



## WHAT YOU NEED TO KNOW ABOUT WETT

### What is WETT?

Wood Energy Technical Training is a voluntary training and certification program managed by Wood Energy Technology Transfer Inc., a non-profit association.

### What is WETT's main function?

WETT performs a public service by providing a means of distinguishing between people who have formal training in the area of residential wood energy and those who do not. The objective is to protect homeowners from untrained people offering wood-heat services who might leave their houses in an unsafe condition. WETT training increases skills and knowledge and promotes a consistent understanding of wood-burning technology and regulations among those who provide professional services to the public. Only individuals who have achieved WETT certification are permitted to use the WETT logo.

### What does WETT do for you?

When you attend WETT courses, you learn which regulations apply to wood-heat safety and where to find specific rules for various equipment and situations. You work with people from other occupational categories and find out how their work can influence or support your work. You gain confidence in your ability to correctly perform work in the wood-energy field. You reduce your exposure to liability by increasing your knowledge of safety regulations and their application. By passing the challenging WETT examinations, you measure your skills and knowledge against others in the business and you increase your self-confidence. By earning WETT certification, you gain a valuable professional credential and you are able to use the WETT logo, which is recognized across Canada as a symbol of professionalism in the wood-energy field.

### What must you do in return?

To earn WETT certification you must attend the necessary courses and pass the exams required for basic certification in your occupational stream (i.e., installation/sales, chimney sweeping or inspection), submit a declaration of field experience form and a letter of reference. You must keep your certification current by paying the annual renewal fee, earning continuing education (CE) credits after achieving certification and complying with the terms of the WETT Code of Ethics.

### Paths to WETT Certification

#### Installers

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 80 weeks of industry experience — which includes at least 30 installations of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations of wood-burning appliances, plus a photo.
5. You will be awarded WETT certification as a Solid Fuel Space Heating Technician plus SITE® Basic Inspector.

#### Salespeople

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 80 weeks of industry experience, a letter of reference confirming your minimum 80 weeks of industry experience, plus a photo.
5. You will be awarded WETT certification as a Solid Fuel System Advisor.

#### OR

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 80 weeks of industry experience — which includes at least 30 inspections of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 inspections of wood-burning appliances, plus a photo.
5. You will be awarded WETT certification as a Solid Fuel System Advisor plus SITE® Basic Inspector. Advisors who do not submit proof of 30 inspections of wood-burning appliances will only receive Advisor certification.

#### Insurance, Private, Home, Municipal and Fire Inspectors (visual inspections only)

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. \*Submit a verifiable declaration of 80 weeks of field inspection experience — which includes at least 30 inspections of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of field inspection experience and 30 inspections of wood-burning appliances, plus a photo.
5. You will be awarded WETT certification as a SITE® Basic Inspector.

\*Inspection activity can include fire inspections, building inspections, insurance inspections and pre-purchase home inspections, provided that at least 30 inspections of wood-burning appliances have been completed.

#### Chimney Sweeps

1. Successfully complete the three-day Code Compliance course.
  2. Successfully complete the two-day Wood-burning Systems course.
  3. \*Successfully complete the two-day SITE® Inspection course.
  4. Successfully complete the two-day Chimney Sweeping course.
  5. Submit a verifiable declaration of 80 weeks of industry experience — which includes at least 30 sweeps of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 sweeps of wood-burning appliances, plus a photo.
  6. You will be awarded WETT certification as a Chimney Sweep plus a SITE® Basic Inspector.
- \* At this point, if a declaration of 80 weeks of industry experience and 30 sweeps is submitted, certification as a SITE® Basic Inspector will be granted.

### **Comprehensive Inspections (installers and sweeps only who have 160 weeks of industry experience)**

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 160 weeks of industry experience — which includes at least 30 installations and/or 30 sweeps of wood-burning appliances — a letter of reference confirming 160 weeks of industry experience and at least 30 installations and/or 30 sweeps of wood-burning appliances, plus a photo.
5. Successfully complete the two-day Chimney Sweeping course.
6. You will be awarded WETT certification as a SITE® Comprehensive Inspector in addition to your existing certification.

