

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION  
PERIMETER CENTER  
9960 MAYLAND DRIVE  
RICHMOND, VIRGINIA 23233**

**OSSP COMMITTEE  
OF THE  
BOARD FOR WATERWORKS AND WASTEWATER WORKS AND  
ONSITE SEWAGE SYSTEM PROFESSIONALS**

*Tentative* **AGENDA**

**TUESDAY, MARCH 30, 2021, 10:00 A.M.  
2<sup>nd</sup> FLOOR, BOARD ROOM 4**

- I. CALL TO ORDER**
- II. EMERGENCY EVACUATION PROCEDURES**
- III. COVID-19 SAFETY REMINDERS**
- IV. APPROVAL OF AGENDA**
  - a. Committee Agenda, March 30, 2021
- V. PUBLIC COMMENT PERIOD\***
- VI. OVERVIEW**
  - a. Review Purpose of Committee
  - b. Primary Responsibilities of the Committee
- VII. RESOURCES AND INFORMATION**
  - a. Onsite Sewage System Professionals Licensing Regulations
  - b. Sample OSSP Applicant Experience Verification Forms
  - c. Experience Verification Forms from Other DPOR Boards
  - d. Experience Requirements from Neighboring States
  - e. Overview of New SDS Specialties
- VIII. NEW BUSINESS**
  - a. Discussion on Reciprocity/Out-of-State Experience Verification
  - b. Review Current Application Processes
    - i. Qualifications for Master Designation
    - ii. SDS and Highway/Heavy as Entry Requirements
  - c. Consider Current CPE Audit Process
- IX. OTHER BUSINESS**

\* Five minute public comment, per person, with the exception of any open disciplinary or application files.

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-0362 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

**X. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL VOUCHERS**

**XI. ADJOURN**

\* Five minute public comment, per person, with the exception of any open disciplinary or application files.

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-0362 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

**PERIMETER CENTER CONFERENCE CENTER**  
**EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS**  
(Script to be read at the beginning of each meeting.)

**PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.**

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

**Board Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Room 2**

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Board Rooms 3 and 4**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 1**

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**Training Room 2**

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

# **COVID-19 SAFETY REMINDERS**

# **PUBLIC COMMENT PERIOD**

Five minute public comment, per person, with the exception of any open disciplinary or application files.

# **OVERVIEW**

Virginia Administrative Code  
Title 18. Professional And Occupational Licensing  
Agency 160. Board For Waterworks And Wastewater Works Operators And Onsite Sewage  
System Professionals  
Chapter 40. Onsite Sewage System Professionals Licensing Regulations

## Part I. Definitions

### 18VAC160-40-10. Definitions.

A. Section 54.1-2300 of the Code of Virginia provides definitions of the following terms and phrases as used in this chapter:

"Board"

"Onsite sewage system"

"Operator"

"Wastewater works"

B. The following words, terms, and phrases when used in this chapter shall have the following meanings unless the context clearly indicates otherwise:

"Alternative onsite sewage system" means a treatment works that is not a conventional onsite sewage system and does not result in a point source discharge.

"Alternative onsite sewage system installer" means an individual licensed by the board to construct, install, and repair conventional and alternative onsite sewage systems.

"Alternative onsite sewage system operator" means an individual licensed by the board to operate and maintain conventional and alternative onsite sewage systems.

"Alternative onsite soil evaluator" means an individual licensed by the board to evaluate soils and soil properties in relationship to the effect of these properties on the use and management of these soils as the locations for conventional and alternative onsite sewage systems, to certify in accordance with applicable state regulations and local ordinances that sites are suitable for conventional and alternative onsite sewage systems, and to design conventional and alternative onsite sewage systems suitable for the soils.

"Applicant" means an individual who submits an application with the appropriate fee and other required documentation.

"Application" means a completed, board-prescribed form submitted with the appropriate fee and other required documentation.

"Authorized onsite soil evaluator" means an individual holding an authorized onsite soil evaluator certification issued by the Virginia Department of Health that was valid on June 30, 2009.

"Category" means journeyman or master as applicable to the professionals under the board's purview.

"Class" means conventional or alternative as applicable to the professionals under the board's purview.

"Contact hour" means 50 minutes of participation in a structured training activity.

"Conventional onsite sewage system" means a treatment works consisting of one or more septic tanks with gravity, pumped, or siphoned conveyance to a gravity distributed subsurface drainfield.

"Conventional onsite sewage system installer" means an individual licensed by the board to construct, install, and repair conventional onsite sewage systems.

"Conventional onsite sewage system operator" means an individual licensed by the board to operate and maintain conventional onsite sewage systems.

"Conventional onsite soil evaluator" means an individual licensed by the board to evaluate soils and soil properties in relationship to the effects of these properties on the use and management of these soils as the locations for conventional and alternative onsite sewage systems, to certify in accordance with applicable state regulations and local ordinances that sites are suitable for conventional and alternative onsite sewage systems, and to design conventional onsite sewage systems suitable for the soils.

"Department" means the Virginia Department of Professional and Occupational Regulation.

"Direct supervision" means being immediately available and fully responsible for the provision of onsite sewage system services regulated pursuant to Chapter 23 (§ 54.1-2300 et seq.) of Title 54.1 and this chapter.

"Interim license" refers to the initial issuance of professional licenses during the implementation of the onsite sewage system professionals licensure program. Such licenses were limited to four years and not renewable.

"Journeyman" means an individual who possesses the minimum skills and competency to install or maintain onsite sewage systems or assist in the evaluation of soil sites as suitable for conventional and alternative onsite sewage systems and to design onsite sewage systems under the direct supervision of a master licensee.

"Licensee" means an individual holding a valid license issued by the board.

"Licensure" means a method of regulation whereby the Commonwealth, through the issuance of a license, authorizes a person possessing the character and minimum skills to engage in the practice of a profession or occupation that is unlawful to practice without such license.

"Maintenance" or "maintain" means, unless otherwise provided in local ordinance, (i) performing adjustments to equipment and controls or (ii) in-kind replacement of normal wear and tear parts that do not require a construction permit for adjustment or replacement of the component, such as light bulbs, fuses, filters, pumps, motors, sewer lines, conveyance



lines, distribution boxes, header lines, or other like components. Maintenance includes pumping the tanks or cleaning the building sewer on a periodic basis. Notwithstanding any local ordinance, "maintenance" does not include replacement of tanks, drainfield piping, subsurface drainfields, or work requiring a construction permit and a licensed onsite sewage system installer. Unless otherwise prohibited by local ordinance, a conventional onsite sewage system installer or an alternative onsite sewage system installer may perform maintenance work limited to in-kind replacement of light bulbs, fuses, filters, pumps, sewer lines, conveyance lines, distribution boxes, and header lines.

"Master" means an individual who possesses the minimum skills and competency to install or maintain onsite sewage systems or evaluate soil sites as suitable for conventional and alternative onsite sewage systems and to design conventional and alternative onsite sewage systems.

"Operate" means the act of (i) placing into or taking out of service a unit process or (ii) making or causing adjustments in the operation of a unit process at a treatment works.

"Profession" means the practice of onsite soil evaluation, onsite sewage system installation, and onsite sewage system operation.

"Professional" means an onsite sewage system installer, onsite sewage system operator, or onsite soil evaluator who is licensed pursuant to the provisions of this chapter and is in good standing with the board to practice his profession in this Commonwealth.

"Renewal" means the process and requirements for periodically approving the continuance of a license.

"Sewage" means water-carried and nonwater-carried human excrement or kitchen, laundry, shower, bath, or lavatory wastes separately or together with such underground, surface, storm, or other water and liquid industrial wastes as may be present from residences, buildings, vehicles, industrial establishments, or other places.

"Training credit" means a unit of board-approved training or formal education completed by an individual that may be used to substitute for experience when applying for a license.

"Treatment works" means any device or system used in the storage, treatment, disposal, or reclamation of sewage or combinations of sewage and industrial wastes including pumping power and other equipment and appurtenances, septic tanks and any works, including land, that are or will be (i) an integral part of the treatment processes or (ii) used for ultimate disposal or residues or effluent resulting from such treatment.

"VDH" means the Virginia Department of Health.

**Statutory Authority**

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

**Historical Notes**

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017; amended, Virginia Register Volume 34, Issue 26, eff. September 19, 2018.

## Part II. Entry

### 18VAC160-40-20. Application procedures.

A. All applicants seeking licensure shall submit an application with the appropriate fee in 18VAC160-40-40. Applications shall be made on forms provided by the board.

By submitting the application to the department, the applicant certifies that the applicant has read and understands the applicable statutes and the board's regulations.

The receipt of an application and the deposit of fees by the board does not indicate approval of the application by the board.

B. The board may make further inquiries and investigations with respect to the applicant's qualifications to confirm or amplify information supplied. All applications shall be completed in accordance with the instructions contained in this chapter and on the application. Applications will not be considered complete until all required documents are received by the board. If an examination is required for licensure, the applicant will not be permitted to sit for the applicable board-approved examination until the application is complete and approved.

C. The applicant will be notified within 30 days of the board's receipt of an initial application if the application is incomplete. An individual who fails to complete the process within 12 months of receipt of the application in the board's office must submit a new application. If applicable, the applicant has 12 months from approval of the application to pass the board-approved examination. Failure to pass the board-approved examination within 12 months of approval will result in the applicant being required to submit a new application to be considered for licensure.

D. The applicant shall immediately report all changes in information supplied with the application, if applicable, prior to the issuance of the license or expiration of the application or examination period.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-30. General fee requirements.

All fees are nonrefundable and shall not be prorated. The date on which the fee is received by the department or its agent will determine whether the fee is on time. Checks or money orders shall be made payable to the Treasurer of Virginia.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-40. Fee schedule.**

Fee Type	Fee Amount	When Due
Initial application (for each profession, class, and category of license)	\$100	With application
Renewal (for each profession, class, and category of license)	\$80	With renewal application
Reinstatement (for each profession, class, and category of license)	\$105 (renewal fee + \$25 reinstatement fee)	With reinstatement application

For licenses expiring on or after January 31, 2018, and before January 31, 2020, the renewal fee shall be \$50. For reinstatement applications received after January 31, 2018, and on or before January 31, 2020, the total reinstatement fee shall be \$75.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017; amended, Virginia Register Volume 34, Issue 7, eff. January 1, 2018.

**18VAC160-40-50. Examination fee.**

The fee for examination or reexamination is subject to charges to the department by an outside vendor based on a contract entered into in compliance with the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia). Fees may be adjusted and charged to the candidate in accordance with this contract.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-60. General requirements for licensure.**

A. In addition to the specific qualifications for each profession, class, and category of licensure, each applicant for licensure shall meet the requirements provided in this section:

1. The applicant shall be at least 18 years old.
2. The applicant shall disclose his mailing address. A post office box is only acceptable as a

mailing address when a physical address is provided.

3. In accordance with § 54.1-204 of the Code of Virginia, each applicant shall disclose the following information:

a. All felony convictions.

b. All misdemeanor convictions that occurred within three years of the date of application.

Any plea of nolo contendere or finding of guilt regardless of adjudication or deferred adjudication shall be considered a conviction for the purposes of this section. The record of conviction certified or authenticated in such form as to be admissible in evidence under the laws of the jurisdiction where convicted shall be admissible as prima facie evidence of such guilt.

B. The board, at its discretion, may deny licensure to any applicant in accordance with § 54.1-204 of the Code of Virginia.

C. The applicant shall report any suspension, revocation, or surrender of a license, certification, or registration in connection with a disciplinary action or that has been subject of discipline in any jurisdiction prior to applying for licensure. The board at its discretion may deny licensure to any applicant based on prior suspensions, revocations, or surrenders of licenses based on disciplinary action by any jurisdiction.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## 18VAC160-40-70. Education and training for experience.

