** and the **Standard Practice Manual**. In addition, shall be competent in planning a **sewerage system**, servicing a facility generating domestic strength sewage wastewater using a Type 1 or Type 2 treatment method for daily sewage flows less than 9100 litres, in accordance with the **Standard Practice Manual**.

5.1.2 INSTALLER

Shall be competent to install a **sewerage system**, in accordance with local Health Authority filing documents for Type 1 and Type 2 or Type 3 treatment methods, as required by the **Regulation** and the **Standard Practice Manual**.

5.1.3 MAINTENANCE PROVIDER

Shall be competent in maintaining and servicing a **sewerage system**, in accordance with local Health Authority filing documents for Type 1 and Type 2 or Type 3 treatment methods, as required by the **Regulation** and the **Standard Practice Manual**.



5.1.4 PRIVATE INSPECTOR

Private Inspector – Residential

Shall be competent in inspecting a residential **sewerage system**, which is under the jurisdiction of the local Health Authority, using a Type 1 and Type 2 or Type 3 treatment method for daily sewage flows less than 9100 litres.

Private Inspector – Commercial

Shall be competent in inspecting a **commercial sewerage system**, which is under the jurisdiction of the local Health Authority, using a Type 1 and Type 2 or Type 3 treatment method for daily sewage flows up to 22,730 litres.

6.0 Registration – General

6.1 General Requirements

The **Board** shall approve the Registration of an applicant who proves to the satisfaction of the **Board** that:

- (a) The applicant is of good character and reputation;
- (b) The applicant is a Canadian citizen or permanent resident of Canada;
- (c) The applicant is of the minimum age for Registration which is 19 years old; and
- (d) The applicant's education and experience meet the requirements of the **Board**.

The **Board** must approve the individual's Registration unless there is insufficient documentation to substantiate that the applicant meets the Registration requirements. In the event of a refusal under 6.1(a) the matter must be in writing, recognized by the Chair and immediately referred to the **Registrar** for consideration by the **ASTTBC** Practice Review Board.

6.2 Registration for Installers Prior to June 1, 2005

To meet program start up constraints and to improve the competency of current industry **onsite wastewater** practitioners, some requirements for registration may be waived to allow for a registration in the Category of Installer, prior to June 1, 2005. The pre-June 1, 2005 **registered practitioner** who has the Installer status must meet certain minimum education and experience levels, as determined by the **Board**. These individuals will be required to upgrade their credentials by June 1, 2007 to maintain their **registered practitioner** status.

6.3 Restrictions or Conditions of Registration

The **Board**, at its discretion, may provide the **registered practitioner** registration to individuals with restrictions or conditions per the **Regulation** section 6 (2). In the Northern Interior Health Authority region, registrants wanting to plan and install in accordance to the Standard Practice Manual, onsite **sewerage systems** for single family homes, not exceeding four bedrooms, using a Type 1 treatment method that uses gravity laterals for dispersal into the drain field or a Type 1 treatment method that uses a lagoon for dispersal, are required to complete the **WOWTC** Course ES912 for registration as a **ROWP**. The **ROWP** registrants are restricted in the provision of **onsite wastewater** services to the aforementioned systems.

6.4 Soliciting Additional References

The **Board**, at its discretion, may solicit confidential **Reference** sources as to the applicant's work history, good character and reputation, in addition to those indicated by the applicant. An example of this could be a request to the local Health Authority for a **Reference** on the applicant. In the event that a **Board**-solicited **Reference** declines to reply to the request the **Board** will take note of this information and will not construe it as a negative statement regarding the application.



6.5 Registration and Eligibility Requirements

An applicant is eligible for Registration provided the applicant's education plus experience qualifications demonstrate an intent and ability to become registered in one or more of the Registration Categories. The pre-requisites for Registration for each Category are as follows:

6.5.1 Planner

An applicant is required to meet the requirements below to be registered as competent to provide planning services for Type 1 and Type 2 **sewerage systems**, as defined in the **Regulation** and the **Standard Practice Manual**.

6.5.1.1 Level Type 1 and Type 2

- (a) Verification of three (3) years minimum experience of planning and supervision of Type 1 and Type 2 **sewerage systems**.
- (b) Three (3) **References** that will attest to the satisfaction of the applicant's planning services provided for Type 1 and Type 2 **sewerage systems**.
- (c) Verification of attendance and successful completion of the courses **ES910/911, ES920** and **ES930** at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (d) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater Planning**.
- (e) Successful completion of the **CTHRB Professionalism in Practice Self-Assessment Module**.
- (f) Successful completion of the **ASTTBC Professional Practice and Ethics Exam**.
- (g) Completion of a signed letter agreeing to the **ASTTBC Privacy Policy**.