### **Pellet Technicians (WETT certified installers only)**

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 80 weeks of industry experience — which includes at least 30 installations of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations of wood-burning appliances, plus a photo.
5. Successfully complete the one-day Pellet-Heating Technology course.
6. Submit proof of having installed at least 15 pellet appliances.
7. Submit proof of completion of at least two manufacturer/distributor pellet appliance service courses.
8. You will be awarded WETT certification as a Pellet Technician in addition to your existing certification.

### **Pellet System Advisors (WETT certified system advisors only)**

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 80 weeks of industry experience, a letter of reference confirming your minimum 80 weeks of industry experience, plus a photo.
5. Successfully complete the one-day Pellet-Heating Technology course.
6. Submit proof of selling/advising on the purchase of at least 15 pellet appliances.
7. Submit proof of completion of at least two manufacturer/distributor pellet appliance service courses.
8. You will be awarded WETT certification as a Pellet System Advisor in addition to your existing certification.

### **Pellet Sweeps (WETT certified sweeps only)**

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.

3. Successfully complete the two-day SITE® Inspection course.
4. Successfully complete the two-day Chimney Sweeping course.
5. Submit a verifiable declaration of 80 weeks industry experience — which includes at least 30 sweeps of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 sweeps of wood-burning appliances, plus a photo.
6. Successfully complete the one-day Pellet-Heating Technology course.
7. Submit proof of servicing at least 15 pellet appliances.
8. Submit proof of completion of at least two manufacturer/distributor pellet appliance service courses.
9. You will be awarded WETT certification as a Pellet Sweep in addition to your existing certification.

### **Central Systems Technicians (WETT certified installers only)**

1. Successfully complete the three-day Code Compliance course.
2. Successfully complete the two-day Wood-burning Systems course.
3. Successfully complete the two-day SITE® Inspection course.
4. Submit a verifiable declaration of 80 weeks of industry experience — which includes at least 30 installations of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations of wood-burning appliances, plus a photo.
5. Successfully complete the one-day Central-Heating Systems course.
6. Submit a verifiable declaration of 40 weeks of experience in the installation of central-heating systems and a letter of reference confirming your 40 weeks of experience installing central-heating systems.
7. You will be awarded WETT certification as a Central Systems Technician in addition to your existing certification.

### **Advanced Certification (any WETT certificate holder)**

1. Complete the three-day Code Compliance course with a minimum of 85%.
2. Complete the two-day Wood-burning Systems course with a minimum of 85%.
3. Complete the two-day SITE® Inspection course with a minimum of 85%.
4. Submit a verifiable declaration of 80 weeks of industry or field inspection experience, a letter of reference confirming your minimum 80 weeks of industry or field inspection experience and 30 installations/sweeps/inspections of wood-burning appliances, plus a photo.
5. Complete the two-day Chimney Sweeping course with a minimum of 85%.
6. Submit a verifiable declaration of 160 weeks of industry or field inspection experience and a letter of reference confirming your 160 weeks of industry or field inspection experience.
7. You will be awarded WETT Advanced certification.

### **Advanced Pellet Certification (Any WETT Pellet Certificate Holder)**

1. Complete the three-day Code Compliance course with a minimum of 85%.
2. Complete the two-day Wood-burning Systems course with a minimum of 85%.
3. Complete the two-day SITE® Inspection course with a minimum of 85%.
4. Submit a verifiable declaration of 80 weeks of industry experience, a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations/sweeps of wood-burning appliances, plus a photo.

5. Complete the one-day Pellet-Heating Technology course with a minimum of 85%.
6. Submit proof of installing/selling or advising on the purchase of/servicing at least 15 pellet appliances.
7. Submit proof of completion of at least two manufacturer/distributor pellet appliance service courses.
8. Complete the two-day Chimney Sweeping course with a minimum of 85%.
9. Submit a verifiable declaration of 160 weeks of industry experience, a letter of reference confirming your 160 weeks of industry experience, plus a photo.
10. You will be awarded WETT Advanced Pellet certification.