A. Each individual applying for a license may receive credit for up to half of the required experience for:

1. Satisfactory completion of postsecondary courses in wastewater, biology, chemistry, geology, hydraulics, hydrogeology, engineering, environmental science, agronomy, earth science, environmental health, or soil science at the rate of one month per semester hour or two-thirds of a month per quarter hour; or

2. Satisfactory completion of board-approved onsite sewage system installer or operator or onsite soil evaluation training courses, as applicable to the license sought, at the rate of one month for each training credit earned. Up to one training credit is awarded for each 10 hours of classroom contact time or for each 20 hours of laboratory exercises and field trip contact time. Training credit is not earned for breaks, meals, receptions, and time other than classroom, laboratory, and field trip contact time.

B. Education used to meet the education requirements to qualify for licensure may not be

substituted for experience.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

#### **18VAC160-40-80. Examination procedures and conduct.**

A. Upon approval of the application, the board will notify the applicant of his eligibility to take the applicable examination. The license will not be issued prior to the receipt of a passing score for the applicable examination.

B. An applicant who does not receive a passing score within one year after the date of approval of the application by the board to sit for the examination must submit a new application and meet entry requirements in effect at the time of the submittal of the new application.

C. In those instances where the applicant is required to take an examination for licensure, the applicant shall follow all rules established by the board with regard to conduct at the examination. Such rules shall include written instructions communicated prior to the examination date and instructions communicated at the site, either written or oral, on the date of the examination. Failure to comply with all rules established by the board and the testing organization with regard to conduct at the examination shall be grounds for denial of the application, voiding of examination scores, or any combination thereof.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

#### **18VAC160-40-90. Individuals certified or licensed in another jurisdiction.**

Any applicant holding a valid license or certificate in another jurisdiction shall meet the requirements of this chapter, including having equivalent experience and education. The applicant shall pass the appropriate board-approved examination to become licensed in those instances where an examination for licensure is required.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## 18VAC160-40-100. Full-time experience or equivalent.

For the purpose of this part, experience requirements are expressed in terms of calendar periods of full-time employment as an operator, installer, or onsite soil evaluator in the same class for which licensure is sought.

1. A year of full-time employment is defined as a minimum of 1,760 hours during a 12-month period or a minimum of 220 workdays in a 12-month period. A workday is defined as performing or assisting in the duties of an installer, operator, or onsite soil evaluator to the extent required for the proper installation or maintenance of onsite sewage systems or the evaluation of soil and soil properties for suitability as locations for onsite sewage systems. More than 1,760 hours or 220 workdays during a 12-month period will not be considered as more than one year of full-time employment.
2. Partial credit may be given for actual hours of work experience if the applicant works less than full time.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## 18VAC160-40-105. Master licenses; conversion of licenses on April 1, 2017.

A. An individual holding a current license issued by the board that was valid on March 31, 2017, will be issued a master license in the same class and category of license, and with the same expiration date.

1. A conventional onsite sewage system installer license that is current on March 31, 2017, will be converted to a master conventional onsite sewage system installer license.
2. An alternative onsite sewage system installer license that is current on March 31, 2017, will be converted to a master alternative onsite sewage system installer license.
3. A conventional onsite sewage system operator license that is current on March 31, 2017, will be converted to a master conventional onsite sewage system operator license.
4. An alternative onsite sewage system operator license that is current on March 31, 2017, will be converted to a master alternative onsite sewage system operator license.
5. A conventional onsite soil evaluator license that is current on March 31, 2017, will be converted to a master conventional onsite soil evaluator license.
6. An alternative onsite soil evaluator license that is current on March 31, 2017, will be converted to a master alternative onsite soil evaluator license.

B. Any license issued pursuant to this section may be subject to disciplinary action in accordance with this chapter for any violation of the regulations that occurred under the

license held prior to conversion in accordance with this section.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### Part III. Onsite Sewage System Installers

#### 18VAC160-40-110. License required.

A. No individual shall install a conventional or alternative onsite sewage system without a valid onsite sewage system installer license issued by the board in the appropriate class.

B. An individual cannot simultaneously hold valid master and journeyman onsite sewage system installer licenses in the same class. Issuance of a master onsite sewage system installer license in a specific class shall void the journeyman onsite sewage system installer license in the same class.

C. An individual cannot simultaneously hold valid conventional and alternative master onsite sewage system installer licenses or conventional and alternative journeyman onsite sewage system installer licenses. Issuance of a master alternative onsite sewage system installer license shall void the conventional onsite sewage system installer license.

D. A journeyman onsite sewage system installer must work under the direct supervision of a licensed master onsite sewage system installer with the appropriate class of license. A master onsite sewage system installer is responsible for supervising the provision of onsite sewage system installations by any journeyman onsite sewage system installers under his direct supervision.

E. Experience used to qualify for licensure cannot be verified by a journeyman onsite sewage system installer.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

#### 18VAC160-40-120. Qualifications for journeyman conventional onsite sewage system installer licenses.

An applicant for licensure as a journeyman conventional onsite sewage system installer shall furnish acceptable documentation that one of the following qualifications has been met:

Prerequisites	Exam Require	Educatio n	Documented Qualifying Experience
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		d	Required	
1	Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors	No	No	Six months of full-time experience assisting with the installation of conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
2	None	No	No	One year of full-time experience assisting with the installation of conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-130. Qualifications for master conventional onsite sewage system installer licenses.**

An applicant for licensure as a master conventional onsite sewage system installer shall furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1	Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors	Yes	20 hours of training approved by the board covering basic installation of conventional or alternative	One year of full-time experience installing conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator



			onsite sewage systems	
2	Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors	Yes	No	Two years of full-time experience installing conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
3	Interim conventional onsite sewage system installer or journeyman onsite sewage system installer license	Yes	20 hours of training approved by the board covering basic installation of conventional or alternative onsite sewage systems	Two years of full-time experience installing conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
4	Interim conventional onsite sewage system installer journeyman onsite sewage system installer license	Yes	No	Three years of full-time experience installing conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017; Errata, 33:16 VA.R. 1944 April 3, 2017.

18VAC160-40-140. [Reserved].

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-150. Qualifications for journeyman alternative onsite sewage system installer licenses.**

An applicant for licensure as a journeyman alternative onsite sewage system installer shall furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors	No	No	One year of full-time experience assisting with the installation of alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
2.	None	No	No	Two years of full-time experience assisting with the installation of alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-160. Qualifications for master alternative onsite sewage system installer licenses.**

An applicant for licensure as a master alternative onsite sewage system installer shall furnish acceptable documentation that one of the following qualifications has been met:

Prerequisites	Exam	Education	Documented Qualifying
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		Required	Required	Experience
1.	Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors	Yes	No	Two years of full-time experience installing alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
2.	Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors	Yes	20 hours of training approved by the board covering the basic installation of alternative onsite sewage systems	18 months of full-time experience installing alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
3.	No	Yes	20 hours of training approved by the board covering basic installation of alternative onsite sewage systems	Three years of full-time experience installing alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator
4.	Interim alternative onsite sewage system installer or conventional onsite sewage system installer license	Yes	No	18 months of full-time experience installing alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

Part IV. Onsite Sewage System Operators

18VAC160-40-170. License required.

A. No individual shall operate a conventional or alternative onsite sewage system without a valid onsite sewage system operator license issued by the board in the appropriate class.

B. An individual cannot simultaneously hold valid master and journeyman onsite sewage system operator licenses in the same class. Issuance of a master onsite sewage system operator license in a specific class shall void the journeyman onsite sewage system operator license in the same class.

C. An individual cannot simultaneously hold valid conventional and alternative master onsite sewage system operator licenses or conventional and alternative journeyman onsite sewage system operator licenses. Issuance of a master alternative onsite sewage system operator license shall void the conventional onsite sewage system operator license.

D. A journeyman onsite sewage system operator must work under the direct supervision of a licensed master onsite sewage system operator with the appropriate class of license. A master onsite sewage system operator is responsible for supervising the operation of the onsite sewage system by any journeyman onsite sewage system operator under his responsibility.

E. Experience used to qualify for licensure cannot be verified by a journeyman onsite sewage system operator.

F. No individual shall act as an alternative onsite sewage system operator of an alternative onsite sewage system that exceeds 10,000 gallons per day design flow without possessing a Class 4 or higher wastewater works operator license in addition to an alternative onsite sewage system operator license.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

18VAC160-40-180. Qualifications for journeyman conventional onsite sewage system operator licenses.

An applicant for licensure as a journeyman conventional onsite sewage system operator shall furnish acceptable documentation that the following qualification has been met:

Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
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		d	
None	No	No	Six months of full-time experience assisting with the operation and maintenance of conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-190. Qualifications for master conventional onsite sewage system operator licenses.**

An applicant for licensure as a master conventional onsite sewage system operator shall furnish acceptable documentation that one of the following qualifications has been met:

Prerequisites		Exam Required	Education Required	Documented Qualifying Experience
1.	Wastewater works operator license	Yes	No	None
2.	No	Yes	10 hours of education approved by the board covering the basics of operation and maintenance of conventional onsite sewage systems	Six months of full-time experience in the operation and maintenance of conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator
3.	No	Yes	No	One year of full-time experience in

				the operation and maintenance of conventional or alternative onsite sewage systems verified by one or more of the following: an onsite soil evaluator, an onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator
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Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-200. Qualification for exemption from examination for master conventional onsite sewage system operator applicants.**

Applicants seeking licensure as a master conventional onsite sewage system operator may be exempt from the examination provided the applicant:

1. Is able to satisfactorily demonstrate that he has been actively engaged in performing the duties of a conventional onsite sewage system operator for at least four years. Documentation of qualifying experience may be verified by a master conventional or alternative onsite soil evaluator, a master conventional or alternative onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator; and
2. Meets the requirements of 18VAC160-40-60.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-210. Qualifications for journeyman alternative onsite sewage system operator licenses.**

An applicant for licensure as a journeyman alternative onsite sewage operator shall furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	None	No	20 hours of education approved by the board covering the basics of operation and	One year of full-time experience assisting with the operation and maintenance of alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil

			maintenance of alternative onsite sewage systems	evaluator, an alternative sewage system operator, a professional engineer, or an authorized onsite soil evaluator
2.	None	No	None	Two years of full-time experience assisting with the operation and maintenance of alternative onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative sewage system operator, a professional engineer, or an authorized onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-220. Qualifications for master alternative onsite sewage system operator licenses.**

An applicant for licensure as a master alternative onsite sewage system operator shall furnish acceptable documentation that one of the following has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Held or holds a conventional onsite sewage system operator license	Yes	10 hours of training approved by the board covering the basics of operation and maintenance of alternative onsite sewage systems	One year of full-time experience in the operation and maintenance of onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator
2.	Held or holds a conventional onsite sewage	Yes	No	18 months of full-time experience in the operation and

	system operator license			maintenance of onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator
3.	None	Yes	20 hours of training approved by the board covering the basics of operation and maintenance of alternative onsite sewage systems	Two years of full-time experience in the operation and maintenance of onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator
4.	Wastewater works operator license	Yes	No	Six months of full-time experience in the operation and maintenance of onsite sewage systems verified by one or more of the following: an alternative onsite soil evaluator, an alternative onsite sewage system operator, a professional engineer, or an authorized onsite soil evaluator
5.	Wastewater works operator license	Yes	20 hours of training approved by the board in basics of operation and maintenance of alternative onsite sewage systems	No



Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## Part V. Onsite Soil Evaluator

### 18VAC160-40-230. License required.

A. Notwithstanding the provisions of Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, no individual shall perform the duties of an onsite soil evaluator without possessing a valid license issued by the board.