6.5.1.2 Level Type 3

(TO BE DEVELOPED FOR AScTs and CTechs with APEGBC, **BCOSSA** and Others)

6.5.2 Installer

An applicant is required to meet the requirements below to be registered as competent to provide installation services for Type 1 and Type 2 or Type 3 **sewerage systems**, as defined in the **Regulation** and the **Standard Practice Manual**.

6.5.2.1 Level Type 1 and Type 2

- (a) Verification of two (2) years minimum experience of installing Type 1 and Type 2 **sewerage systems**.
- (b) Two (2) **References** from individuals who will attest to their satisfaction with the applicant's installation of **sewerage systems**. After September 19, 2005 these **References** should be from authorized persons.
- (c) Two (2) **References** from past or present clients who will attest to their satisfaction with the applicant's installations for Type 1 and Type 2 **sewerage systems**.
- (d) Verification of attendance and successful completion of the courses **ES910/911, ES940** at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (e) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater Installations**.
- (f) Successful completion of the **CTHRB Professionalism in Practice Self-Assessment Module**.
- (g) Successful completion of the **ASTTBC Professional Practice and Ethics Exam**.
- (h) Completion of a signed letter agreeing to the **ASTTBC Privacy Policy**.



6.5.2.2 Requirements Waived to September 19, 2005

Applications for Registration received prior to September 19, 2005 may have the following requirements waived from Section 6.5.2.1:

- (a) Courses **ES940** (required to be completed by June 1, 2007),
- (b) **References** required in item (b) and
- (c) Completion of item (g), the **CTHRB Professionalism in Practice Self-Assessment Module** (required to be completed by December 31, 2005).

6.5.2.3 Level Type 3

- (a) Successful completion of the pre-requisites in section 6.5.2.1.
- (b) Verification of attendance and successful completion of the courses **ES943** at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (c) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater Installations**.
- (d) Three (3) **References** from a professional registered with the **ASTTBC** or another professional regulated under appropriate professional legislation and who has experience in **Onsite Wastewater** systems.

6.5.3 Maintenance Provider

The Applicant is required to meet the requirements below to be registered as competent to provide maintenance services for Type 1 and Type 2 or Type 3 **sewerage systems**, as defined by the **Regulation** and the **Standard Practice Manual**.

6.5.3.1 Level Type 1 and Type 2

- (a) Verification of three (3) years minimum experience of maintaining Type 1 and Type 2 **sewerage systems**.
- (b) Three (3) **References** from individuals who will attest to their satisfaction of the maintenance of Type 1 and Type 2 **sewerage systems**. After September 19, 2005 these **References** should be from **authorized persons**.
- (c) Three (3) **References** from past or present clients attesting to their satisfaction of the applicant's maintenance of Type 1 and Type 2 **sewerage systems**.
- (d) In the case of treatment plants, a listing of the units and the approximate number of each brand and type that you have maintained.
- (e) Verification of attendance and successful completion of the courses **ES910/911** and **ES950** at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (f) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater System Maintenance**.
- (g) Successful completion, by program registrants, of the **CTHRB Professionalism in Practice Self-Assessment Module**.
- (h) Successful completion of the **ASTTBC Professional Practice and Ethics Exam**.
- (i) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.

6.5.3.2 Level Type 3

- (a) Successful completion of the pre-requisites in section 6.5.3.1
- (b) Verification of attendance and successful completion of the courses **ES943** and **ES951** at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (c) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater System Maintenance**.
- (d) Three (3) **References** from a professional registered with the **ASTTBC** or another professional regulated under appropriate professional legislation and who has experience in **Onsite Wastewater** systems.



6.5.4 Private Inspector

The Applicant is required to meet the requirements below to be registered as competent to provide Private Inspector – Residential services for Type 1 and Type 2 or Type 3 **sewerage systems**.

6.5.4.1 Private Inspector – Residential

- (a) Verification of three (3) years minimum experience in inspecting residential Type 1 and Type 2 or Type 3 **sewerage systems**.
- (b) Three (3) **References** from either property owners, financial institutions, or real estate firms who may or may not have been a direct client, but were affected or involved in the results of the applicant's inspection and who will attest to their satisfaction of the **sewerage system** inspection services provided by the applicant.
- (c) Verification of attendance and successful completion of the courses *ES910/911*, *ES943*, *ES950*, *ES951* and *ES960* at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (d) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater System Inspection**.
- (e) Successful completion, by program registrants, of the **CTHRB Professionalism in Practice Self-Assessment Module**.
- (f) Successful completion of the **ASTTBC Professional Practice and Ethics Exam**.
- (g) Completion of a signed letter agreeing to the **ASTTBC** Privacy Policy.