#### Declaration of Experience

All declaration forms must be accompanied by a letter of reference, which must be signed and dated by the referee and submitted with the declaration form.

This letter can be from an employer, another WETT certified member, supplier or authority having jurisdiction and must include the following:

- The referee's relationship to you, the applicant;
- The length of time the referee has known the you;
- The type of work you have done with wood-burning appliances (i.e., inspections, sales, installations and/or chimney sweeping);
- Acknowledgement that you have a minimum of 80 weeks of industry/field inspection experience and have inspected, installed and/or swept at least 30 wood-burning appliances.

#### A photo must also be submitted.

##### Option 1: Electronic Photograph

This is our preferred method of receiving your photograph and speeds the processing of your renewal.

- Step 1 Have a digital photograph taken. (Colour is preferred but black and white is acceptable.) The photograph must clearly show your head and shoulders only and be taken with **no distracting background images. No hats or sunglasses.** Suggested resolution is a minimum of 300 dpi (2" x 3").
- Step 2 Save the file as a JPEG (.jpg) file.
- Step 3 Name the JPEG file with your WETT ID number followed by your last name (no spaces). For example, if your WETT number is 1234 and your last name is Smith, your file name should be 1234smith.jpg. Student members without a WETT ID number can just name their photos with their first and last name (e.g., JoeSmith.jpg).
- Step 4 E-mail your photo to pictures@wettinc.ca. Attached your JPEG file to the e-mail and add your WETT certification number to the e-mail subject line.

##### Option 2: Passport Photograph

Mail a passport-size photograph.

- Step 1 Have a passport photograph taken. (Colour is preferred but black and white is acceptable.) The photograph must clearly show only your head and shoulder and be taken with **no distracting background images. No hats or sunglasses.**
- Step 2 Using a ballpoint pen, clearly write your name and your WETT number on back of the photograph. Student members without a WETT ID number can just write their first and last names on the back of their photos (e.g., Joe Smith).

## INSTALLERS

You install wood-burning appliances.  
You may also do some basic visual inspections.

#### Code Compliance course

3 days



#### Code Compliance exam

Minimum of 70%

+

within 5 years, all of . . .

#### Wood-burning Systems course

2 days



#### Wood-burning Systems exam

Minimum of 70%

+

#### SITE® Inspection course

2 days



#### SITE® Inspection exam

Minimum of 70%

+

Verifiable declaration of at least 80 weeks of industry experience — including at least 30 installations of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations of wood-burning appliances, plus a photo.

