



**Policies and Procedures
2006 - Examination Program
for On-site Sewage System Installer Supervisors
(under the *Building Code Act, 1992* and the 2006 Building Code)**

**Building and Development Branch
Ministry of Municipal Affairs and Housing**

<http://www.ontario.ca/buildingcode>

Revised July 2009

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for On-site Sewage System Installer Supervisors**

Table of Contents

1.0	INTRODUCTION.....	2
1.1.	SCOPE.....	2
1.2.	ROLE OF THE EXAMINATION PROGRAM.....	2
	<i>Table 1: Types of Practitioners and the Relationship between</i>	3
	<i>Qualification Requirements and the Examination Program</i>	3
1.3.	DATE OF EFFECT.....	3
1.4.	UPDATING OF QUALIFICATIONS.....	3
2.0	EXAMINATION REQUIREMENTS FOR ON-SITE SEWAGE SYSTEM INSTALLERS	4
3.0	APPLICATION TO WRITE EXAMINATIONS	5

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1.0 INTRODUCTION

1.1. Scope

This document outlines the examination program for on-site sewage system installer supervisors, administered and authorized by the Ministry of Municipal Affairs and Housing as referenced in Section 3.3. of Division C of the Building Code. These Policies and Procedures are subject to revision and users should check the Building Code website to view and obtain copies of the current edition at <http://www.mah.gov.on.ca/Asset8366.aspx?method=1>

1.2. Role of the Examination Program

Sections 15.11. and 15.12. of the *Building Code Act, 1992* (BCA), as amended by the *Building Code Statute Law Amendment Act, 2002* (Bill 124) require certain building practitioners to have the qualifications set out in the Building Code. The current qualifications for on-site sewage system installer supervisors are described in Section 3.3. of Division C of the Building Code.

The qualifications which on-site sewage system installer supervisors must have, include:

- (1) Successful completion of an examination program administered by the Ministry of Municipal Affairs and Housing, and
- (2) Filing of qualifications of the registration for the on-site sewage system installer with the Director of the Building and Development Branch.

Any individual is entitled to apply for and take examinations in accordance with these Policies and Procedures.

Table 1 outlines the role of the Examination Program with respect to the qualification of on-site sewage system installer supervisors.

Filing of qualifications for on-site sewage system installer supervisors is done in field 3) of the On-Site Sewage System Installer Application for Registration which can be found on the Building Code website at the following URL address:

<http://www.mah.gov.on.ca/Asset8367.aspx?method=1> .

Table 1: Types of Practitioners and the Relationship between Qualification Requirements and the Examination Program

Type of practitioner	Relationship between Qualification Requirements and the Examination Program
Supervisor of on-site sewage system installer engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems	To be qualified, on-site sewage system installers must be registered with the Director. Among other things, registration requires the filing of information on supervisors who have successfully completed the Examination Program described in Section 2.0. of this document. [Clause 3.3.3.2.(1)(a) of Division C of the Building Code]

1.3. Effective Date of the Examination Program

Effective January 1, 2006 all supervisors of firms engaged in the business of on-site sewage systems are required to have the qualifications required by Section 3.3. of Division C of the Building Code. Supervisors that had successfully completed the examination program prior to that date are deemed to have successfully completed the 2006 examination program.

1.4. Updating of Qualifications

When an examination that is part of this examination program is replaced with a new examination, individuals may be required to update their qualifications through successfully completing new examinations administered by the Ministry of Municipal Affairs and Housing. Such updated qualifications may be required following major changes to the technical or administrative requirements of the Code. The Building Code establishes mechanisms for notifying registered on-site sewage system installer supervisors of the new examination requirements (e.g., Clause 3.3.3.7.(1)(b) and Article 3.3.3.8. of Division C of the Building Code reference the provisions for updating of qualifications for supervisors of on-site sewage system installers).

For registered on-site sewage system installers, the form for filing the updated qualifications with the Director can be found at the following URL address:

<http://www.mah.gov.on.ca/Asset8369.aspx?method=1>

2.0 EXAMINATION REQUIREMENTS FOR ON-SITE SEWAGE SYSTEM INSTALLER SUPERVISOR

This Subsection outlines the Examination Program administered and authorized by the Ministry of Municipal Affairs and Housing for the purposes of Section 3.3. of Division C of the Building Code.