B. An individual cannot simultaneously hold master and journeyman onsite soil evaluator licenses in the same class. Issuance of a master onsite soil evaluator license in a specific class shall void the journeyman onsite soil evaluator license in the same class.

C. An individual cannot simultaneously hold valid conventional and alternative master onsite soil evaluator licenses or conventional and alternative journeyman onsite soil evaluator licenses. Issuance of an alternative master onsite soil evaluator license shall void the conventional onsite soil evaluator license.

D. A journeyman onsite soil evaluator must work under the direct supervision of a master onsite soil evaluator with the appropriate class of license. A master onsite soil evaluator of an equal or greater class is responsible for supervising the provision of onsite soil evaluations and designs by any journeyman onsite soil evaluator under his responsibility.

E. Experience to qualify for licensure cannot be verified by a journeyman onsite soil evaluator.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-240. Qualifications for journeyman conventional onsite soil evaluator licenses.

An applicant for licensure as a journeyman conventional onsite soil evaluator shall furnish acceptable documentation that one of the following has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Virginia	No	No	No

	professional soil scientist license			
2.	No	No	No	One and one-half years of full-time experience assisting in the evaluation of site and soil conditions and design of conventional onsite sewage systems verified by one or more of the following: an authorized soil evaluator, a professional engineer, or an onsite soil evaluator
3.	No	No	VDH onsite sewage system training program	One year of full-time experience assisting in the evaluation of site and soil conditions and design of conventional onsite sewage systems verified by one or more of the following: an authorized soil evaluator, a professional engineer, or an onsite soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-250. Qualifications for master conventional onsite soil evaluator licenses.**

An applicant for licensure as a master conventional onsite soil evaluator shall furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	No	Yes	Master's or bachelor's degree	Two years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an onsite soil evaluator
2.	No	Yes	Associate's degree	Three years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems verified by one or

				more of the following: an authorized onsite soil evaluator, a professional engineer, or an onsite soil evaluator
3.	No	Yes	VDH onsite sewage system training program	Two years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an onsite soil evaluator
4.	Journeyman or interim conventional onsite soil evaluator	Yes	No	Three years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an onsite soil evaluator
5.	Virginia professional soil scientist license	Yes	No	One year of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an onsite soil evaluator.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-260. Qualifications for journeyman alternative onsite soil evaluator licenses.**

An applicant for licensure as a journeyman alternative onsite soil evaluator shall furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Virginia professional soil scientist license	No	No	One year of full-time experience assisting in the evaluation of site and soil conditions and design of alternative onsite sewage systems verified by one

				or more of the following: an authorized onsite soil evaluator , a professional engineer, or an alternative soil evaluator
2.	Possess or held either a valid interim alternative onsite soil evaluator license or a conventional onsite soil evaluator license	No	No	One year of full-time experience assisting in the evaluation of site and soil conditions and design of alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator a professional engineer, or an alternative soil evaluator
3.	An authorized onsite soil evaluator	No	No	One year of full-time experience assisting in the evaluation of site and soil conditions and design of alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative soil evaluator
4.	No	No	No	Two years of full-time experience assisting in the evaluation of site and soil conditions and design of alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator , a professional engineer, or an alternative soil evaluator

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017; Errata, 33:15 VA.R. XXXX march 20, 2017.

**18VAC160-40-270. Qualifications for master alternative onsite soil evaluator licenses.**

An applicant for licensure as a master alternative onsite soil evaluator shall furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1	No	Yes	Master's or	Two years of full-time

.			bachelor's degree	experience evaluating site and soil conditions and designing alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative onsite soil evaluator
2.	No	Yes	Associate's degree	Three years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative onsite soil evaluator
3.	Held or holds a conventional onsite soil evaluator license, interim alternative onsite soil evaluator license, journeyman alternative onsite soil evaluator license, or authorized onsite soil evaluator license	Yes	No	Two years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative onsite soil evaluator
4.	No	Yes	No	Four years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative onsite soil evaluator

5	Virginia licensed professional soil scientist	Yes	No	Two years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems verified by one or more of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative onsite soil evaluator
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Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-275. Verification of experience by authorized onsite soil evaluators.**

An authorized onsite soil evaluator who is verifying experience pursuant to Part II of this chapter and who holds no other license listed as qualified to verify experience may only verify experience obtained before July 1, 2009.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-280. Acceptable degree programs and verification procedures.**

A. Applicants seeking to qualify for licensure based on completion of an associate's, bachelor's, or master's degree shall submit an official transcript from the school where the applicable degree was obtained. Only degrees from an accredited college or university that is approved or accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, a regional or national accreditation association, or by an accrediting agency that is recognized by the U.S. Secretary of Education will be considered. The following degrees shall be considered to qualify in accordance with 18VAC160-40-250 and 18VAC160-40-270:

1. Bachelor's or master's degree in soil science, biology, chemistry, engineering, environmental science, geology, agronomy, earth science, or environmental health.
2. Associate's degree in wastewater works, environmental science, or engineering technology.
3. Bachelor's degree in a related physical, biological, environmental, or chemical science

that includes a minimum of 40 semester credit hours in any combination of science and math.

B. Any applicant who has earned a degree from an institution outside of the United States shall have the degree authenticated and evaluated by an education credential evaluation services. The board reserves the right to reject any evaluation submitted by the applicant.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## Part VI. Renewal and Reinstatement

### 18VAC160-40-290. Expiration and renewal.

A. A license shall expire two years from the last day of the month in which it was issued.

B. Prior to the expiration date shown on the license, the board shall mail a renewal notice to the licensee's address of record. The licensee shall return a renewal notice and the applicable renewal fee. Failure to receive a renewal notice from the board does not relieve the licensee of the obligation to renew. If the licensee fails to receive the renewal notice, a copy of the license may be submitted with the required fee as an application for renewal.

C. By submitting the renewal fee, the licensee is certifying his continued compliance with the Standards of Practice and Conduct (Part IX (18VAC160-40-440 et seq.) of this chapter) as established by the board. In addition, by submitting the renewal fee, licensees are certifying compliance with the continuing professional education requirements of this chapter.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-300. Reinstatement.

A. If all the requirements for renewal of the license as specified in 18VAC160-40-290 are not completed within 30 days of the license expiration date, a reinstatement fee shall be required as established in 18VAC160-40-40.

B. A license may be reinstated for up to one year following the expiration date of the license. Any licensee who fails to reinstate the license within 12 months after the expiration date shall apply for a new license and meet entry requirements in effect at the time of submittal of the new application. The individual shall be deemed to be eligible to sit for the examination for the same profession, class, and category of license as the expired license, if an

examination is applicable.

C. By submitting the reinstatement fee, the licensee is certifying his continued compliance with the Standards of Practice and Conduct (Part IX (18VAC160-40-440 et seq.) of this chapter) as established by the board. In addition, by submitting the reinstatement fee, licensees are certifying compliance with the continued professional education requirements of this chapter.

D. Any regulated activity conducted subsequent to the license expiration date may constitute unlicensed activity and be subject to prosecution under Chapter 1 (§ 54.1-100 et seq.) of Title 54.1 of the Code of Virginia.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

#### **18VAC160-40-310. Status of license during period prior to reinstatement.**

A licensee who applies for reinstatement of the license shall be subject to all laws and regulations as if the regulant had been continuously licensed. The licensee shall remain under and be subject to the disciplinary authority of the board during the entire period.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

#### **18VAC160-40-320. Board discretion to deny renewal or reinstatement.**

A. The board may deny renewal or reinstatement of license for the same reasons as the board may refuse initial licensure or discipline a licensee. The licensee has the right to request further review of any such action by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

B. The board may deny renewal or reinstatement of a licensee if the licensee has been subject to a disciplinary proceeding and has not met the terms of an agreement for licensure, has not satisfied all sanctions, or has not fully paid monetary penalties and costs imposed by the board.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.



## Part VII. Continuing Professional Education

### 18VAC160-40-330. Continuing professional education.

A. Each licensee shall have completed the following number of continuing professional education (CPE) contact hours during each renewal cycle. CPE provisions do not apply to licenses that were held for less than two years on the date of expiration.

License Type	CPE Contact Hours Required
1. Master alternative onsite soil evaluator	16
2. Master alternative onsite sewage system installer	16
3. Master alternative onsite sewage system operator	16
4. Master conventional onsite soil evaluator	12
5. Master conventional onsite sewage system installer	12
6. Master conventional onsite sewage system operator	8
7. Journeyman alternative onsite soil evaluator	8
8. Journeyman alternative onsite sewage system installer	8
9. Journeyman alternative onsite sewage system operator	8
10. Journeyman conventional onsite soil evaluator	4
11. Journeyman conventional onsite sewage system installer	4
12. Journeyman conventional onsite sewage system operator	4

B. CPE courses completed during the license period immediately prior to the expiration date of the license shall be acceptable in order to renew the license. CPE courses completed during a license renewal cycle to satisfy the CPE requirements of the preceding licensing renewal cycle shall be valid only for that preceding license renewal cycle and shall not be accepted for subsequent renewal cycles.

C. The licensee will not receive credit for completing the same CPE course with the same content more than once during a license period.

D. A licensee may receive CPE credit for teaching a course that otherwise meets the requirements of this chapter; however, additional credit shall not be given for subsequent offering of a course or activity with the same content within the same licensing cycle. In addition a licensee may receive two hours of CPE no more than once during a single licensing cycle for the initial development or substantial updating of a CPE course.

E. For all licenses, safety subjects shall not count for more than one half of the total required

CPE hours.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017; Errata, 33:13 VA.R. 1821 February 20, 2017.

**18VAC160-40-340. CPE subject matter for onsite sewage system installers.**

The following course topics will be accepted for CPE credit for onsite sewage system installers:

1. Sewage system installation;
2. Operating and maintaining equipment;
3. Security and safety procedures;
4. General science and mathematical principles;
5. Administrative knowledge and procedures applicable to the profession;
6. Laws and regulations applicable to the profession;
7. Monitoring, evaluating and adjusting treatment processes (alternative onsite sewage system installers only); and
8. Management and supervision principles (master onsite sewage system installers only; maximum of four contact hours).

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

**18VAC160-40-350. CPE subject matter for onsite sewage system operators.**

The following course topics will be accepted for CPE credit for onsite sewage system operators:

1. Onsite system operations;
2. Monitoring, evaluating, and adjusting treatment processes;
3. Operating and maintaining equipment;
4. Security and safety procedures;

5. General science and mathematical principles;
6. Administrative knowledge applicable to the profession;
7. Laws and regulations applicable to the profession; and
8. Management and supervision principles (applicable to master onsite sewage system operators only; maximum of four contact hours).

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

18VAC160-40-360. CPE subject matter for onsite soil evaluators.

The following course topics will be accepted for CPE credit for onsite soil evaluators:

1. Site and soil evaluations;
2. Security and safety procedures;
3. Mapping, cartography, and geographic information systems;
4. System design;
5. Inspections;
6. General science and mathematical principles;
7. Administrative knowledge and procedures applicable to the profession;
8. Laws and regulations applicable to the profession; and
9. Management and supervision principles (applicable to master onsite soil evaluators only; maximum of four contact hours).

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

18VAC160-40-370. Use of training credits and formal education for CPE credit.

Any course approved by the board for substitution as training credits or formal education semester hours, as provided for in 18VAC160-40-70 or 18VAC160-40-280, shall also be acceptable on an hour-for-hour basis for CPE contact hours. One semester hour of college credit shall equal 15 CPE contact hours, and one-quarter hour of college credit shall equal 10

CPE hours. The training credits or formal education must be applicable to the license for which CPE credit is sought.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-380. Maintenance of CPE.