=

#### WETT Certification

**Solid Fuel Space Heating Technician**



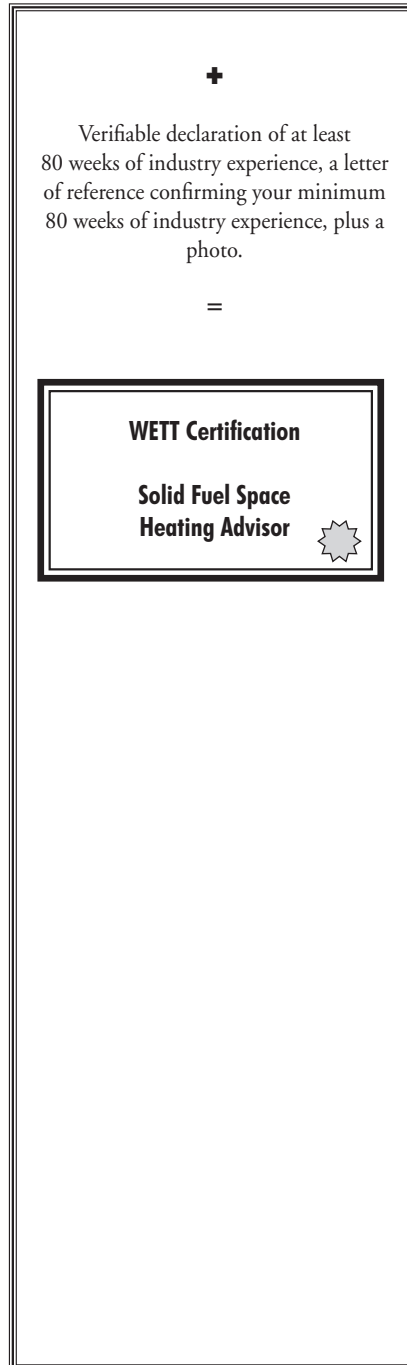
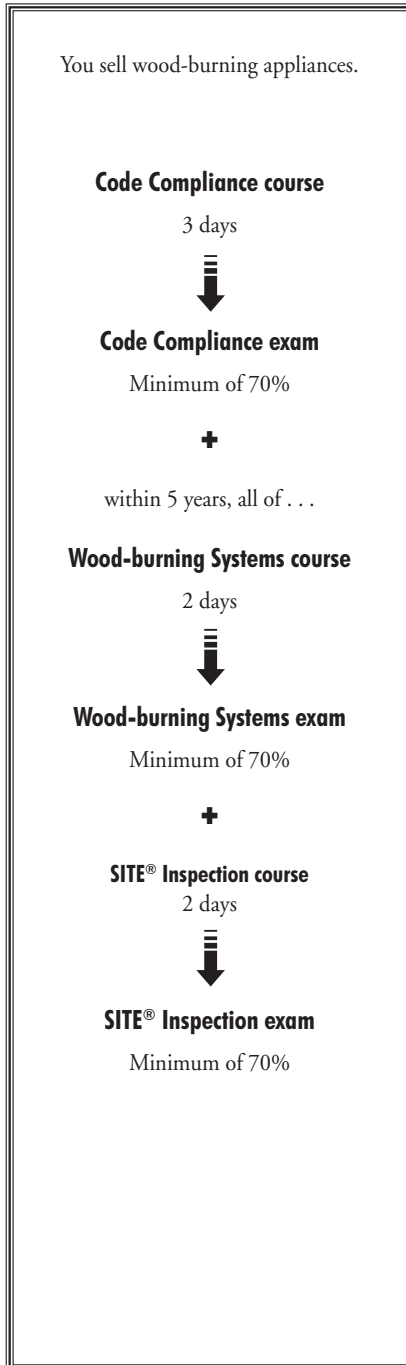
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#### WETT Certification

