

## IMPORTANT NOTICE

# Major Changes to Application, Exam Process for Waterworks, Wastewater Works Operators & Onsite Sewage System Professionals

New streamlined procedures now in place;  
Exam candidates apply first to Board, not exam vendor

Effective January 2, 2014, significant streamlining will affect the application and examination process for individuals seeking licensure by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (WWWOSSP Board) at the Department of Professional and Occupational Regulation (DPOR).

### **WHO:**

**Waterworks Operator** applicants and exam candidates (*all classes and provisional*)

**Wastewater Works Operator** applicants and exam candidates (*all classes and provisional*)

**Onsite Soil Evaluator** applicants and exam candidates (*conventional and alternative*)

**Onsite Sewage System Installer** applicants and exam candidates (*conventional and alternative*)

**Onsite Sewage System Operator** applicants and exam candidates (*conventional and alternative*)

### **WHEN:**

As of **January 2, 2014**

### **WHAT & HOW:**

**Old Process:** Applicant submits Exam and License Application to PSI, the Board's exam vendor, with the *exam* fee. PSI schedules the licensing exam for qualified applicants. Only *after* passing the exam does the applicant submit the *application* fee to the Board, which completes the application process and results in issuance of the license.

**New Process:** Applicants now submit Exam and License Application (with *application* fee) **directly to the Board**. Board staff reviews application to confirm the applicant is qualified to take the exam, in accordance with Board regulations. Once qualifications are verified, Board staff sends Examination Eligibility Letter to both the applicant and the exam vendor. Only then does applicant contact PSI, for purposes of scheduling the exam and paying *exam* fee. After passing the exam, PSI transmits scores to DPOR and Board staff issues the license. *No additional paperwork or fee is typically required of the applicant to obtain licensure.*

- All exam applicants now submit forms **directly to the WWWOSSP Board at DPOR**.
- Applications submitted to PSI will be returned to the applicant and require re-submission to the Board—adding unnecessary delay to process.
- Updated forms are available on the [Board webpage](#) under the "Forms & Applications" tab.