A. For a period of at least two years following the end of the license renewal cycle for which the CPE was taken, the following evidence shall be maintained to document completion of the required CPE.

1. Evidence of completion of a structured training activity, which shall consist of the name, address, and telephone number of the sponsor;
2. The dates the licensee participated in the training;
3. Description of the subject matter presented; and
4. A statement from the sponsor verifying the number of hours completed.

B. The board may conduct an audit of its licensees to ensure compliance with the applicable CPE requirements. Licensees who are selected for audit shall provide the necessary documentation stipulated in this section.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## Part VIII. Training Course Approval

### 18VAC160-40-390. Approval of training courses.

A. Training courses may be substituted for experience pursuant to the provisions of 18VAC160-40-70. With the exception of training courses provided pursuant to 18VAC160-40-430, training courses that may be substituted for required experience must be approved by the board prior to commencing in accordance with the provisions of this section.

B. Each training provider seeking course approval shall submit an application for approval on a form provided by the board. Only classroom, laboratory, and field trip contact time will be used to compute training credits. No credit will be given for breaks, meals, or receptions.

1. Organization. The board will only approve training offered by a provider that is an identifiable organization with a mission statement outlining its functions, structure,

process, and philosophy and that has a staff of one or more persons with the authority to administer and coordinate the training course.

2. Training course records. The board will only approve training offered by a provider that maintains records for all participants for a minimum of seven years and that has a written policy on retention and release of records.

3. Instructors. The board will only approve training conducted by personnel who have demonstrated competency in the subject being taught, an understanding of the learning objective, and knowledge of the learning process to be used.

4. Objectives. The board will only approve courses that have a series of stated objectives that are pertinent to the tasks performed by the licensee. The training course content must be consistent with those objectives.

5. Course completion requirements. For successful completion of a training course, participants must attend 90% or more of the class contact time and must demonstrate their learning through written examinations, completion of a project, oral examination, or other similar assessment techniques.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017; Errata, 33:15 VA.R. XXXX March 20, 2017.

### 18VAC160-40-400. Application for training course approval.

A. The board shall consider the following information, to be submitted by the course provider or instructor on forms provided by the board:

1. Course information.

- a. Course title;
- b. Planned audience;
- c. Name of provider;
- d. Name, physical address, email address, and phone number of contact person;
- e. Scheduled presentation dates;
- f. Detailed course schedule, hour by hour including begin and end times;
- g. List of planned breaks;
- h. Scheduled presentation location; and
- i. Identification of the profession, category, and class of license to which the course is

applicable and relevancy to the identified license type.

2. Instructor qualifications.

- a. Name of instructor;
- b. Title;
- c. Employer;
- d. Board license number or numbers, if applicable; and
- e. Summary of qualifications to teach the course.

3. Training materials.

- a. Course objectives. A listing of the course objectives stated in terms of the skills and knowledge the participant will be able to demonstrate as a result of the training.
- b. Course outline. A detailed outline showing the planned activities that will occur during the training course, including major topics, planned presentation sequence, laboratory and field activities, audiovisual presentations, and other major activities.
- c. Course reference materials. A list of the name, publisher, and publication date for commercially available publications. For reference materials developed by the course provider or available exclusively through the course, a copy of the reference.
- d. Audiovisual support materials. A listing of any commercially available audiovisual support material that will be used in the program. A brief description of any provider or instructor generated audiovisual material that will be used.
- e. Handouts. Identification of all commercially available handout materials that will be used, as well as copies of other planned handouts.

4. Determination of successful completion. A description of the means that will be used to assess the learning of each participant to determine successful completion of training program, such as examinations, projects, personal evaluations by the instructor, or other recognized evaluation techniques. Correspondence and other distance learning courses must include appropriate testing procedures to verify completion of the course.

B. Recurring training programs. If there are plans to present the same course of instruction routinely at multiple locations with only minor modifications and changes, the board may approve the overall program rather than individual presentations if so requested by the provider.

1. The board shall consider all of the information listed in subsection A of this section except those items related to specific offerings of the course.
2. Board approval will apply only to those specific offerings certified by the provider as having been conducted by instructors meeting the established criteria and in accordance with the board-approved course outlines and objectives.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-410. Maintenance of training course approval.

A. At times established by the board, the board may require that course providers that have previously obtained course approval provide the board with evidence, in a form set forth by the board, that the provider continues to comply with the requirements of this chapter. Failure to continue to comply with the board's requirements or respond to such a request may result in the board withdrawing its approval.

B. Substantial modifications or changes to the information provided in 18VAC160-40-390 and 18VAC160-40-400 must be reported to the board within 30 days of the change. Failure to report the changes as required may result in the withdrawal of approval by the board.

C. Any change of address of the training provider shall be reported in writing within 30 days of the change.

D. The board may conduct an audit of the training provider to ensure continued compliance with this chapter.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-420. Withdrawal of approval.

The board may withdraw approval of any provider for the following reasons:

1. The course or courses being offered no longer meet the standards established by the board.
2. The provider, through an agent or otherwise, advertises its services in a fraudulent or deceptive way.
3. The provider, instructor, or designee of the provider falsifies any information relating to the application for approval, course information, or student records.
4. The provider fails to respond to the board or any of its agents.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-430. Training courses offered by certain entities, board approval not required.

A. Training courses provided by (i) federal, state, or local government agencies; (ii) accredited colleges or universities approved or accredited by the Commission on Colleges of the Southern Association of Colleges and Schools; (iii) a regional or national accreditation association; or (iv) an accrediting agency that is recognized by the U.S. Secretary of Education do not require board approval to be used for experience substitution, provided the training course information submitted to the board includes the following:

1. The course must include the continuing education hours awarded by the entity.
2. The course must be related to the profession, category, or class, if applicable, for which experience substitution is sought.

B. The board may require additional information from the provider as necessary to ensure compliance with this section. If such assurance cannot be made by the board, the training course may not be used for experience substitution, or the provider may pursue board approval pursuant to this chapter.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## Part IX. Standards of Practice and Conduct

### 18VAC160-40-440. Grounds for disciplinary action.

The board may place a licensee on probation; impose a monetary penalty in accordance in § 54.1-202 A of the Code of Virginia; or revoke, suspend, or refuse to renew any license when the licensee has been found to have violated or cooperated with others in violating any provision of the regulations of the board or Chapter 23 (§ 54.1-2300 et seq.) of Title 54.1 of the Code of Virginia.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-450. Maintenance of license.

A. No license issued by the board shall be assigned or otherwise transferred.



B. A licensee shall report, in writing, all changes of the address of record and name to the board within 30 days of the change and shall return the license to the board. In addition to the address of record, a physical address is required for each license. If the licensee holds more than one license, the licensee shall inform the board of all licenses, certificates, and registrations affected by the name or address change. The board shall not be responsible for the licensee's failure to receive notices or correspondence due to the licensee's failure to report a change of name or address.

C. Any change in any of the requirements and qualifications for licensure found in Part II (18VAC160-40-20 et seq.), III (18VAC160-40-110 et seq.), or IV (18VAC160-40-170 et seq.) of this chapter shall be reported to the board within 30 days of the change.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-460. Notice of adverse action.

A. Licensees shall notify the board of the following actions against the licensee.

1. Any disciplinary action taken by any jurisdiction, board, or administrative body of competent jurisdiction, including any reprimand, license or certificate revocation, suspension or denial, monetary penalty, requirement for remedial education, or other corrective action.
2. Any voluntary surrendering of a related license, certificate, or registration done in connection with a disciplinary action in another jurisdiction.
3. Any conviction, finding of guilt, or plea of guilty, regardless of adjudication or deferred adjudication, in any jurisdiction of the United States of any misdemeanor involving lying, cheating, stealing, sexual offense, drug distribution, physical injury, or relating to the practice of the profession or of any felony, there being no appeal pending therefrom or the time for appeal having lapsed. Review of convictions shall be subject to the requirements of § 54.1-204 of the Code of Virginia. Any plea of nolo contendere shall be considered a conviction for the purpose of this section.

B. Notices to the board must be made in writing within 30 days of the action. A copy of the order or other supporting documentation must accompany the notice. The record of conviction finding or case decision shall be considered prima facie evidence of a conviction or finding of guilt.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## 18VAC160-40-470. Prohibited acts.

The following acts are prohibited and any violation may result in disciplinary action by the board:

1. Violating, inducing another to violate, cooperating with another to violate, or combining or conspiring with or acting as agent, partner, or associate for another to violate any of the provisions of Chapter 1 (§ 54.1-100 et seq.), 2 (§ 54.1-200 et seq.), or 23 (§ 54.1-2300 et seq.) of Title 54.1 of the Code of Virginia, or any of the regulations of the board.
2. Allowing a license issued by the board to be used by another.
3. Obtaining or attempting to obtain a license by false or fraudulent representation, or maintaining or renewing a license by false or fraudulent representation.
4. A licensee having been convicted, found guilty, or disciplined in any jurisdiction of any offense or violation enumerated in 18VAC160-40-460. Review of convictions shall be subject to the requirements of § 54.1-204 of the Code of Virginia.
5. Failing to inform the board in writing within 30 days that the licensee was convicted or found guilty or disciplined in any jurisdiction of any offense or violation enumerated in 18VAC160-40-460.
6. Not demonstrating reasonable care, judgment, or application of the required knowledge, skill, and ability in the performance of the licensee's duties.
7. Having undertaken to perform or performed a professional assignment that the licensee is not qualified to perform by education, experience, training, appropriate class or category of licensure, or any combination thereof.
8. Failing to report a change as required by 18VAC160-40-450.
9. Negligence, misconduct, or incompetence in the practice of the profession.
10. Making any misrepresentation or engaging in acts of fraud or deceit in advertising, soliciting, or in providing professional services.
11. Failing to adequately supervise and review work performed by unlicensed employees or journeyman licensees under the direct supervision of the master licensee.
12. Failure to obtain any permit, approval, or other document required by VDH related to the design, installation, repair, or operation of an onsite sewage system.
13. Knowingly signing plans, drawings, reports, specifications, maps, or other documents related to an onsite sewage system not prepared or reviewed and approved by the licensee.
14. Knowingly misrepresenting factual information in expressing a professional opinion.
15. Failing to act in providing professional services in a manner that safeguards the interests of the public.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-480. Conflicts of interest.

The licensee shall:

1. Promptly and fully inform an employer or client of any interest, circumstance, or business association that may influence the licensee's judgment of the quality of service.
2. Not accept compensation, financial or otherwise, from more than one party for services on or pertaining to the same project, unless the circumstances are fully disclosed to, and agreed to by, all interested parties in writing.
3. Neither solicit nor accept financial or other valuable consideration from material or equipment suppliers for specifying their products or services.
4. Not solicit or accept gratuities, directly or indirectly, from contractors or their agents or other parties dealing with a client or employer in connection with work for which the licensee is responsible.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-490. Licensee responsibility.

- A. The primary obligation of the licensee is to the public. If the licensee's judgment is overruled and not adhered to when advising appropriate parties of circumstances of a substantial threat to the public health, safety, or welfare, the licensee shall inform the employer and client, as applicable, of the possible consequences and notify appropriate authorities.
- B. The licensee shall sign, date, and include his license number on all final work products prepared or reviewed and approved by the licensee. For work products performed by a journeyman licensee, the master licensee providing direct supervision shall sign, date, and include his license number, along with the journeyman's signature, date, and license number on the final work product. A journeyman licensee shall not submit a work project as final without the applicable master licensee's signature, date, and license number.
- C. The licensee shall not knowingly associate in a business venture with, or permit the use of the licensee's name by, any person or firm where there is reason to believe that person or firm is engaging in activity of a fraudulent or dishonest nature or is violating any law or regulation.

of the board.