Persons who supervise construction on site, installation, repair, servicing, cleaning or emptying sewage systems [Clause 3.3.3.2.(1)(a) of Division C of the Building Code], must successfully complete the:

1. technical examination entitled “On-site Sewage Systems – 2006”.

An overall grade of at least 70% must be obtained in each examination in order to be considered as having successfully completed the examination.

As noted in Section 1.2. of this document, On-site sewage System Installer Supervisors, in addition to successfully completing the examination program must file the prescribed information with the Director by including it in field 3) of the application for registration of the sewage system installer firm to be qualified in this category.

3.0 APPLICATION TO WRITE 2006 EXAMINATION FOR ON-SITE SEWAGE SYSTEM INSTALLER SUPERVISORS

Application to write the 2006 examination for on-site sewage system installer supervisors must be made using the Examination Application which can be found on the Building Code website at the following URL address <http://www.mah.gov.on.ca/Asset8344.aspx?method=1> ,along with instructions on how to complete the form. Alternatively, the application and instructions can also be obtained from the Building and Development Branch of the Ministry of Municipal Affairs and Housing.

Examination applications must be received not less than three (3) weeks in advance of the examination date and must include the \$80 fee for paper filing or \$70 fee for electronic filing. Applicants that have submitted a complete application and are accepted for the examination will receive an Admission Letter confirming the location, date, and time of their examination, as well as their Building Code Identification Number for future references with the Ministry two weeks prior to the scheduled examination.

Ministry staff will contact applicants who have submitted incomplete applications or have not been accepted for their seating of choice.

For further information, including Candidate Protocol, Testing Accommodation Policy and Examination Syllabi - 2006, please visit the Building Code website at the following URL addresses:

Candidate Protocol at <http://www.mah.gov.on.ca/Page8606.aspx>

Testing Accommodation Policy at <http://www.mah.gov.on.ca/Page8614.aspx>

Examination Syllabi – 2006 at <http://www.mah.gov.on.ca/Asset8340.aspx?method=1> .

3.1. PREPARATION TO WRITE THE 2006 ON-SITE SEWAGE SYSTEMS EXAMINATION FOR INSTALLER SUPERVISORS

Persons who intend to write the On-site Sewage Systems – 2006 examination to become Supervisors may wish to prepare themselves by obtaining and completing the On-site Sewage System – 2006 Self-Study Manual Publication No. 510066. The Manual is available from ServiceOntario Publications at <http://www.publications.serviceontario.ca> . Alternatively, you may wish to take the On-Site Sewage System – 2006 Course in a classroom setting. For information on training provided by authorized delivery agents, consult the Building Code website at the following URL address <http://www.mah.gov.on.ca/Page8526.aspx> .

To complete either the Self-Study Manual or the Course, you will need a copy of the Code and Construction Guide for Sewage Systems, Publication No. 510044 or a copy of the 2006 Building Code Compendium (Volumes 1 & 2) also available from ServiceOntario Publications.

A brief description of the Self-Study Manual and Course follows.

On-Site Sewage Systems- 2006 Overview Course and Self-Study Manual Description

This 5 day (35 hr) course deals with the requirements related to the onsite sewage systems regulated under the Building Code (systems with a design capacity of 10,000 Litres or less per day). The Code requirements related to these systems are found in Part 8 of the Code. The course addresses the following areas;

- The Building Code, Permits, responsibilities and the concept of septic systems
- Site conditions, Test Pits and T-Times
- Characteristics of Systems and Design Flows
- Class 1, 2 and 3 Sewage Systems
- Class 4 Sewage Systems
- Class 5 Sewage Systems
- Construction of On-Site Sewage Systems
- Occupational Health and Safety, and
- Evaluation of Malfunctioning Systems, Remedial Work and Change-Of-Use Procedures.

Recommended Prerequisites: None

Reference Material: Building Code Act and the 2006 Building Code, calculator.