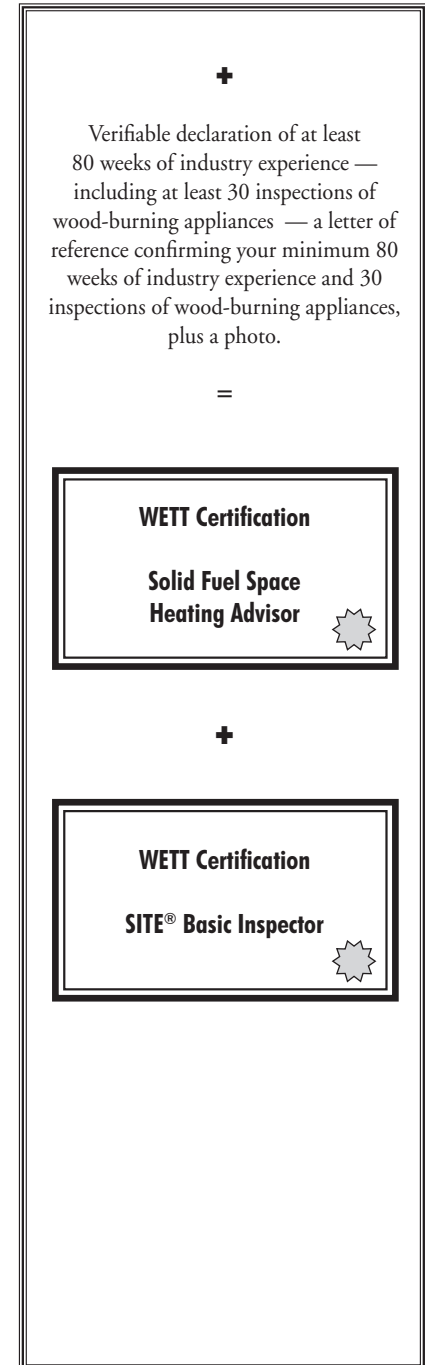
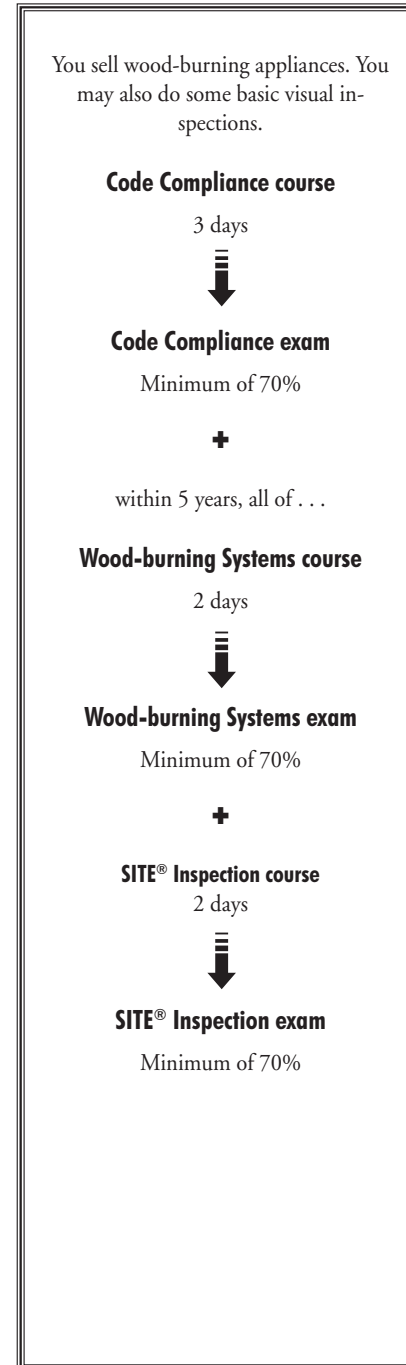
**SITE® Basic Inspector**



