

9. Do you have a current or expired onsite sewage system operator certificate or license in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No

Yes If yes, please list the licenses, certifications and registrations in the following table.◆

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

◆ If you are seeking to meet the Board's requirements established in 18VAC160-20-80, you are required to submit an original Certification of Licensure/Letter of Good Standing from each state, territory, jurisdiction or possession of the United States where you are currently licensed. Certifications/Letters must include: 1) The license/certification/registration number; 2) The initial date of licensure; 3) The expiration date of the license; 4) method of licensure (i.e. exam, reciprocity, experience). **Please skip to question #12.**

10. Qualification for conventional and alternative onsite sewage system operator licensure.

Applicants for conventional onsite sewage system operator, please complete Section 10A only. Applicants for alternative onsite sewage system operator, please complete Section 10 B.1 and B.2.

A. Conventional Onsite Sewage System Operator

Please select **one** of the following requirements you are using to apply for licensure:

- Have one year of full-time experience as a sewage handler; **or**
Required Documentation: Attach a completed **Experience Verification Form**
- Have one year of full-time experience working under the direct supervision of either an interim conventional, interim alternative, conventional, or alternative onsite sewage system operator licensee.
Required Documentation: Attach a completed **Experience Verification Form**

B. Alternative Onsite Sewage System Operator

Please select only **one** answer for questions B.1 and B2 to meet the requirements for licensure:

1. Please select the **one** license type which you currently hold:
 - Hold a valid interim onsite sewage system operator license; **or**
Required Documentation: Provide documentation of compliance with the continuing professional education (CPE) requirements established in 18VAC160-20-109.
 - Hold a valid conventional onsite sewage system operator license.
2. Please select one of the following requirements for licensure:
 - No high school diploma and 24 months of full-time experience working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee; **or**
Required Documentation: Attach a completed **Experience Verification Form**
 - A high school diploma or GED and 12 months of full-time experience working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee; **or**
Required Documentation: Provide copies of High School Diploma or GED and completed **Experience Verification Form**
 - Possess a valid Class IV or higher wastewater works operator license and have satisfactorily completed an onsite sewage system operator course approved by the Board or have six months of full-time experience working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee
Required Documentation: Attach a copy of the course completion certificate or a completed **Experience Verification Form**

11. Are you requesting education and training substitution to qualify for licensure in accordance with 18VAC160-20-98.D of the regulations?

No

Yes If yes, please complete an **Education & Training Substitution Form** and submit with this application.

12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 23 of the *Code of Virginia* and the *Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulations*.

Signature _____

Date _____