

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**  
**OUT-OF-STATE FACILITY DESCRIPTION & EXPERIENCE VERIFICATION APPLICATION**  
**No Fee Required**

(Complete **one** form per facility)

**Instructions:**

This form should be completed by applicants who hold a valid (unexpired) out-of-state-license or certification. This form must be signed by the applicant's immediate supervisor verifying applicant's experience from the facility listed in question #3. An original Certification of Licensure/Letter of Good Standing (dated within the last 60 days) must be included with your exam application.

1. Name \_\_\_\_\_  
Last First Middle Generation
2. Dates of Employment From: \_\_\_\_\_ To: \_\_\_\_\_  
MM/DD/YYYY MM/DD/YYYY
3. Facility Name \_\_\_\_\_
4. Facility Street Address \_\_\_\_\_  
City State Zip Code
5. Did you pass a national standardized exam or a state required exam to qualify for your current license?  
 No  Yes If yes, attach exam results to this application.
6. Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**7. Waterworks Facilities:**

Design Hydraulic Capacity: \_\_\_\_\_ MGD Number of persons served: \_\_\_\_\_

Treatment Methods Used (check ALL that apply)

- |  |  |
|--|--|
| <input type="checkbox"/> Slow sand filtration                            | <input type="checkbox"/> Membrane technology * without pretreatment                                      |
| <input type="checkbox"/> Biological activated carbon contactors          | <input type="checkbox"/> Membrane technology * requiring pretreatment <b>consisting</b> of pH adjustment |
| <input type="checkbox"/> Aeration  | <input type="checkbox"/> Membrane technology * requiring pretreatment <b>other than</b> pH adjustment    |
| <input type="checkbox"/> Rechlorination other than with hypochlorination | <input type="checkbox"/> Corrosion control   |
| <input type="checkbox"/> Activated carbon contactors                     | <input type="checkbox"/> Disinfection other than hypochlorination  |
| <input type="checkbox"/> Iron and Manganese removal                      | <input type="checkbox"/> Hypochlorination  |
| <input type="checkbox"/> Ion exchange                                    | <input type="checkbox"/> No Treatment (Class 4 and Class 5 well systems only)                            |
| <input type="checkbox"/> Caustic Soda Feed                               |  |

Chemical coagulation or lime softening in combination with:

- |  |  |
|--|--|
| <input type="checkbox"/> Sedimentation         | <input type="checkbox"/> Aeration                |
| <input type="checkbox"/> Rapid sand filtration | <input type="checkbox"/> Corrosion control       |
| <input type="checkbox"/> Fluoridation          | <input type="checkbox"/> Membrane technologies * |
| <input type="checkbox"/> Disinfection          |  |

\* "Membrane technologies" includes electrical dialysis reversal, reverse osmosis, ultra filtration, micro filtration, and nano filtration.

Chemical coagulation or lime softening coupled with multimedia granular filtration or granular filtration at rates above 2.0 gpm/square foot in combination with:

- Sedimentation
- Fluoridation
- Disinfection
- Aeration
- Corrosion control

Diatomaceous earth filtration coupled with:

- Aeration
- Corrosion control
- Disinfection
- Fluoridation

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**8. Wastewater Facilities:**

Design Hydraulic Capacity: \_\_\_\_\_ MGD

Treatment Methods Used (check all that apply)

- Natural treatment methods\*\*

**Physical Treatment Methods**

- Screening
- Grit removal
- Grinding
- Pre-aeration
- Flow equalization
- Settling
- Floatation

**Biological Treatment Methods**

- Secondary settling/clarification
- Suspended growth reactors
- Aerated lagoons
- Other lagoons
- Constructed wetlands
- Biological filters or other attached growth contractors
- Processes using biological nutrient removal
- Processes using land applications
- Membrane bioreactors

**Advanced Waste Treatment Methods**

- Tertiary settling (after precipitation)
- Phosphorous removal
- Ammonia stripping
- Carbon absorption
- Chemical coagulation
- Flocculation
- Precipitation
- Filtration (all varieties)
- Demineralization\*\*\*

**Disinfection**

- UV
- Ozone
- Chlorination
- Hypo-chlorination
- De-chlorination
- Post-aeration

Solids Handling

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Thickeners | <input type="checkbox"/> Composting   |
| <input type="checkbox"/> Dewatering | <input type="checkbox"/> Drying       |
| <input type="checkbox"/> Digestion  | <input type="checkbox"/> Incineration |
| <input type="checkbox"/> Anaerobic  | <input type="checkbox"/> Disposal     |
| <input type="checkbox"/> Aerobic    |                                       |

\*\* Those not utilizing aerated or mixed flows and not using electrical or outside energy sources to accomplish treatment

\*\*\* Ion exchange, reverse osmosis or electro dialysis

9. Supervisor's Name \_\_\_\_\_  
Last First Middle Generation

10. Supervisor's Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Fax

11. I certify, to the best of my knowledge all information provided on this form is true and accurate.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_