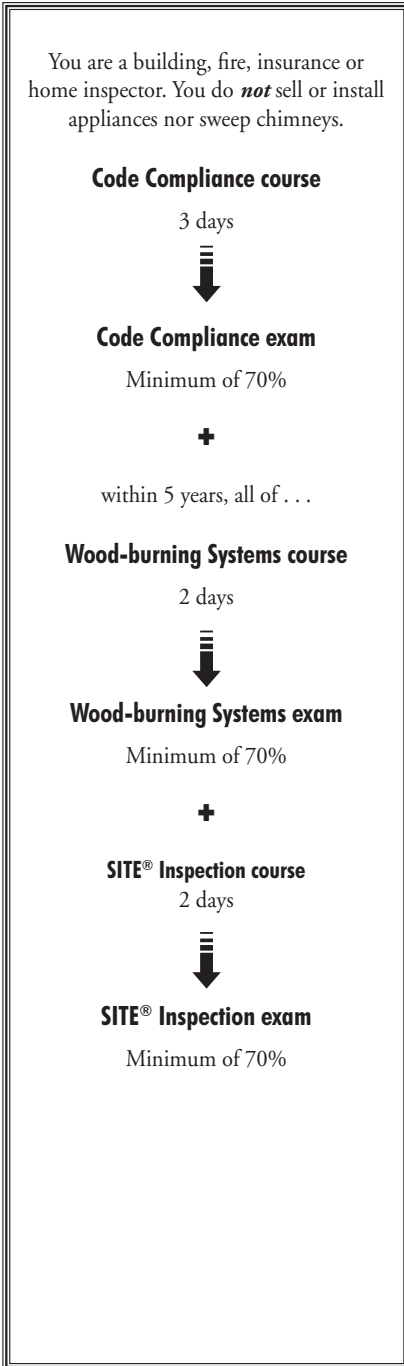
## SALESPEOPLE, OPTION 1



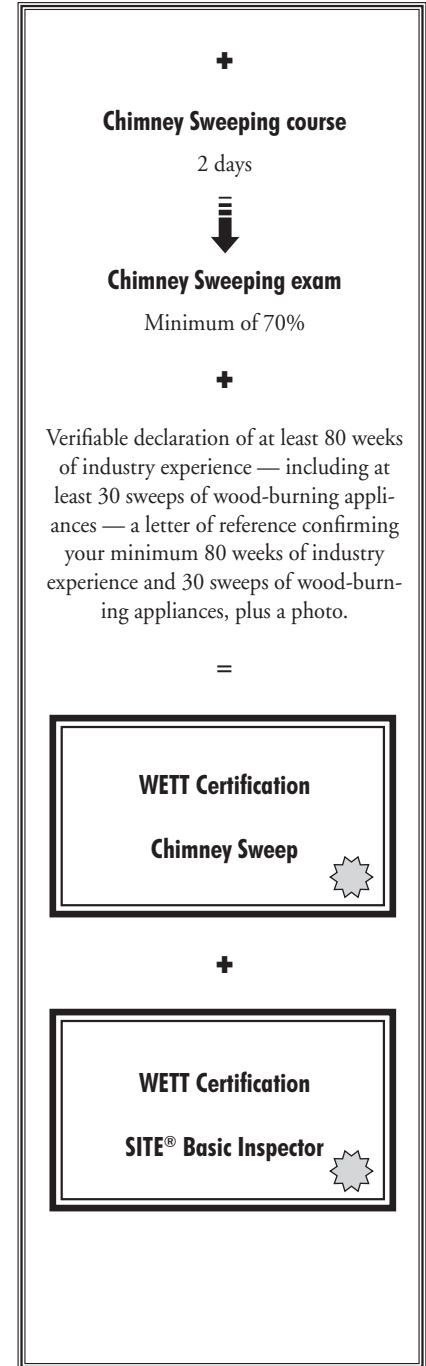
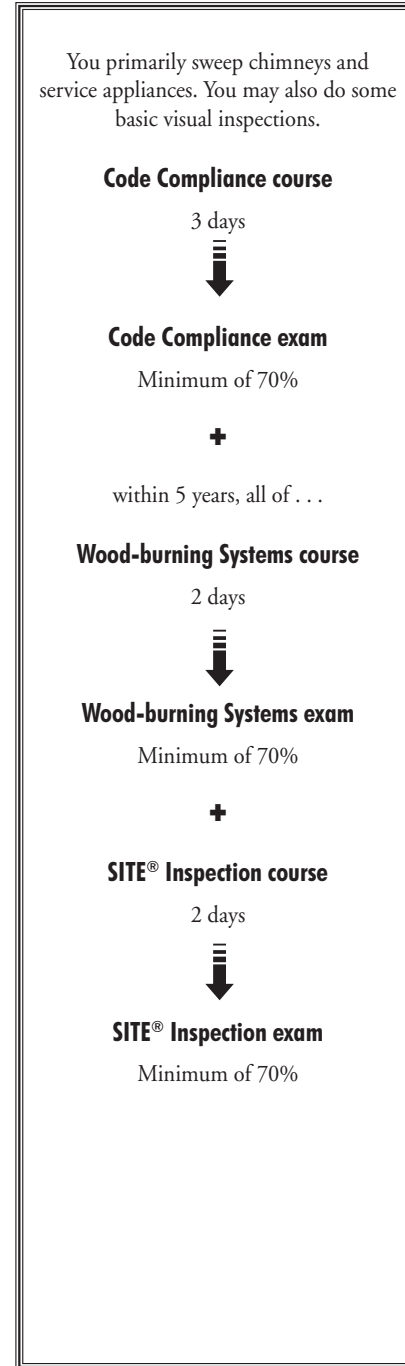
## SALESPEOPLE, OPTION 2



**INSURANCE, PRIVATE, HOME, MUNICIPAL AND FIRE INSPECTORS**  
(Visual Inspections Only)



**CHIMNEY SWEEPS**



## COMPREHENSIVE INSPECTORS

(You must have a minimum of 160 weeks of industry experience.)