D. A licensee who has direct knowledge that another individual or firm may be violating any of the provisions of this chapter or the provisions of Chapter 23 (§ 54.1-2300 et seq.) of Title 54.1 of the Code of Virginia shall immediately inform the board in writing and shall cooperate in furnishing any further information or assistance that may be required.

E. Except as provided in subsection F of this section, a licensee shall not utilize the evaluations, design, drawings, or work of another licensee without the knowledge and written consent of the licensee or organization of ownership that originated the design, drawings, or work.

F. A licensee who relies on information in VDH files or has received permission to modify or otherwise utilize the evaluation, design, drawings, or work of another licensee pursuant to subsection E of this section or this subsection may certify that work only after a thorough review of the evaluation, design, drawings or work and after he determines that he is willing to assume full responsibility for all design, drawings, or work on which he relies for his opinion.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### 18VAC160-40-500. Response to inquiry and provision of records.

A. A licensee must respond within 10 days to a request by the board or any of its agents regarding any complaint filed with the department.

B. Unless otherwise specified by the board, a licensee of the board shall produce to the board or any of its agents within 10 days of the request any document, book, or record concerning any transaction pertaining to a complaint filed in which the licensee was involved, or for which the licensee is required to maintain records. The board may extend such timeframe upon a showing of extenuating circumstances prohibiting delivery within such 10-day period.

C. A licensee shall not provide a false, misleading, or incomplete response to the board or any of its agents seeking information in the investigation of a complaint filed with the board.

D. With the exception of the requirements of subsection A or B of this section, a licensee must respond to an inquiry by the board or its agent within 21 days.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

## 18VAC160-40-510. Master licensee's professional responsibilities.

A. Any work performed by a journeyman regulated pursuant to Chapter 23 (§ 54.1-2300 et seq.) of Title 54.1 of the Code of Virginia and this chapter shall be under the direct supervision of the master. Such master and journeyman shall have an employment or written contractual relationship.

B. Each master shall maintain documentation of the employment or contractual relationship with each journeyman under the master's direct supervision. Such documentation shall be kept for a minimum of five years and shall include, at a minimum, the beginning and ending dates of the employment or contractual relationship.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

### FORMS (18VAC160-40).

[Conventional Onsite Sewage System Installer License Application, A465-1944CONLIC-v1 \(eff. 4/2017\)](#)

[Alternative Onsite Sewage System Installer License Application, A465-1944ALTLIC-v1 \(eff. 4/2017\)](#)

[Conventional Onsite Sewage System Operator License Application, A465-1942CONLIC-v1 \(eff. 4/2017\)](#)

[Alternative Onsite Sewage System Operator License Application, A465-1942ALTLIC-v2 \(eff. 4/2018\)](#)

[Waiver of Examination - Master Conventional Onsite Sewage System Operator License Application, A436-1942WAIV-v2 \(eff. 4/2017\)](#)

[Continuing Professional Education \(CPE\) Application - Certificate of Completion, A436-19CPE-v3 \(eff. 10/2015\)](#)

[Training Course Approval Application, A465-19CRS-v5 \(eff. 3/2020\)](#)

[Education and Training Substitution Form, A436-19EDTRv4 \(eff. 4/2017\)](#)

[Onsite Sewage System Applicant Experience Verification Application, A436-19OSSPEXP-v4 \(eff. 4/2017\)](#)

Statutory Authority

Historical Notes

## Example 1

### Journey Conventional Onsite Installer

Applicant lives in Maryland and experience form signed by an owner of a Septic Co. in Maryland.

Applicant is trying to qualify with one year experience assisting with the installation of conventional or alternative systems.

No training or any additional information received.

---



**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 EXPERIENCE VERIFICATION APPLICATION  
 Onsite Applicants only**

(Use only one verification application per experience.)

**Section A:** To be completed by the applicant only. Complete items #1 through #9, then forward this form to the company named in #4.

1. Name \_\_\_\_\_  
Last First Middle Generation

2. Provide one of the following identification numbers\*:

Social Security Number or  Virginia DMV Control Number

\* 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.

3. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

4. Employer (company where experience was obtained) \_\_\_\_\_

5. Employer's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

6. Employee Status  Full-Time  Part-time  
 Total Hours: 40 Total Days: 5

7. Time period in which experience was obtained: From: 6/1/2017 To: Present  
MMDD/YYYY MMDD/YYYY

8. Job Duties - Provide a description (using concise statements) of the scope and nature of work or projects performed. Indicate whether you had full or partial responsibility for the work and the complexity of the work. (If additional space is needed, you may continue on the last page)

Job Title	From MM/YY	To MM/YY	Hours of Work per Week
Pump truck operator Laborer + Installer	6/17	8/18	Full-Time (more than 35 hrs/wk) <input checked="" type="checkbox"/> Part-Time (less than 35 hours/week) <input type="checkbox"/> If part-time, average hours per week:

Description of Experience:

operates pump truck, assists with jetting lines + installation of residential septic systems + drain fields

9. Check the type of license you are requesting: (only one license type per form)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Journeyman Conventional Onsite Sewage System Installer | <input type="checkbox"/> Journeyman Alternative Onsite Sewage System Installer |
| <input type="checkbox"/> Master Conventional Onsite Sewage System Installer                | <input type="checkbox"/> Master Alternative Onsite Sewage System Installer     |
| <input type="checkbox"/> Journeyman Conventional Onsite Sewage System Operator             | <input type="checkbox"/> Journeyman Alternative Onsite Sewage System Operator  |
| <input type="checkbox"/> Master Conventional Onsite Sewage System Operator                 | <input type="checkbox"/> Master Alternative Onsite Sewage System Operator      |
| <input type="checkbox"/> Journeyman Conventional Onsite Soil Evaluator                     | <input type="checkbox"/> Journeyman Alternative Onsite Soil Evaluator          |
| <input type="checkbox"/> Master Conventional Onsite Soil Evaluator                         | <input type="checkbox"/> Master Alternative Onsite Soil Evaluator              |



10. Applicant's Signature \_\_\_\_\_ Date 7-2-18

**Section B:** To be completed by the Verifier.

Verifier - This section is to be completed by the applicant's supervisor or an individual as required by the Board's regulations and stated in the License Application.

Complete items #11 through #24. Return it to the applicant for inclusion in his/her application package. Your prompt response is appreciated.

11. Verifier's Name \_\_\_\_\_  
Last First Middle Generation

12. Verifier's Relationship to Applicant:  
 Supervisor  Employer  Other: \_\_\_\_\_

13. Type of Business \_\_\_\_\_

14. Current Position owner

15. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

16. Position held in (or in relationship to) the company listed in Section A.4. owner

17. Do you hold a current or expired license or certification in Virginia as a professional engineer, an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), or any master onsite sewage system professional license?

No   
 Yes

If yes, complete the following table and list your license, certifications, or registration.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

18. Does the company listed in Section A.4 hold a valid or expired contractor's license with an SDS specialty issued by the Virginia Board for Contractors?

No   
 Yes

If yes, provide your license number and expiration date below:

VA License Number 

2	7								
---	---	--	--	--	--	--	--	--	--

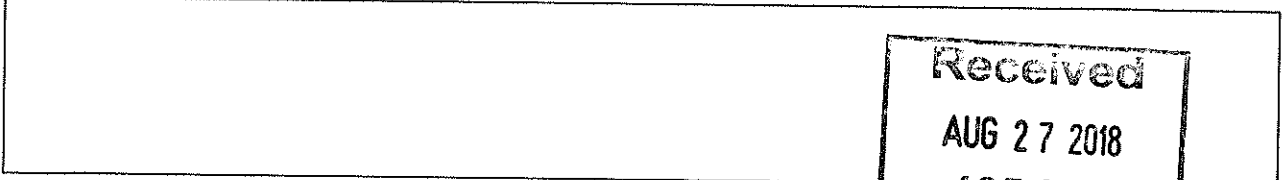
 Expiration Date \_\_\_\_\_

19. Was the applicant employed during the time period indicated in Section A.7?

No  If no, clarify the dates: \_\_\_\_\_  
 Yes

20. To the best of your knowledge, did the applicant correctly describe his/her experience in Section A, question #8?

Yes   
 No  If no, provide a description of the type of work or project performed by the applicant and the complexity of his/her work:





21. Was the applicant employed full-time (35 hours or more per week)?

No  If no, how many hours did the applicant work each week? \_\_\_\_\_

Yes

22. In your judgment, has the applicant's work been of a satisfactory quality? Please write a brief statement about the applicant in regard to this question.

No

Yes

has proven to be dependable + dedicated to his work.  
He is eager to learn new things + is an asset to our company.

23. Additional Comments:

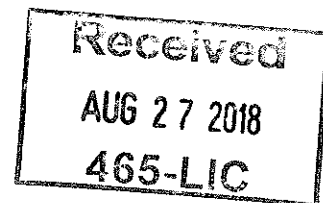
\_\_\_\_\_

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

Certifying Verifier's Signature \_\_\_\_\_

Date 8/15/18

Section A, Question #8: Job Description (continues):



## Example 2

Master Alternative Onsite Evaluator

Applicant lives in Virginia, but experience gained in Virginia and

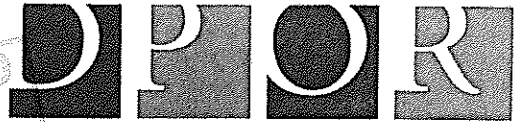
.

Applicant is trying to qualify with 2 years of experience and bachelor's or master's degree. Degree is from .

Training and letter received from employer in .

---

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, Virginia 23233-1485  
 (804) 367-8595



Department of Professional and Occupational Regulation

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 JAN 06 2021  
 ALIEN BOARD

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 EXPERIENCE VERIFICATION APPLICATION  
 Onsite Applicants only**

(Use only one verification application per experience.)

**Section A:** To be completed by the applicant only. Complete items #1 through #9, then forward this form to the company named in #4.

1. Name \_\_\_\_\_  
Last First Middle Generation

2. Provide one of the following identification numbers →:  
 Social Security Number or  Virginia DMV Control Number  
 → 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.

3. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State VA Zip Code

4. Employer (company where experience was obtained) \_\_\_\_\_

5. Employer's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State VA Zip Code

6. Employee Status  Full-Time  Part-time  
 Total Hours: \_\_\_\_\_ Total Days: \_\_\_\_\_

*1 year  
 comes*

7. Time period in which experience was obtained: From: 05/28/2019 To: 11/10/2020  
MM/DD/YYYY MM/DD/YYYY

8. Job Duties - Provide a description (using concise statements) of the scope and nature of work or projects performed. Indicate whether you had full or partial responsibility for the work and the complexity of the work.

Job Title	From	To	Hours of Work per Week	
Environmental Health Specialist	05/19	11/20	Full-Time (more than 35 hrs/wk) <input checked="" type="radio"/>	If part-time, average hours per week:
			Part-Time (less than 35 hours/week) <input type="radio"/>	

Description of Experience:  
 Assistance with the review of applications for construction and operational permits. Inspections of alternative discharging sewage systems. Inspections of private well. Interpretation and application of sewage handling regulations, private well regulation, alternative discharging regulation, et al and associated GMPs. Assisting with customer questions relating to private septic systems and wells.

