



So You're Thinking of Applying to be an - EOCP Recognized Instructor

Here are some questions to help think about if you want to apply.

Following these questions, you'll find information on the main steps to apply:
– *Okay So Where Do I Start?*

Is It Worth Applying? YES, if you -

Have helpful experience in an area of the Water and/or Wastewater industry

+ Enjoy sharing your experience with others

Communities across the province look for training in a wide range of topics. Many look for ½ to 2 day specialized courses. They almost always want training to qualify for CEUs.

The training you put on qualifies - *if you:*

1. Become an EOCPP Recognized Instructor, and
2. Have your course recognized by the EOCPP for CEUs

In this way, you can help your co-workers, your community and others as well!

Do I Have Enough Background and Experience?

People are approved with combinations like:

- Having 3+ years hands-on experience working in a specific area like Hydraulics or Lab sampling, having done demonstrations or helped others with their on-the-job training – *or*
- Being a representative selling equipment, who has also been instructing on different kinds of equipment – *or*
- A consultant with hands-on experience in the Water and/or Wastewater industry

TIP: For ideas, take a look in the [Instructor Profile](#) section of this website

Can I do a Dry Run?

Yes! If it helps, take 10 minutes & use these 4 questions to put down your ideas:

1. Jot down the different areas you have 3+ years experience doing. Of those, which ones are really interested in?

TIP: Get some ideas from looking at the EOCIP recognized courses listed in the Training Registry or the ABC ["Need-to-Know Criteria"](#) for that discipline.

2. Choose the areas or topics you feel most comfortable: Talking about with a group; demonstrating; responding to questions about; and/or giving feedback to others'.

3. Make notes on what you think participants in a session about that area should learn. - What they should be able to do by the end of the session or course.
[\(ABC "Need-to-Know Criteria may help.\)](#)

4. Ask yourself, "Could I lead the group through what I put down here?"

If you think you can – guess what?
- You're well on your way to having the information you need for the application forms:
EOCIP Recognized Instructor and the EOCIP Approved Course Applications



The approval processes ask 2 main questions:
Can this person do it? Can he or she effectively help others learn to do it?



Okay, So Where Do I Start?

There are 2 forms. Here's a summary of how it works: 1. You start with the Instructor Application form. 2. If that application is approved then you complete the Course application form.

Recognized Instructor Application

1. Fill in the information
2. Provide 2 Confirmations of Experience in the right format now or later (*see form for specifics*)
3. Need to return to add or edit your form later?
Click Save button. – It will be saved for *14 days only!*
4. Once you're ready, click on the Submit button
If anything is missing you'll see a red note at top of form.
5. Pay fee online with Visa or Master Card
6. Check your email within a day or so.



- ⇒ Email confirms receipt of your application and your temporary "Instructor Number".
 - Provides you with login & password.
- ⇒ You receive confirmation of payment acceptance
- ⇒ Within 14 days an email lets you know if approval has been given.
If you receive Approval to be an EOC training Instructor, you can login & do the Course Approval form.

Recognized Course Application

1. On the TR Homepage click on the Apply/Login button Use your login ID and password to enter
2. Fill in the information
3. Need to return to add or edit your form later?
Click Save button. – It will be saved for *12 days only!*
4. Once you're ready, click on the Submit button
If anything is missing you'll see a red note at top of form.
5. Pay fee online Visa or Master Card
6. Check your email within a day or so.



- ⇒ Email confirms receipt of your application.
- ⇒ You receive confirmation of payment acceptance
- ⇒ Within 14 days an email lets you know if approval has been given.
If Approval for the Course is given you can advertise your course as one that qualifies for CEUs!

Want details about completing the forms? See checklists where you found this document to help you with what you need.