You sweep and/or install appliances. You want to perform comprehensive inspections.

### Code Compliance course

3 days



### Code Compliance exam

Minimum of 70%

+

within 5 years, all of . . .

### Wood-burning Systems course

2 days



### Wood-burning Systems exam

Minimum of 70%

+

### SITE® Inspection course

2 days



### SITE® Inspection exam

Minimum of 70%

+

Verifiable declaration of at least 160 weeks of industry experience — including at least 30 installations and/or 30 sweeps of wood-burning appliances — a letter of reference confirming your 160 weeks of industry experience and at least 30 installations and/or 30 sweeps of wood-burning appliances, plus a photo.

+

### Chimney Sweeping course

2 days



### Chimney Sweeping exam

Minimum of 70%

=

**WETT Certification**

**SITE® Comprehensive Inspector**



## PELLET TECHNICIANS

(You must already be WETT certified as an installer.)

You install pellet appliances.

### Code Compliance course

3 days



### Code Compliance exam

+

within 5 years, all of . . .

### Wood-burning Systems course

2 days



### Wood-burning Systems exam

Minimum of 70%

+

### SITE® Inspection course

2 days



### SITE® Inspection exam

Minimum of 70%

+

Verifiable declaration of at least 80 weeks of industry experience — including at least 30 installations of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations of wood-burning appliances, plus a photo.

+

### Pellet Heating Technology course

1 day



### Pellet Heating Technology exam

Minimum of 70%

+

Submit proof of having installed at least 15 pellet appliances and proof of completion of at least two manufacturer/distributor pellet appliance service courses.

=

**WETT Certification**

**Pellet Technician**



## PELLET SYSTEM ADVISORS

(You must already be WETT certified as a system advisor.)

You sell pellet appliances.

### Code Compliance course

3 days



### Code Compliance exam

+

within 5 years, all of . . .

### Wood-burning Systems course

2 days



### Wood-burning Systems exam

Minimum of 70%

+

### SITE® Inspection course

2 days



### SITE® Inspection exam

Minimum of 70%

+

Verifiable declaration of at least 80 weeks of industry experience, a letter of reference confirming your 80 weeks of industry experience, plus a photo.

+

### Pellet Heating Technology course

1 day



### Pellet Heating Technology exam

Minimum of 70%

+

Submit proof of selling/advising on the purchase of at least 15 pellet appliances and proof of completion of at least two manufacturer/distributor pellet appliance service courses.

=

**WETT Certification**

**Pellet System Advisor**



## PELLET SWEEPS

(You must already be WETT certified as a sweep.)

You service pellet appliances.

### Code Compliance course

3 days



### Code Compliance exam

Minimum of 70%

+

within 5 years, all of . . .

### Wood-burning Systems course

2 days



### Wood-burning Systems exam

Minimum of 70%

+

### SITE® Inspection course

2 days



### SITE® Inspection exam

Minimum of 70%

+

### Chimney Sweeping course

2 days



### Chimney Sweeping exam

Minimum of 70%

+

Verifiable declaration of at least 80 weeks of industry experience — including at least 30 sweeps of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 sweeps of wood-burning appliances, plus a photo.

+

### Pellet Heating Technology course

1 day



### Pellet Heating Technology exam

Minimum of 70%

+

Submit proof of having serviced at least 15 pellet appliances and proof of completion of at least two manufacturer/distributor pellet appliance service courses.

=

**WETT Certification**

**Pellet Sweep**



## CENTRAL SYSTEMS TECHNICIANS

(You must already be WETT certified as an installer.)

You install central heating systems.

### Code Compliance course

3 days



### Code Compliance exam

Minimum of 70%

+

within 5 years, all of . . .