9. Check the type of license you are requesting: (only one license type per form)
- |  |   |
|--|---|
| <input type="radio"/> Journeyman Conventional Onsite Sewage System Installer | <input type="radio"/> Journeyman Alternative Onsite Sewage System Installer |
| <input type="radio"/> Master Conventional Onsite Sewage System Installer     | <input type="radio"/> Master Alternative Onsite Sewage System Installer     |
| <input type="radio"/> Journeyman Conventional Onsite Sewage System Operator  | <input type="radio"/> Journeyman Alternative Onsite Sewage System Operator  |
| <input type="radio"/> Master Conventional Onsite Sewage System Operator      | <input type="radio"/> Master Alternative Onsite Sewage System Operator      |
| <input type="radio"/> Journeyman Conventional Onsite Soil Evaluator          | <input type="radio"/> Journeyman Alternative Onsite Soil Evaluator          |
| <input type="radio"/> Master Conventional Onsite Soil Evaluator              | <input checked="" type="radio"/> Master Alternative Onsite Soil Evaluator   |

10. Applicant's Signature \_\_\_\_\_ Date 11/10/2020



21 Was the applicant employed full-time (35 hours or more per week)?  
No  If no, how many hours did the applicant work each week? \_\_\_\_\_  
Yes

22 In your judgment, has the applicant's work been of a satisfactory quality? Please write a brief statement about the applicant in regard to this question.  
No   
Yes

\_\_\_\_\_ has a strong grasp of the Regulations and GMPs that govern the evaluation, construction, use, and maintenance of Alternative and Conventional Onsite Sewage Systems, Alternative Discharging Systems, and Private Drinking Water Wells. \_\_\_\_\_ work quality is superb and he conducts himself in a professional manner.

23 Additional Comments:

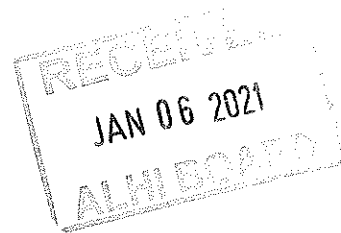
\_\_\_\_\_

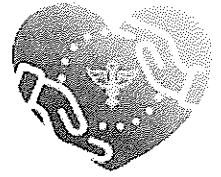
24 I certify, to the best of my knowledge, all information provided on this form is true and accurate.

Certifying Verifier's Signature \_\_\_\_\_

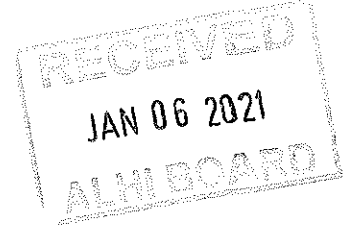
Date 11/10/2020

Section A, Question #8: Job Description (continues):





October 24, 2020



**To whom it may concern**

responsibilities as a Public Health Inspector

He was employed by the \_\_\_\_\_ and assigned to the parish of \_\_\_\_\_  
where he worked from March 2014 to February 2020 as an \_\_\_\_\_

For the period employed to the \_\_\_\_\_

GOVERNMENT HIS LIST OF DUTIES entailed:

- Food Safety
- Institutional Health
- Community Sanitation

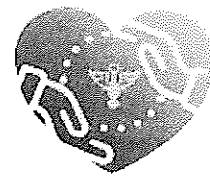
Concerning the above-mentioned focus was also on sewage disposal. The following will provide the directive of the \_\_\_\_\_ in \_\_\_\_\_ The \_\_\_\_\_

Health Sector Plan is driven by considerations for preserving and enhancing human health and environmental protection. It requires that all wastewater generated in \_\_\_\_\_ receive appropriate treatment using approved treatment methods dictated in part by adopted effluent guidelines before disposal to the environment or its reuse. The Policy also sets limitations on the types of systems to be used in the treatment of wastewater and places particular emphasis on the use of water-saving devices, low - energy treatment systems, climate change, health urban island effects, epidemiological transition, carbon credits which is an approach to sustain the conservation of the water and energy resources and at the same time, reduce the incidence of water-borne and chronic diseases, the volume of wastewater generated and the use of energy.

\_\_\_\_\_ activities are regulatory and in reality constitutes a regulatory Agency that makes recommendations on water and wastewater systems, through a systematic appraisal of engineering plans submitted to support the application of subdivision and development projects, including tourists resorts, and developments in the industrial, commercial and agricultural sectors.

The policy basis and the legal basis for this mandate are enshrined in \_\_\_\_\_ Health Sector Plan,

wherein the Parish Council is required to consult and receive the advice and recommendation on all sewage treatment systems dealing with the treatment of wastewater



Currently the legal provision \_\_\_\_\_ gives the \_\_\_\_\_ direct authority to review development and subdivision applications for waste treatment facility on behalf of the Parish Council. \_\_\_\_\_ recommendations are circulated to the Local Planning Authorities Health Department.

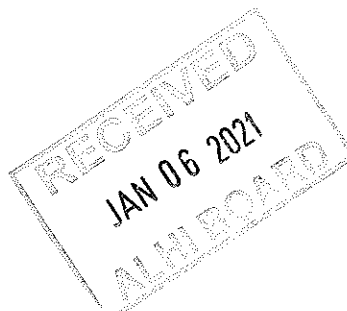
Also, the \_\_\_\_\_ Regulations gives the \_\_\_\_\_  
\_\_\_\_\_ (Health), the authority to take action where any situation existing or potential is likely to endanger the health and well being of the population.

On-site systems may be of four (4) general types, these are:

- Dry excreta management systems (dry conservancy), including water-less latrine technologies
- Soil absorptive methods
- Liquid discharge treatment facilities (frequently package plants, pond, or constructed wetland systems) with a capability to nutrients removal (tertiary treatment) and
- Evaporation and/or transpiration systems with no liquid discharge.

The aforementioned information forms part of the responsibility of the Public Health Inspector in \_\_\_\_\_ Please note that \_\_\_\_\_ has worked with various disposal systems and is quite capable based on what I have observed of him.

Kind regards



RECEIVED  
JAN 06 2021  
ALHI BOARD

# Certificate of Completion

This certificate is awarded to

\_\_\_\_\_

for successful completion of

## Onsite Sewage System Training Program

Office of Environmental Health Services  
**VDH** VIRGINIA  
DEPARTMENT  
OF HEALTH

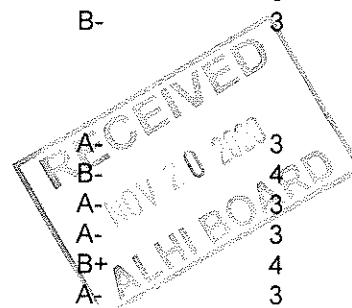
\_\_\_\_\_  
Date 10/28/2020





November 16, 2020

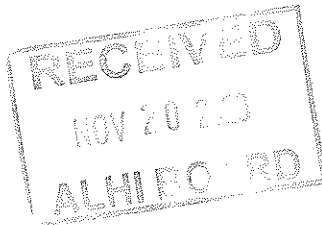
	<b>Balance c/f</b>	<b>38</b>
<b><u>SECOND YEAR 2011/2012</u></b>	<b><u>GRADES</u></b>	<b><u>CREDITS</u></b>
<b><u>Semester I</u></b>		
Building Construction Technology	A-	4
Entrepreneurship	A-	3
Health Legislation	D+	0
General Microbiology	B+	3
Introduction to Psychology	B-	3
<b><u>Semester II</u></b>		
Pollution Control	A-	3
Solid Waste Management	B-	4
Epidemiology and Disease Control I	A-	3
Health Promotion	A-	3
Health Policy Planning and Evaluation	B+	4
Desktop Publishing (Elective)	A-	3
<b><u>RESIT December 2012</u></b>		
Health Legislation	C+	4
<b><u>THIRD YEAR 2012/2013</u></b>		
<b><u>Semester I</u></b>		
Water Technology	B-	3
Liquid Waste Management	B-	4
Epidemiology and Disease Control II	A-	3
Research Methodologies	B+	3
Biostatistics	A-	3
<b><u>Semester II</u></b>		
Vector Control	B+	3
Meat Hygiene	B-	4
Public Health Practice in Community Development	B+	3
Food Microbiology	B	4
Occupational Health and Safety	B+	3
<b>Sub-Total</b>		<b>108</b>



*Handwritten signature*

November 16, 2020

	<b>Balance c/f</b>	<b>108</b>
<b><u>FOURTH YEAR 2013/2014</u></b>	<b><u>GRADES</u></b>	<b><u>CREDITS</u></b>
<b><u>Semester I</u></b>		
Institutional Health and Housing	A-	3
Milk Hygiene	A-	3
Poultry Hygiene	A-	3
Major Project	B+	3
Food Hygiene	B+	4
<b><u>Semester II</u></b>		
Internship	A-	14
Grade Point Average (G. P. A.)	<b>3.26</b>	
	<b>Sub-Total</b>	<b>30</b>
	<b>TOTAL</b>	<b>138</b>



completed the academic requirements for the programme in May 2014, and in accordance with the university's regulations, the Bachelor of Science in (Environmental Health) **Degree with Second Class HONOURS (Upper Division)** is dated July 31, 2014 and conferred on her at the November 2014 graduation ceremony.

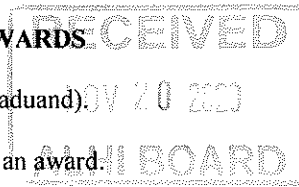
**11 – POINT GRADING SYSTEM – EFFECTIVE 1999-2000 ACADEMIC YEAR**

PERFORMANCE DESCRIPTION	GRADE	GRADE POINT		% SCALE
Excellent	A (A+)	4.0		90 – 100
	A-	3.7		80 - 89
	B+	3.3		75 - 79
Good	B	3.0		70 - 74
	B-	2.7		65 – 69
	C+	2.3		60 - 64
Adequate	C	2.0	Postgraduate	55 – 59
	C-	1.7	Undergraduate	50 – 54
	D+	1.3		45 – 49
Marginal Fail	D	1.0		40 – 44
Unsatisfactory	U	0.0		0 - 39

**CRITERIA FOR CLASSES OF ACADEMIC AWARDS**

Effective 2000 (not applicable to November 2000 graduand).

All courses must have been passed in order to receive an award.



Undergraduate Degrees	First Class Honours	Minimum GPA of 3.45. No re-sits of courses in final programme year. Programme completed in prescribed minimum time frame.
	Second Class (Upper) Honours	Minimum GPA of 3.05. One (1) resit/re-submission of a failed/trailed course permitted at the end of the final programme year of study. Otherwise, a Second Class (Lower) Honours will be awarded irrespective of final GPA.
	Second Class (Lower) Honours	Minimum GPA of 2.40. Two re-sits/re-submission permitted. Otherwise, a Pass Degree will be awarded irrespective of final GPA.
	Pass	Minimum GPA of 1.70
Diplomas	Honours	Minimum GPA of 3.05. No re-sits/re-submission in final programme year of study.
	Credit	Minimum GPA of 2.75. One (1) re-sit/re-submit of a trailed/failed course permitted at the end of the final programme year of study. Otherwise, a Pass Diploma will be awarded irrespective of final GPA.
Associate Degrees & Certificates	Merit	Minimum GPA of 3.05. No re-sits/re-submit of courses in final programme year.
	Pass	Minimum GPA of 1.70.

### Example 3

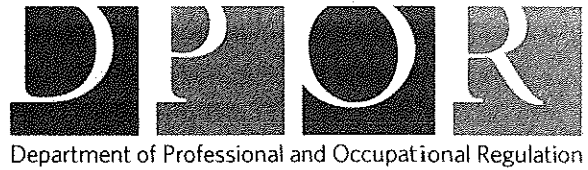
#### Journeyman Conventional Installer

Applicant lives in Virginia and is a Class A Contractor. Experience form signed by licensed contractor.