6.5.4.2 Private Inspector – Commercial

- (a) Verification of three (3) years minimum experience in inspecting commercial Type 1 and Type 2 or Type 3 **sewerage systems**.
- (b) Three (3) **References** from either property owners, financial institutions, or real estate firms who may or may not have been a direct client, but were affected or involved in the results of the applicant's inspection and will attest to their satisfaction of the **sewerage system** inspection services provided by the applicant.
- (c) In the case of treatment plants, a listing of the units and the approximate number of each brand and type that you have inspected.
- (d) Verification of attendance and successful completion of the courses *ES910/911*, *ES943*, *ES950*, *ES951* and *ES960* at the **WOWTC** or equivalent courses from another **BCOSSA** credited institution or other institution outside of British Columbia, as approved by the **Board**, or
- (e) Successful completion of the **BCOSSA** challenge examinations in **Onsite Wastewater System Inspection**.
- (f) Successful completion of the **CTHRB Professionalism in Practice Self-Assessment Module**.
- (g) Successful completion of the **ASTTBC Professional Practice and Ethics Exam**.
- (h) Completion to a signed letter agreeing to the **ASTTBC** Privacy Policy.

6.6 Language Proficiency

English is the accepted working language in British Columbia and, as such, each applicant for Registration must demonstrate, to the satisfaction of the **Board**, a proficiency (written and spoken) in the English language before being registered.



6.7 Education Requirements

The minimum education requirements are outlined in each Category and Level of Section 6.5 of this policy document.

6.7.1 Equivalency

All education must be evaluated and offered full equivalency where appropriate.

6.7.2 Documented Evidence of Education

The **Board** shall grant credit for only that education which is documented and substantiated with official evidence such as diplomas, certificates, transcripts of marks, etc. Copies of originals may be accepted if notarized or endorsed by a professional registered with **ASTTBC** or another professional regulated under appropriate professional legislation.

6.8 Experience Requirements

The minimum experience requirements are outlined in each Category and Level of Section 6.5 of this policy document. For Registration the applicant must demonstrate to the satisfaction of the **Board** that the required minimum of progressive, relevant experience has been attained in British Columbia.

6.8.1 Assessing Experience

To achieve Registration the applicant must have acquired the required years of accumulated experience in each Category and Level, in which Registration is sought, sufficient to demonstrate a competency in that Category and Level.

6.9 Special Consideration

Special Consideration may be granted to an applicant at the discretion of the **Board**. An applicant under this regulation may be required to submit to an interview or provide an extended, advanced report indicative of an **onsite wastewater** practitioner, detailed portfolio or any other submission, acceptable to the **Board**. The burden of proof upon such applicants shall be stringent. An applicant must be able to demonstrate broad technical competence and capability and provide evidence of having extensive work experience at the Category and Level of Registration for which application is being made.

- (a) To be considered for Special Consideration an applicant must be functioning, by any reasonable measure, as a leading practitioner in their field. Some of the following criteria may be considered as guides when identifying applicants for Special Consideration:
 - May be recognized by their peers as authorities in their field;
 - May have developed a successful business in the sewerage system industry;
 - May have written books or articles as authorities in their field;
 - May be instructing at the college/institute level;
 - May have invented or developed special processes;
 - May hold a diploma, certificate or similar qualification in a related science or technology discipline; or
 - May exhibit other attributes demonstrating professional excellence, acceptable to the **Board**.
- (b) Typically, a candidate for Special Consideration should have progressive experience acceptable to the **Board**. This experience should clearly show increasing responsibility and technical development in major competency areas.
- (c) The **Board** may, at its sole discretion, recognize an applicant for Special Consideration.
- (d) As deemed appropriate by the **Board**, the candidate for Special Consideration shall submit one or more of the following:
 - (i) A comprehensive portfolio submission as outlined in the submission guide for special consideration candidates.



- (ii) An extended, advanced and detailed technical report on a topic acceptable to the **Board**, conclusively demonstrating the competencies and capabilities required for appropriate Registration in a Category and Level.
- (iii) An example of current, major project work and/or extensive professional development.

The **Board** may, at its discretion, require additional substantiation of the above by an **authorized person**.

- (e) The applicant may be required to submit to interview by an appointee(s) of the **Board**.
- (f) The applicant may be required to pass an examination in professional practice.
- (g) The **Board** reserves the right to commission an 'on-site' work audit of any applicant for Special Consideration. This service is subject to fees, payable by the applicant, as may be approved by Council from time-to-time.
- (h) The **Board** shall exercise reasonable discretion in all matters relating to Special Consideration.