### Wood-burning Systems course

2 days



### Wood-burning Systems exam

Minimum of 70%

+

### SITE® Inspection course

2 days



### SITE® Inspection exam

Minimum of 70%

+

Verifiable declaration of at least 80 weeks of industry experience — including at least 30 installations of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry experience and 30 installations of wood-burning appliances, plus a photo.

+

### Central-Heating Systems course

1 day



### Central-Heating Systems exam

Minimum of 70%

+

Verifiable declaration of at least 40 weeks of experience in the installation of central-heating systems, plus a letter of reference confirming your additional 40 weeks of experience installing central-heating systems.

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**WETT Certification**

**Central Systems  
Technician**



## WETT ADVANCED CERTIFICATION

(You must already be WETT certified.)

To obtain Advanced level certification in any WETT certification category.

### Code Compliance course

3 days



### Code Compliance exam

Minimum of 85%

+

within 5 years, all of . . .

### Wood-burning Systems course

2 days



### Wood-burning Systems exam

Minimum of 85%

+

### SITE® Inspection course

2 days



### SITE® Inspection exam

Minimum of 85%

+

Verifiable declaration of at least 80 weeks of industry or field inspection experience — including at least 30 installations/sweeps/inspections of wood-burning appliances — a letter of reference confirming your minimum 80 weeks of industry/field inspection

experience and 30 installations/sweeps/inspections of wood-burning appliances, plus a photo.

+

### Chimney Sweeping course

2 days



### Chimney Sweeping exam

Minimum of 85%

+

Verifiable declaration of at least 160 weeks of industry or field inspection experience and a letter of reference confirming your 160 weeks of industry or field inspection experience.

=

**WETT Advanced  
Certification**





# WETT ADVANCED PELLET CERTIFICATION

(You must already be a WETT certified Pellet Technician, Pellet Advisor or Pellet Sweep.)

To obtain Advanced pellet certification.

## Code Compliance course

3 days



## Code Compliance exam

Minimum of 85%

+

within 5 years, all of . . .

## Wood-burning Systems course

2 days



## Wood-burning Systems exam

Minimum of 85%

+

## SITE® Inspection course

1 day



## SITE® Inspection exam

Minimum of 85%

+

Verifiable declaration of at least 80 weeks of industry experience — including at least 30 installations and/or 30 sweeps of wood-burning appliances — plus a letter of reference confirming at least 80 weeks of industry experience and 30 installations and/or 30 sweeps of wood-burning appliances.

+

## Pellet-Heating Technology course

1 day



## Pellet-Heating Technology exam

Minimum of 85%

+

Submit proof of installing/selling or advising on the purchase of/servicing at least 15 pellet appliances and proof of completion of at least two manufacturer/distributor pellet appliance service courses.

+

## Chimney Sweeping course

2 days



## Chimney Sweeping exam

Minimum of 85%

+

Verifiable declaration of at least 160 weeks of industry experience, plus a letter of reference confirming 160 weeks of industry experience.

=

WETT Certification

Advanced  
Pellet Technician



WETT Certification

Advanced  
Pellet Advisor



WETT Certification

Advanced  
Pellet Sweep



## WETT CODE OF ETHICS

A certificate holder will protect the rights and safety of others and use reasonable skill and judgment while engaged in the sale, installation or maintenance of solid-fuel-burning systems in accordance with the terms and conditions of WETT certification.

A certificate holder will not knowingly contravene any federal, provincial, or municipal law, regulation, or by-law relating to the sale, installation, inspection or maintenance of solid-fuel-burning systems.

A certificate holder will not knowingly sign or issue a false or misleading report or other document.

A certificate holder will not make a false, exaggerated or misleading statement as to the practice of solid-fuel work, or make a false or malicious statement or publication that injures the professional reputation of another person who is WETT certified.

A certificate holder will not use the WETT logo or the words Wood Energy Technical Training in a way that misleads the public as to the WETT certification status of him/herself or of another person.

A certificate holder will participate fully in the complaints process.

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[www.wettinc.ca](http://www.wettinc.ca)