

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**  
**ONSITE SEWAGE SYSTEM INSTALLER -**  
**UNIVERSAL LICENSE RECOGNITION (ULR) APPLICATION**

➤ DPOR may require an individual seeking a professional or occupational licensure or government certification pursuant to the Code of Virginia, [§54.1-205](#) to pass an examination specific to relevant state laws.

A check or money order payable to the TREASURER OF VIRGINIA,  
or a completed [credit card insert](#) must be mailed with your application package.

**APPLICATION FEES ARE NOT REFUNDABLE.**

Select one license type you are requesting:

X	License Type - Conventional	Trans	Fee
<input type="checkbox"/>	1944 - Licensed <b>Journeyman Conventional OSS Installer</b>	1010	\$100.00
<input type="checkbox"/>	1944 - Unlicensed <b>Journeyman Conventional OSS Installer - ULR by exam</b>	1010	\$100.00
<input type="checkbox"/>	1944 - Licensed <b>Master Conventional OSS Installer</b>	1105	\$100.00
<input type="checkbox"/>	1944 - Unlicensed <b>Master Conventional OSS Installer - ULR by exam</b>	1105	\$100.00

X	License Type - Alternative	Trans	Fee
<input type="checkbox"/>	1944 - Licensed <b>Journeyman Alternative Onsite Sewage System (OSS) Installer</b>	1210	\$100.00
<input type="checkbox"/>	1944 - Unlicensed <b>Journeyman Alternative OSS Installer - ULR by exam</b>	1210	\$100.00
<input type="checkbox"/>	1944 - Licensed <b>Master Alternative OSS Installer</b>	1305	\$100.00
<input type="checkbox"/>	1944 - Unlicensed <b>Master Alternative OSS Installer - ULR by exam</b>	1305	\$100.00

1. Have you ever held a license and/or certificate issued by the Virginia Department of Professional and Occupational Regulation?

No ☐ Yes ☐

2. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_  
Last (required) First (required) Middle Generation

3. Provide at least one of the following identification numbers\*:

☐ **Social Security Number** and \_\_\_\_\_ - \_\_\_\_\_

☐ **Virginia** DMV Control Number \_\_\_\_\_

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the **Virginia** Department of Motor Vehicles.

4. Date of Birth \_\_\_\_\_ (Must be 18 years of age.)

MM/DD/YYYY

5. Maiden or Former Name(s) \_\_\_\_\_

6. Mailing Address (PO Box accepted) \_\_\_\_\_

The mailing address will be  
printed on the license.

\_\_\_\_\_  
City State Zip Code

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
				1944		

7. Street Address (PO Box not accepted) ☐ Check here if Street Address is the same as the Mailing Address listed above.

**PHYSICAL ADDRESS REQUIRED**

City

State

Zip Code

8. Contact Numbers

Primary Telephone

Alternate Telephone

9. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

10. Applicants who hold a **current** license/certificate:

- A. Do you hold a **current** (non-Virginia) license or certificate issued by a regulatory board or government entity?

No ☐ If no, skip to question #11.

Yes ☐

- B. Do you hold a current license in one of the following neighboring states:

District of Columbia, Maryland, North Carolina, Kentucky, Tennessee, or West Virginia?

No ☐ If no, continue to question 10C.

Yes ☐ If yes, skip to question 10E.

- C. Have you held this license/certificate for at least 3 years? (excluding licenses/certificates issued by District of Columbia, Maryland, North Carolina, Kentucky, Tennessee, or West Virginia)

No ☐ If no, you do not qualify for the Universal license. You may apply using the Board's license application.

Yes ☐

- D. Did your current state or your state of original licensure/certification require you to pass an examination?

No ☐ If no, you do not qualify for the Universal license. You may apply using the Board's license application.

Yes ☐ If yes, did that state require you to complete any education, training and/or experience requirements to obtain this license/certificate?

No ☐ If no, you do not qualify for the Universal license. You may apply using the Board's license application.

Yes ☐

- E. Complete the following table and include all **current** and **expired** licenses and/or certification issued from any state, territory, possession, or jurisdiction of the United States.

A *Certification of Licensure/Letter of Good Standing*\* must be emailed from the state board/regulatory body directly to the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals at [waterwasteoper@dpor.virginia.gov](mailto:waterwasteoper@dpor.virginia.gov) and must be dated within the last **90 days** from each jurisdiction.

State/Jurisdiction	License, Certification or Registration Number	Did you pass an examination?	Expiration Date
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	
		Yes <input type="checkbox"/>	

- \* *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 date; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.) and the minimum requirement that were met to qualify for licensure; and 5) all closed disciplinary actions resulting in a violation or undetermined finding.*

Certification can be emailed to [waterwasteoper@dpor.virginia.gov](mailto:waterwasteoper@dpor.virginia.gov), faxed to 877-340-9616 or mailed to:

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals,

9960 Mayland Drive, Suite 400, Richmond, VA 23233-1485

- F. Do you have any unresolved complaints or investigations pending against you at the time you submitted this application?

No ☐

Yes ☐ If yes, please give a brief description of this complaint/pending investigation:

**Skip to question #12.**

11. For applicants who **do not hold a current** license or certificate.

- A. Do you work in a state, or jurisdiction of the United States (other than Virginia) that does not regulate your profession?

No ☐ If no, you do not qualify for the Universal license. You may apply using the Board's License Application.

Yes ☐ If yes, have you worked in this profession for a least three years?

No ☐ If no, you do not qualify for a Universal License at this time. You may apply using the Board's License Application.

Yes ☐

- B. Have you ever passed an examination for this profession in any state or territory of the United States?

No ☐ If no, you **will** be required to take the Virginia examination upon the Board's review of your application. Applicant will be notified by the Board when they are eligible to sit for the examination.

Yes ☐ If yes, provide the following information about the examination:

State/Jurisdiction: \_\_\_\_\_ Date of Examination \_\_\_\_\_  
(MM/YYYY)

**Required Documentation:** Attach a copy of a certificate or other documentation showing successful completion of the National/Board-approved examination.

- C. List all the states or jurisdictions of the United States where you have practiced this profession:

State/Jurisdiction	Profession/Occupation	Dates of Employment*	
		Start (MM/YY)	Finished (MM/YY)

\*Show a minimum of 3 years of employment.

- D. An Experience Verification Form must be complete and submitted along with this application. Is one attached?

No ☐ Yes ☐

- Experience Verification Form is located here - [https://www.dpor.virginia.gov/sites/default/files/boards/WWWOOSSP/A436-1942\\_44EXP.pdf](https://www.dpor.virginia.gov/sites/default/files/boards/WWWOOSSP/A436-1942_44EXP.pdf).

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, complete the [Disciplinary Action Reporting Form](#).
13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
- Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor** within the **last three years** (except marijuana convictions)? *Any plea of nolo contendere shall be considered a conviction.*
- No ☐
- Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).
14. By signing this application, I certify the following statements:
- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
  - I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
  - I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
  - I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
  - I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 40, of the *Code of Virginia* and the *Onsite Sewage System Professionals Licensing Regulations of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals*.

Signature \_\_\_\_\_ Date \_\_\_\_\_