

9. Do you have a current or expired onsite sewage system installer 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

♦ Certifications of Licensure/Letter of Good Standing prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.); and 5) all closed disciplinary actions resulting in violations or undetermined.

10. Qualification for conventional or alternative onsite sewage system installer licensure.

A. **Conventional Onsite Sewage System Installer:** (This license type authorizes the installation of conventional onsite sewage systems only.)

Select one of the following requirements you are using to apply for licensure:

Have two years of full-time experience installing alternative or conventional onsite sewage systems during the last four years under the direct supervision of a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors.
Required Documentation: Attach a completed Experience Verification Form

Have two years of full-time experience installing alternative or conventional onsite sewage systems during the last four years as a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors.
Required Documentation: Attach a completed Experience Verification Form

Have documentation certifying that the applicant is competent to install conventional onsite sewage systems. **Certification must be provided by any combination of three (3) of the following individuals;** 1) a Virginia Department of Health authorized onsite soil evaluator (AOSE) for work performed prior to July 1, 2009; 2) a licensed interim onsite soil evaluator; 3) a licensed conventional or alternative onsite soil evaluator; 4) a licensed conventional or alternative onsite sewage system installer, or 5) a Virginia licensed professional engineer.
Required Documentation: Attach three documents attesting to the applicant's competency.

Please skip to question number 11, and do NOT complete question 10.B.

B. **Alternative Onsite Sewage System Installer:** (This license type authorizes the installation of both conventional and alternative onsite sewage systems.)

Select one of the following requirements you are using to apply for licensure:

Provide contractor completion statements and associated operation permits issued by the VDH for work performed after June 30, 2009.
Required Documentation: The statements and permits must verify that the applicant had successfully installed 36 onsite sewage systems during the preceding three years, six of which must be alternative systems. All contractor completion statements and associated VDH operation permits shall be certified by either a licensed alternative onsite soil evaluator, a licensed conventional or alternative onsite sewage system installer, or a Virginia licensed professional engineer.

(Question 10B continues on the next page)

- Provide contractor completion statements and associated operation permits issued by the VDH for work performed on or before June 30, 2009. ❖
Required Documentation: The statements and permits must verify that the applicant successfully installed 12 alternative onsite sewage systems during the past three years. All contractor completion statements and associated VDH operation permits shall be certified by either an authorized onsite soil evaluator or a Virginia licensed professional engineer.
 - ❖ If the applicant is not listed on the completion statement but did perform the installation, then the individual named on the contractor's completion statement and associated operation permit issued by the VDH may certify the applicant's work performed on an alternative onsite sewage system that was installed prior to June 30, 2009, provided that the application is received by the department no later than June 30, 2010.
- Have two years of full-time experience installing sewage systems as a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors and provide certification by at least three interim or alternative onsite soil evaluator licensees, Virginia-licensed professional engineers, or any combination thereof, that the applicant is competent to install alternative onsite sewage systems.
Required Documentation: Attach three completed *Experience Verification Forms*
- Have two years of full-time experience installing sewage systems under the direct supervision of a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors and provide certification by at least three interim or alternative onsite soil evaluator licensees, Virginia-licensed professional engineers, or any combination thereof, that the applicant is competent to install alternative onsite sewage systems.
Required Documentation: Attach three completed *Experience Verification Forms*
- Have two years of full-time experience as a licensed or interim licensed conventional onsite sewage system installer and provide certification by at least three interim or alternative onsite soil evaluator licensees, Virginia-licensed professional engineers, or any combination thereof, that the applicant is competent to install alternative onsite sewage systems.
Required Documentation: Attach three completed *Experience Verification Forms*

11. Are you requesting education and training substitution to qualify for licensure in accordance with 18VAC160-20-97.D of the regulations?

No

Yes If yes, please complete an *Education & Training Substitution form* and submit the completed form 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 _____

Total Fee Included for Examination: (MasterCard, VISA, Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax review registrations only. (Check One):

MC VISA

Card No: _____ Exp. Date: _____

Card Verification No.: _____

For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.

Cardholder Name (Print): _____

Signature: _____