

# Information about Environmental Management Broker Certificate

(For Individuals/Businesses Transporting/Hauling or  
Storing Prescribed Materials under the NMA)

## Infosheet

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### INTRODUCTION

The information contained in this document is derived from the Nutrient Management Act, 2002 (NMA) and Ontario Regulation 267/03 (O. Reg. 267/03). Every effort has been made to make it as accurate as possible, but is not authoritative. Please refer to the e-Laws website or the official volumes printed by Publications Ontario for the authoritative text of the act.

This infosheet provides information on new and renewal certificate requirements.

### Overview of Broker Certificate

A Broker Certificate is required if you are an individual or an authorized agent of a business who:

- Receives, stores or delivers agricultural source materials (ASM)<sup>1</sup> and,
- Receives material from an agricultural operation which requires an NMS and/or delivering material to an agricultural operation which requires a NMP or a NASM plan and
- Is not the owner or operator of the operation that generates or receives the materials.

A Broker Certificate is not required for hauling/transporting or storing non-agricultural source materials (NASM)<sup>2</sup>.

Certificates are issued to an individual who may act as an authorized agent for a company. A business or corporation which conducts brokering activities must:

- Designate an authorized agent who holds a valid Broker Certificate and
- Notify the director in writing, within 15 days of any change in status of authorized agent(s).

An authorized agent for a company must advise OMAFRA in writing that they are the authorized agent.

The skills and knowledge that are required for the Broker Certificate can be found in The Broker Certificate Core Competencies guide which is available online.

Certificates are valid for five years.

### Certification Requirements

#### 1. Take the Course

There is one required course for the Broker Certificate, which is offered in both English and French:

- Broker Certificate Course

You must have taken an up-to-date course to have it applied to your certification requirements. Call the University of Guelph, Ridgetown Campus at 1-855-648-1444 to make sure past courses you have taken qualify.

#### Course Schedule

To find out the course schedule, visit the Nutrient Management Training Course Schedule.

To register for any of the courses in this suite or the equivalency, call the University of Guelph, Ridgetown Campus at 1-855-648-1444.

#### Broker Certificate Course

This one-day course helps participants develop a familiarity with the Nutrient Management Act, 2002 (NMA), O. Reg. 267/03 and associated documents. The course examines how the NMA directly affects brokering operations.

**Note:** The one day Broker Certificate Course is also the first day of the two day PMAB Licence Course

For more information regarding the course, visit the Nutrient Management Training Course Overview.

## 2. *Pass an Exam*

An applicant must have written and achieved a passing grade (75 per cent or greater) within the last year (365 days) before applying for the certificate. This exam covers materials taught in the course as well as the skills and knowledge outlined in the Broker Certificate Core Competencies. The competencies are used as the basis for testing in the exam. Exams will be offered at the end of the second day of the PMAB Licence course. Other opportunities to write the exam take place throughout the province on a set schedule.

You will have three opportunities to complete the exam successfully. If you fail the second time you write the exam, you must wait three months before you write again, to allow time for you to improve your knowledge of the subject matter. After three unsuccessful attempts writing the exam, you must wait five years before you can start the process over again.

**Note:** Since day one of the Prescribed Materials Application Business (PMAB) Licence Course is the same as the one day Broker Certificate Course, completion of day two of the PMAB Licence course qualifies participants to write exams for both the Broker Certificate and the PMAB Licence.

For more complete details related to the exam and schedule, visit the Nutrient Management Exam Schedule and Information page.

### *Accommodations*

We will work to provide reasonable accommodations to candidates having physical, learning or linguistic barriers that may affect their ability to write the exam. Please contact the University of Guelph, Ridgetown Campus at 1-855-648-1444 to discuss.

### **Applying for the Certificate**

After you fulfill the requirements, mail a completed application to the address indicated on the form.

- Application for Broker Certificate

### *Certificate Conditions*

Under section 108 of the Regulation, the Director may issue a certificate or licence subject to any conditions that he/she considers appropriate. This may include conditions that are consented to by the applicant, imposed by a Director or ordered by the Tribunal.

### *Refusal to Issue a Certificate or Licence*

Under s. 109(1), the Director may refuse to issue a certificate or licence if:

- the applicant is in contravention of the Act or this Regulation, or is in breach of a condition of another certificate or licence issued under Part X;
- the applicant is not competent to carry on the activity that would be authorized by the certificate or licence; or
- the past conduct of the applicant affords reasonable grounds for belief that the activity that would be authorized by the certificate or licence will not be carried on with honesty and integrity.

### **Certificate Renewals**

Certificates are valid for five years from the date of issue. Applicants who have not had their certificate suspended or cancelled can apply for a renewal. It is your responsibility to know the expiry date of your certificate. It is suggested that you begin the renewal process six months before your certificate expires.

Applicants who would like to renew their certificate must have written and passed an exam (75 per cent or greater) within the last year (365 days) before applying for the certificate. Once the exam is passed, applicants can submit an application for renewal. It is highly recommended that you take the required course again before writing the exam. Remember you have 3 opportunities to pass your exam.

For information on the exam and schedule, call the University of Guelph, Ridgetown Campus at 1-855-648-1444 or visit the Nutrient Management Exam Schedule and Information page.

For a copy of the renewal application form, visit the Application for Broker Certificate page.

## Additional Expectations

### *Stay Current in Your Field*

Certificate holders are expected to keep up to date with the nutrient management legislation and actively pursue additional learning opportunities to remain competent in the field of nutrient management. This may include update sessions offered by OMAFRA.

### *Performance Guidelines*

A set of performance guidelines has been developed by OMAFRA that goes beyond the regulatory requirements, skills and knowledge listed in the core competencies. These guidelines are intended to provide consistent guiding principles for Broker Certificate holders that reflect best management practices for the industry. They outline practices followed by certificate holders providing good professional services to their clients. Broker Certificate holders are encouraged to follow these guidelines in their daily practice.

### **Notes:**

1. Under O. Reg. 267/03, an "agricultural source materials" means any of the following treated or untreated materials, other than compost that meets the Compost Guidelines or a commercial fertilizer if they are capable of being applied to land as nutrients:

- Manure produced by farm animals, including associated bedding materials.

- Runoff from farm-animal yards and manure storages.
- Washwaters from agricultural operations that have not been mixed with human waste.
- Organic materials produced by intermediate operations that process materials described in paragraph 1, 2 or 3.
- Anaerobic digestion output, if,
  - the anaerobic digestion materials were treated in a mixed anaerobic digestion facility, and
  - at least 50 per cent, by volume, of the total amount of anaerobic digestion materials were on-farm anaerobic digestion materials, and
  - the anaerobic digestion materials did not contain sewage biosolids or human body waste
- Regulated compost as defined in subsection 1(1) of Ontario Regulation 106/09 (Disposal of Dead Farm Animals) made under the Act.

2. NASM are materials that are not generated from an agricultural source, meet quality criteria listed in the Nutrient Management Act and are applied to agricultural land as a nutrient. Examples of NASM include culled vegetables, food processing by-products, pulp and paper biosolids, and sewage biosolids.