

Broker Certificate

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

Updated June 2024

Overview of Broker Certificate

A broker is a third party (neither the generating farm nor the receiving farm) involved in hauling, storing or transferring agricultural source material (ASM) such as manure. You are required to have a valid Broker Certificate if:

- You are hauling or storing ASM from a farm that is required to have a nutrient management strategy (NMS), and/or
- You are hauling or storing ASM that will go to a farm that is required to have a nutrient management plan (NMP) or NASM Plan.

A Broker Certificate is not required for hauling/transporting or storing non-agricultural source materials (NASM)¹.

Certificates are valid for five years.

Authorized Agent

A business or corporation which conducts brokering activities must:

- Designate an authorized agent who holds a valid Broker Certificate
- Have the authorized agent for the company advise OMAFRA in writing that they are the authorized agent and
- Notify the director, in writing, within 15 days of any change in status of authorized agent(s).

What does it mean to be an authorized agent?

You must have ongoing and regular involvement in the operational aspects of the principal's brokering operation (see O.Reg. 267/03 s. 104 (1.1)).

Core Competencies

The skills and knowledge that are required for the Broker Certificate can be found in the Broker Certificate Core Competencies document, available at www.nutrientmanagement.ca.

Certificate Requirements

1. Take the Course

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

- Broker Certificate Course

You must have taken this course within two years of writing your exam to have it applied to your certificate requirements.

Broker Certificate Course

This course helps participants develop a familiarity with the Nutrient Management Act, 2002 (NMA), O. Reg. 267/03 and associated protocols and examines how the NMA directly affects broking operations.

There are two ways to take this course.

Option 1 – Online version

This version of the course allows you to complete the course at your own pace and convenience (computer and Internet connection required).

Option 2 – Classroom course

The one day course is offered at locations across the province, generally from November to April. It is taught in conjunction with the Prescribed Material Application Business course (one extra day of training).

Course Schedule

To view the course schedule and to register for a course, visit www.nutrientmanagement.ca or call Ridgetown Campus at 1-855-648-1444.

2. Pass the Exam

This exam covers materials taught in the course as well as the skills and knowledge outlined in the Broker Certificate Core Competencies. A passing grade is 75% or greater.

Exams are offered at the end of the classroom course, online, or in-person at locations across the province. To view the exam schedule or register for the exam, visit www.nutrientmanagement.ca or contact Ridgetown Campus.

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.

Note: Since the Prescribed Materials Application Business (PMAB) Licence Course is held in conjunction with the Broker Certificate Course, completion of both courses qualifies you to write both the Broker Certificate /PMAB Licence exam for one exam fee.

You must apply for your certificate within a year of passing the exam.

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 Ridgetown Campus to discuss your options.

Applying for the Certificate

After you take the Broker Certificate course and pass the exam, you will need to complete an application form. You must submit your application within one year of the date you passed the exam. If you wait longer than one year, you will be required to retake the exam.

Certificate Conditions

Under section 108 of the Regulation, the Director may issue a certificate 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

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

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

Certificate Renewal

Certificates are valid for five years from the date of issue. If you hold a valid Broker Certificate that has not been suspended or cancelled and **has not expired**, you can apply for a renewal. It is your responsibility to know the expiry date of your certificate. We suggest that you begin the renewal process at least six months before your certificate expires.

To renew your certificate, you must have written and passed (75% or greater) the Broker exam within the last year, and submit your application before your existing certificate expires. It is highly recommended that you take the Broker course again before writing the exam.

To view the exam schedule, visit www.nutrientmanagement.ca or contact Ridgetown Campus.

Expired Certificate

If your certificate has expired, you must apply as a new applicant and meet all of the certificate requirements.

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. Updates can be found at www.nutrientmanagement.ca.

Performance Guidelines

Performance guidelines have been developed by OMAFRA that go 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 and good professional services to their clients. Broker Certificate holders are encouraged to follow these guidelines in their daily practice. The Performance Guidelines are available at www.nutrientmanagement.ca.

Additional Licences

If you operate a land application business **applying** prescribed materials on farms with a Nutrient Management Plan or NASM Plan, you must have a Prescribed Material Application Business Licence. If you **operate the spreading equipment** that is applying prescribed material in the field, you need to hold a Nutrient Application Technician Licence.

For more information about courses and exam schedules:

University of Guelph Ridgetown Campus
Telephone: Toll free 1-855-648-1444
E-mail: mmcdonal@uoguelph.ca
www.nutrientmanagement.ca

For more information about certification and licensing:

OMAFRA
Telephone: 1-877-424-1300
E-mail: nman.omafra@ontario.ca

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 for the authoritative text of the Act.

¹ 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.