6.10 Candidate Challenge Examinations

Challenge examinations prepared by the **BCOSSA** may be used to meet part or all the academic requirements for Registration. The applicants for Registration as Planners, Installers, Maintenance Providers and Private Inspectors must achieve a passing mark on the examination. The passing mark will be determined by **BCOSSA** in consultation with the **Board**.

Rewrite of Challenge Examinations

Applicants for the Categories of Planner, Installer, Maintenance Provider and Private Inspector who do not achieve a passing mark on a challenge examination may, at the discretion of the **Registrar**, rewrite the examination. In making the determination as to whether a re-write will be allowed, the **Registrar** will take the following into consideration:

- There is no course currently available in the discipline for which he/she did not get a passing mark;
- The applicant must advise the **Registrar** of what steps he/she has taken to ensure that they will pass the examination;
- The applicant must wait a minimum of three months before he/she can apply to write the examination; and
- Extenuating circumstances such as, but not limited to, illness or injury.

The applicant shall attend a class of instruction prior to challenging an examination for a third time.

6.11 Agencies Offering Courses

The **Board** requires any Agency offering a course recognized for Registration to be registered with the Private Post-Secondary Education Commission of BC (PPSEC of BC).

7.0 Continuing Professional Development

All **ROWPs** are required to maintain their competency by continuing professional development. The number of Continuing Education Units (CEUs) required for continued Registration is at the discretion of the **Board**.

In order for training to receive CEU recognition, the following must be met:

- (a) The applicant applying for CEU credit must meet the requirements as set down by the **Board**. Acceptable documentation shall be from the **WOWTC**, or the provider of equivalent education, as approved by the **BCOSSA**, stating that they have successfully completed the seminar, program, course or workshop;
- (b) The instructor who has provided the training shall be qualified in the particular program area;
- (c) The course must show responsibility, maintain administrative control and ensure program objectives are met; and
- (d) The program or courses must have relevancy.



8.0 References

- (a) Applicants applying for Registration are required to provide **References** per Section 6.5 of this policy document. The applicant will provide contact information for all their **References** and this contact information must include the name, postal address (with postal code) and day/evening telephone numbers. Other information such as email address and facsimile should also be provided to speed up the Registration process. The **ASTTBC** will contact the applicant's supplied **References**. The **References** must be in a position to provide a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude and personal characteristics. The returns from the **References** will be received by the **ASTTBC** and kept in strict confidence except as required by law. Preferred **References** are individuals who are authorized persons, however prior to June 1, 2005 other individuals will be more readily accepted by the **Board**.
- (b) **Professional References** required per Section 6.5 of this policy document, refer to an **ASTTBC** registered or other **professional**. The applicant will provide contact information for all their **professional References** and this contact information must include the name, postal address with postal code and day/evening telephone numbers. Other information such as email address and facsimile should also be provided to speed up the Registration process. The **ASTTBC** will contact the applicant's supplied **professional References**. The **References** must be in a position provide a personal assessment of the applicant's technical abilities, judgment, work accuracy, attitude, personal characteristics, and general professional outlook. The **References** should also be in a position to provide information on the positions held by the applicant complete with approximate dates, duties involved and degree of responsibility. The returns from the **professional References** will be received by the **ASTTBC** and kept in strict confidence except as required by law.
- (c) An applicant should include his/her immediate supervisor or manager as a reference. A self-employed applicant may provide references from clients who can verify contract work performed.
- (d) If an applicant is working in an environment where there is not an **authorized person** to act as a **Reference**, the **Board** may accept other **References** at its discretion.

9.0 Reclassification

Upon a reclassification application by a registrant, a **Board** file reviewer will note the requirements for reclassification previously outlined by the **Board** to the registrant and, taking into consideration the additional academic examinations and/or experience qualifications achieved by the applicant, make a recommendation to the **Board** as to reclassification.

The **Board** may:

- (a) Approve the reclassification;
- (b) Refuse the reclassification; or
- (c) Defer the approval of the reclassification application until it is satisfied that the applicant has complied with a requirement made under this section.

10.0 Conditions of Continued or Cancelled Registration

The Registration of the **ROWP** shall continue providing that the following conditions are met:

- (a) The Annual Fees, as assessed by the **ASTTBC**, are paid.
- (b) The CEU requirement for continuing professional development as set down in Section 7 above are met.
- (c) Installers registered prior to June 1, 2005 fulfill the requirements, as set down in Section 6.5.2.2., within the time frames specified.
- (d) Any other conditions as reasonably set by the **Board**, at its discretion.