No SDS added to the contractors license

Applicant is trying to qualify with 1 year experience, but unable to get a licensed onsite professional to sign the form.

---



**RECEIVED**  
 JUN 16 2020  
 OWA SECTION

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 EXPERIENCE VERIFICATION APPLICATION  
 Onsite Applicants only**

(Use only one verification application per experience.)

**Section A:** To be completed by the applicant only. Complete items #1 through #9, then forward this form to the company named in #4.

1. Name \_\_\_\_\_  
Last First Middle Generation

2. Provide one of the following identification numbers\*:

Social Security Number or  Virginia DMV Control Number

\* 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.

3. Mailing Address \_\_\_\_\_

VA  
City State Zip Code

4. Employer (company where experience was obtained) \_\_\_\_\_

5. Employer's Mailing Address \_\_\_\_\_

VA  
City State Zip Code

6. Employee Status  Full-Time  
 Part-time Total Hours: \_\_\_\_\_ Total Days: \_\_\_\_\_

7. Time period in which experience was obtained: From: 07/01/1989 To: Present  
MM/DD/YYYY MM/DD/YYYY

8. Job Duties - Provide a description (using concise statements) of the scope and nature of work or projects performed. Indicate whether you had full or partial responsibility for the work and the complexity of the work.  
 (If additional space is needed, you may continue on the last page)

Job Title	From MM/YY	To MM/YY	Hours of Work per Week	
Vice President Project Manager	07/96	Present	Full-Time (more than 35 hrs/wk) <input checked="" type="checkbox"/> Part-Time (less than 35 hours/week) <input type="checkbox"/>	If part-time, average hours per week:
Description of Experience: Being a Class A Contractor, I have installed all of the sewage systems for my homes that I build. The company also holds its Masters in Electrical and Plumbing.				

9. Check the type of license you are requesting: (only one license type per form)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Journeyman Conventional Onsite Sewage System Installer | <input type="checkbox"/> Journeyman Alternative Onsite Sewage System Installer |
| <input type="checkbox"/> Master Conventional Onsite Sewage System Installer                | <input type="checkbox"/> Master Alternative Onsite Sewage System Installer     |
| <input type="checkbox"/> Journeyman Conventional Onsite Sewage System Operator             | <input type="checkbox"/> Journeyman Alternative Onsite Sewage System Operator  |
| <input type="checkbox"/> Master Conventional Onsite Sewage System Operator                 | <input type="checkbox"/> Master Alternative Onsite Sewage System Operator      |
| <input type="checkbox"/> Journeyman Conventional Onsite Soil Evaluator                     | <input type="checkbox"/> Journeyman Alternative Onsite Soil Evaluator          |
| <input type="checkbox"/> Master Conventional Onsite Soil Evaluator                         | <input checked="" type="checkbox"/> Master Alternative Onsite Soil Evaluator   |

10. Applicant's Signature \_\_\_\_\_ Date 6/8/2020

**Section B:** To be completed by the Verifier.

Verifier - This section is to be completed by the applicant's supervisor or an individual as required by the Board's regulations and stated in the License Application.

Complete items #11 through #24. Return it to the applicant for inclusion in his/her application package. Your prompt response is appreciated.

11. Verifier's Name \_\_\_\_\_  
Last First Middle Generation

12. Verifier's Relationship to Applicant:  
 Supervisor  Employer  Other: Owner of Company

13. Type of Business \_\_\_\_\_

14. Current Position President

15. Mailing Address \_\_\_\_\_  
City VA State Zip Code

16. Position held in (or in relationship to) the company listed in Section A.4. President

17. Do you hold a current or expired license or certification in Virginia as a professional engineer, an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), or any master onsite sewage system professional license?

No

Yes  If yes, complete the following table and list your license, certifications, or registration.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

18. Does the company listed in Section A.4 hold a valid or expired contractor's license with an SDS specialty issued by the Virginia Board for Contractors?

No

Yes  If yes, provide your license number and expiration date below:

VA License Number 

2	7								
---	---	--	--	--	--	--	--	--	--

Expiration Date 08/15/2020

700 SDS

19. Was the applicant employed during the time period indicated in Section A.7?

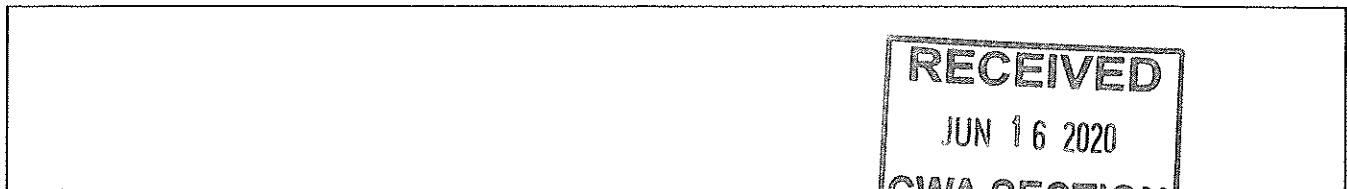
No  If no, clarify the dates: \_\_\_\_\_

Yes

20. To the best of your knowledge, did the applicant correctly describe his/her experience in Section A, question #8?

Yes

No  If no, provide a description of the type of work or project performed by the applicant and the complexity of his/her work:



21. Was the applicant employed full-time (35 hours or more per week)?  
No  If no, how many hours did the applicant work each week? \_\_\_\_\_  
Yes
22. In your judgment, has the applicant's work been of a satisfactory quality? Please write a brief statement about the applicant in regard to this question.  
No   
Yes

The applicant's work has always exceed any of my expectations. As the President of the company, inspectors have always complimented his work. The inspectors know that his work not only meets code, but exceeds the requirements.

23. Additional Comments:

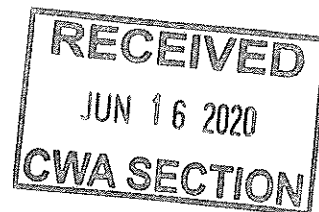
In my humble opinion, I believe it is a shame that he has to complete this, because his work has always been exceptional.

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

Certifying Verifier's Signature \_\_\_\_\_

Date 6/8/2020

Section A, Question #8: Job Description (continues):





7. Describe in detail your daily activities as they relate to your trade designation, Contractor's classification or specialty in which you are applying for:

Inspect site and prepare location for installation of septic system. Verify that septic tank location is at least 10' away from the house or building. Correctly trench for the lines and septic tank / drain field to be installed. Verify that pipe in between building and septic tank has at least 1/4" fall to every foot. Verify that septic tank is correctly set and level. Install distribution box level to ensure equal flow to all parts of the drainfield. Back filled and cover all trenches and holes. Verify that distribution box is primed. →  
\* Applying for Sewage Disposal Systems (SDS) certification

8. List any trade-related certifications:

- Class A Contractor
- Energy-Efficient builder

9. I, the undersigned, certify that the foregoing statements and answers are true, and that I have not suppressed any information that might affect the Board's decision to approve this application.

Applicant's Signature

\_\_\_\_\_ Date 10/06/2020

**AGENCY USE ONLY:**

**Section B: Verifier** (Completed by an individual who can attest to the applicant's experience listed above in Section A.)

1. Verifier's Information:

Name \_\_\_\_\_

Job Title: \_\_\_\_\_

*Building Official*

Email Address \_\_\_\_\_

Contact Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

*VA*  
State

Zip Code \_\_\_\_\_

2. Indicate which of the following best describes your relationship to the applicant: (Select **all** that apply)

Building Official - List Locality \_\_\_\_\_

Building Inspector - List Locality \_\_\_\_\_

Licensed Contractor Business/Company Name \_\_\_\_\_

Virginia License Number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Licensed Tradesman Virginia License Number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Licensed Architect Virginia License Number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Licensed Prof. Engineer Virginia License Number (if applicable)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

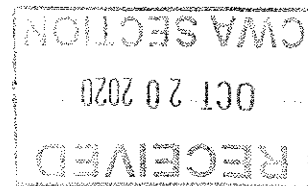
Other\* - Provide a brief description of your relationship to the applicant: \_\_\_\_\_

\* Other may be an applicant's supervisor, a member of Human Resources from the company, a client, etc. A spouse or family member should not be used to verify experience.

3. In your own words, describe the applicant's work duties (**experience**) for which you have been asked to attest:

➤ This verification form is used as a means for the Board to **verify** that an applicant has the experience necessary to become a licensed tradesman and/or contractor within the Commonwealth of Virginia. Your response is appreciated.

*SEE LETTER DATED 10-6-2020*



4. Provide the date(s) of when this experience was obtained: \_\_\_\_\_

*1995 to Present*

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

Verifier's Signature \_\_\_\_\_

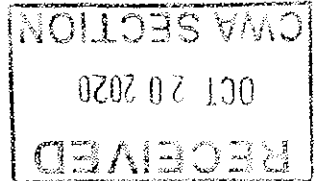
*//*

Date \_\_\_\_\_

*10-6-2020*

October 6, 2020

Virginia Department of Professional and Occupation Regulation  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233-1485



To Licensure Board:

Please accept this letter of acknowledgement from the Department regarding **Building**. He has demonstrated his knowledge in all aspects of building construction including sewer systems, foundations, framing, electrical, plumbing, and mechanical. He has always been pleasant to work with and efficient in correcting any deficiency that may have occurred. I hope that you will consider this letter as a reference to allowing the opportunity to acquire any license in the building field that he may desire.

Should you have any questions, you can reach me at

Sincerely,

## Example 4

### Journeyman Alternative Installer

Applicant lives in Pennsylvania. Installs septic systems in PA, MD, and WV.

### No Contractors license with SDS

Applicant is trying to qualify with 1 years of experience, but unable to get the form signed and just returned the application with 1<sup>st</sup> page of experience form completed.

---

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 EXPERIENCE VERIFICATION APPLICATION  
 Onsite Applicants only**

(Use only one verification application per experience.)

**Section A:** To be completed by the applicant only. Complete items #1 through #9, then forward this form to the company named in #4.