The **ASTTBC** Practice Review Board may only initiate the process to cancel a Registration if the Registration was made in error, under false pretenses, if the **ROWP** becomes ineligible for Registration or as a result of a discipline hearing held by the Practice Review Board under the authority of the **ASTT ACT**.

11.0 Appeal Process

An applicant who is not satisfied with the decision of the **Board** has a right to appeal the decision.

The Process for an Appeal is:

Within 30 days of notification of classification an applicant may request a second review of the file by an alternate File Reviewer. The applicant, upon submitting an appeal, will be advised by the **Registrar** to address any matters that are brought to his or her attention by the **Registrar** as requiring further documentation or support. The **Board** will initiate the review and consider the appeal at the earliest reasonable opportunity.

The applicant whose application for registration has been refused, or whose appeal has been denied by the **Board** may, within 30 days of receiving a notice of final refusal, request the **ASTTBC** Council to review the application by serving on the **Registrar** a written request for a review by the **ASTTBC** Council setting out the reasons why, in his/her opinion, his/her registration or appeal should be re-considered.

Where an applicant or registrant has applied to **ASTTBC** Council for leave to appeal a decision of the **Board** the **ASTTBC** Council may, in its sole discretion, decide either to deny leave to appeal or, alternatively, to grant leave to appeal in which latter case it shall hear such appeal at a time of its choosing. In either case, the applicant or registrant shall be advised forthwith by the **Registrar** of Council's decision concerning leave.

An appeal, including an application for leave to appeal, shall be commenced by a written notice of appeal that shall describe the decision appealed from and state the specific reasons for appeal and shall be served upon the **Registrar** not more than thirty (30) days after the date that the decision of the **Board** was communicated to the investigated person. In a timely manner the **ASTTBC** Council, on receiving a written notice of an appeal from the **Registrar**, shall have served on the applicant or registrant a notice of its willingness or not to hearing of an appeal (stating the date, time and place on and at which the **ASTTBC** Council will seek to hear the appeal).

Any member of the **ASTTBC** Council who has participated in any way in the decisions of the **Board**, which gave rise to the decision being appealed, shall not participate in any deliberations or in any appeal before Council.

In a timely manner, the **ASTTBC** Council on receiving a written notice of an appeal may do any or all of the following:

- (a) Decide if an appeal is warranted and grant or deny leave to appeal;
- (b) As it sees fit make any adjournment of the proceedings;
- (c) Refer the matter to an Appeals Committee for further consideration and a timely report, to be convened and conducted at the discretion of the **Registrar**;
- (d) Receive further evidence in any manner it deems fit from and of the parties involved in the appeal decision;
- (e) Make a decision that ought to have been made by the **Board**;
- (f) Quash, verify or confirm the decision of the **Board** or substitute or make a decision of its own; or
- (g) An investigated person may appeal, on any questions of law, fact or both, from a decision or direction of the **ASTTBC** Council to the Court at any time within thirty (30) clear days from the date of the decision or direction.



12.0 Reinstatement of Registration

Reinstatement of registration will be determined by **ASTTBC** Council and will apply to those registered under this Policy.

12.1 Registrar Authority to Reinstate

The **Registrar** has the authority to reinstate registrants who were struck (non-payment of dues) or resigned. The **Registrar** will submit those reinstated to the **Board** for approval.

13.0 Storage of Files

The **Registrar** shall maintain the complete file of all Registered **Onsite Wastewater Practitioners** who were struck, resigned or deceased for five years following being struck, resigned or deceased. After being held for five years, the **Registrar** may remove and destroy by shredding all information from the file except for the following:

- (a) Original application forms;
- (b) **Board** Reviewers' Report forms;
- (c) **Registrar**'s letters of acceptance;
- (d) **Registrar**'s letters with respect to cancellation of registration; and
- (e) Any other significant correspondence.

The **Registrar** will then place these files into long-term storage.

14.0 Freedom of Information

- (a) Applicant's files are treated as confidential documents insofar as is practical. Access to them is privileged to **ASTTBC** Registration Staff, the **Board** and designated File Reviewers, or others, as may be reasonably authorized by the **Registrar**. In exceptional circumstances the file may be disclosed, on a confidential basis, to external audit teams.
- (b) An applicant, or registrant, may apply to the **Registrar** for an appointment to view their file (excluding references) during regular office hours. If refused, they have the right of appeal, within 30 days, to the Council of the **ASTTBC**.
- (c) The release of files for review by the applicant or registrant is during normal working hours. If the **Registrar** has cause to refuse, the matter shall be referred to the **ASTTBC** Council.