1. Name \_\_\_\_\_  
 Last \_\_\_\_\_ Generation \_\_\_\_\_

2. Provide one of the following identification numbers\*:  
 Social Security Number or  Virginia DMV Control Number

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

3. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State Pa. Zip Code \_\_\_\_\_

4. Employer (company where experience was obtained) Self-employed

5. Employer's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State Pa. Zip Code \_\_\_\_\_

6. Employee Status  Full-Time  Part-time  
 Total Hours: \_\_\_\_\_ Total Days: \_\_\_\_\_

7. Time period in which experience was obtained: From: 01/22/1989 To: 05/26/2020  
MM/DD/YYYY MM/DD/YYYY

8. Job Duties - Provide a description (using concise statements) of the scope and nature of work or projects performed. Indicate whether you had full or partial responsibility for the work and the complexity of the work.  
 (If additional space is needed, you may continue on the last page)

Job Title	From MM/YY	To MM/YY	Hours of Work per Week
Excavator / owner	06/1999		Full-Time (more than 35 hrs/wk) <input checked="" type="checkbox"/> Part-Time (less than 35 hours/week) <input type="checkbox"/> If part-time, average hours per week: _____
Description of Experience: <u>Have installed septic &amp; foundations in Pa, Md. &amp; WV since 1999. Helped father since 1989 to his passing in 1999. Have done roads &amp; ponds as well. Have had license all three states</u>			

9. Check the type of license you are requesting: (only one license type per form)
- |   |  |
|---|--|
| <input type="checkbox"/> Journeyman Conventional Onsite Sewage System Installer | <input type="checkbox"/> Journeyman Alternative Onsite Sewage System Installer |
| <input type="checkbox"/> Master Conventional Onsite Sewage System Installer     | <input type="checkbox"/> Master Alternative Onsite Sewage System Installer     |
| <input type="checkbox"/> Journeyman Conventional Onsite Sewage System Operator  | <input type="checkbox"/> Journeyman Alternative Onsite Sewage System Operator  |
| <input type="checkbox"/> Master Conventional Onsite Sewage System Operator      | <input type="checkbox"/> Master Alternative Onsite Sewage System Operator      |
| <input type="checkbox"/> Journeyman Conventional Onsite Soil Evaluator          | <input type="checkbox"/> Journeyman Alternative Onsite Soil Evaluator          |
| <input type="checkbox"/> Master Conventional Onsite Soil Evaluator              | <input type="checkbox"/> Master Alternative Onsite Soil Evaluator              |

10. Applicant's Signature \_\_\_\_\_ Date 5-26-2020

**Section B: To be completed by the Verifier.**

*Verifier - This section is to be completed by the applicant's supervisor or an individual as required by the Board's regulations and stated in the License Application.*

*Complete items #11 through #24. Return it to the applicant for inclusion in his/her application package. Your prompt response is appreciated.*

11. Verifier's Name \_\_\_\_\_  
Last First Middle Generation

12. Verifier's Relationship to Applicant:  
 Supervisor  Employer  Other: \_\_\_\_\_

13. Type of Business \_\_\_\_\_

14. Current Position \_\_\_\_\_

15. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

16. Position held in (or in relationship to) the company listed in Section A.4. \_\_\_\_\_

17. Do you hold a current or expired license or certification in Virginia as a professional engineer, an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), or any master onsite sewage system professional license?  
 No   
 Yes  If yes, complete the following table and list your license, certifications, or registration.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

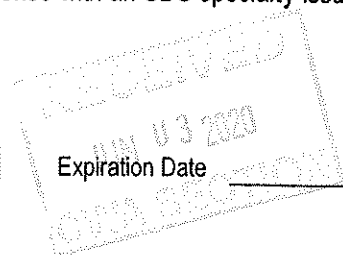
18. Does the company listed in Section A.4 hold a valid or expired contractor's license with an SDS specialty issued by the Virginia Board for Contractors?  
 No

Yes  If yes, provide your license number and expiration date below:

VA License Number 

2	7								
---	---	--	--	--	--	--	--	--	--

 Expiration Date \_\_\_\_\_



19. Was the applicant employed during the time period indicated in Section A.7?  
 No  If no, clarify the dates: \_\_\_\_\_  
 Yes

20. To the best of your knowledge, did the applicant correctly describe his/her experience in Section A, question #8?  
 Yes   
 No  If no, provide a description of the type of work or project performed by the applicant and the complexity of his/her work:

## Example 5

### Journeyman Conventional Installer

Applicant lives in Virginia. Experience in wastewater treatment and experience was gained in CT.

No Contractors license with SDS

Applicant is trying to qualify with 1 years of experience, but unable to get the form signed by another onsite professional. Experience form installed by wastewater installer, operator, and chemist.

---



**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 EXPERIENCE VERIFICATION APPLICATION  
 Onsite Applicants only**

(Use only one verification application per experience.)

**Section A:** To be completed by the applicant only. Complete items #1 through #9, then forward this form to the company named in #4.

1. Name \_\_\_\_\_  
Last Middle Generation

2. Provide one of the following identification numbers\*:

Social Security Number or  Virginia DMV Control Number

\* 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.

3. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

4. Employer (company where experience was obtained) \_\_\_\_\_

5. Employer's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

6. Employee Status  Full-Time  
 Part-time Total Hours: \_\_\_\_\_ Total Days: \_\_\_\_\_

7. Time period in which experience was obtained: From: 01041982 To: 06101985  
MM/DD/YYYY MM/DD/YYYY

8. Job Duties - Provide a description (using concise statements) of the scope and nature of work or projects performed. Indicate whether you had full or partial responsibility for the work and the complexity of the work.  
 (If additional space is needed, you may continue on the last page)

Job Title	From MM/YY	To MM/YY	Hours of Work per Week
Chemist and waste water installer and operator			Full-Time (more than 35 hrs/wk) <input checked="" type="checkbox"/> Part-Time (less than 35 hours/week) <input type="checkbox"/>
Description of Experience: Installed and operated the waste water system for Hi G Company plating company. Supervisor Dr Joe Palme Also hold Bachelors degrees in Biology and chemistry which relate to this field			

9. Check the type of license you are requesting: (only one license type per form)

<input checked="" type="checkbox"/> <b>Journeyman Conventional</b> Onsite Sewage System Installer	<input type="checkbox"/> <b>Journeyman Alternative</b> Onsite Sewage System Installer
<input type="checkbox"/> <b>Master Conventional</b> Onsite Sewage System Installer	<input type="checkbox"/> <b>Master Alternative</b> Onsite Sewage System Installer
<input type="checkbox"/> <b>Journeyman Conventional</b> Onsite Sewage System Operator	<input type="checkbox"/> <b>Journeyman Alternative</b> Onsite Sewage System Operator
<input type="checkbox"/> <b>Master Conventional</b> Onsite Sewage System Operator	<input type="checkbox"/> <b>Master Alternative</b> Onsite Sewage System Operator
<input type="checkbox"/> <b>Journeyman Conventional</b> Onsite Soil Evaluator	<input type="checkbox"/> <b>Journeyman Alternative</b> Onsite Soil Evaluator
<input type="checkbox"/> <b>Master Conventional</b> Onsite Soil Evaluator	<input type="checkbox"/> <b>Master Alternative</b> Onsite Soil Evaluator

10. Applicant's Signature \_\_\_\_\_ Date 4-20-20



**Section B:** To be completed by the Verifier.

Verifier - This section is to be completed by the applicant's supervisor or an individual as required by the Board's regulations and stated in the License Application.

Complete items #11 through #24. Return it to the applicant for inclusion in his/her application package. Your prompt response is appreciated.

11. Verifier's Name \_\_\_\_\_  
Last First Middle Generation

12. Verifier's Relationship to Applicant:  
 Supervisor     Employer     Other: \_\_\_\_\_

13. Type of Business Waste Water Treatment

14. Current Position Not currently employed with

15. Mailing Address \_\_\_\_\_  
City State Zip Code CT

16. Position held in (or in relationship to) the company listed in Section A.4: Waste Water Installer Operator

17. Do you hold a current or expired license or certification in Virginia as a professional engineer, an authorized onsite soil chemist evaluator (certified by VDH prior to July 1, 2009), or any master onsite sewage system professional license?

No

Yes  If yes, complete the following table and list your license, certifications, or registration.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

18. Does the company listed in Section A.4 hold a valid or expired contractor's license with an SDS specialty issued by the Virginia Board for Contractors?

No

Yes  If yes, provide your license number and expiration date below:

VA License Number 

2	7								
---	---	--	--	--	--	--	--	--	--

 Expiration Date \_\_\_\_\_

19. Was the applicant employed during the time period indicated in Section A.7?

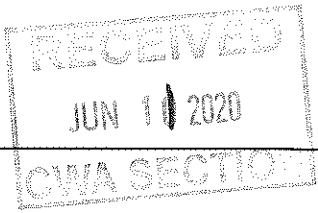
No  If no, clarify the dates: \_\_\_\_\_

Yes

20. To the best of your knowledge, did the applicant correctly describe his/her experience in Section A, question #8?

Yes

No  If no, provide a description of the type of work or project performed by the applicant and the complexity of his/her work:



21. Was the applicant employed full-time (35 hours or more per week)?  
No  If no, how many hours did the applicant work each week? \_\_\_\_\_  
Yes
22. In your judgment, has the applicant's work been of a satisfactory quality? Please write a brief statement about the applicant in regard to this question.  
No   
Yes

All work done in a timely + professional fashion

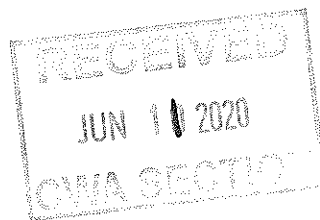
23. Additional Comments:

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

Certifying Verifier's Signature \_\_\_\_\_

Date 5-2-20

Section A, Question #8: Job Description (continues):





**Section B:** To be completed by the Verifier.

*Verifier - This section is to be completed by the applicant's supervisor or an individual as required by the Board's regulations and stated in the License Application.*

*Complete items #11 through #24. Return it to the applicant for inclusion in his/her application package. Your prompt response is appreciated.*

11. Verifier's Name \_\_\_\_\_  
Last First Middle Generation

12. Verifier's Relationship to Applicant:  
 Supervisor    Employer    Other: \_\_\_\_\_

13. Type of Business \_\_\_\_\_

14. Current Position \_\_\_\_\_

15. Mailing Address \_\_\_\_\_  
City State Zip Code

16. Position held in (or in relationship to) the company listed in Section A.4. \_\_\_\_\_

17. Do you hold a current or expired license or certification in Virginia as a professional engineer, an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), or any master onsite sewage system professional license?  
 No   
 Yes  If yes, complete the following table and list your license, certifications, or registration.

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

18. Does the company listed in Section A.4 hold a valid or expired contractor's license with an SDS specialty issued by the Virginia Board for Contractors?  
 No   
 Yes  If yes, provide your license number and expiration date below:

VA License Number 

2	7								
---	---	--	--	--	--	--	--	--	--

 Expiration Date \_\_\_\_\_

19. Was the applicant employed during the time period indicated in Section A.7?  
 No  If no, clarify the dates: \_\_\_\_\_  
 Yes

20. To the best of your knowledge, did the applicant correctly describe his/her experience in Section A, question #8?  
 Yes   
 No  If no, provide a description of the type of work or project performed by the applicant and the complexity of his/her work:

21. Was the applicant employed full-time (35 hours or more per week)?  
No  If no, how many hours did the applicant work each week? \_\_\_\_\_  
Yes
22. In your judgment, has the applicant's work been of a satisfactory quality? Please write a brief statement about the applicant in regard to this question.  
No   
Yes

23. Additional Comments:

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

Certifying Verifier's Signature \_\_\_\_\_ Date \_\_\_\_\_

Section A, Question #8: Job Description (continues):



Diatomaceous earth filtration coupled with:

- Aeration
- Disinfection
- Corrosion control
- Fluoridation

---

7. **Wastewater Facilities:**

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

Treatment Methods Used (check all that apply)

Natural treatment methods \*\*

Biological treatment methods consisting of:

- Suspended growth reactors
- Aerated lagoons
- Constructed wetlands
- Biological filters or other attached growth contractors
- Processes using biological nutrient control
- Processes utilizing land application

Advanced waste treatment methods consisting of:

- Ammonia stripping
- Breakpoint chlorination
- Carbon absorption
- Chemical coagulation
- Flocculation
- Precipitation
- Filtration
- Demineralization \*\*\*

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

\*\*\* Ion exchange, reverse osmosis or electrodialysis

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

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

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

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

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, Virginia 23233-1485  
 (804) 367-8510  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)



**Common Interest Community Board  
 EXPERIENCE VERIFICATION FORM**

**Instructions:**

This form is to be used to verify management services experience obtained by (i) the supervisory employee, officer, manager, owner, or principal (qualifying individual) of a common interest community management company license applicant or (ii) an applicant for certification as a principal or supervisory employee of a common interest community manager. Multiple forms may be used to verify the required amount of experience. An applicant may not verify his/her own experience.

**Applicant:** Complete items #1 through #8, then forward this form to the firm or association (named in #4) where the applicant provided management services.

**Verifier:** Complete items #9 through #17. Return the form to the applicant (for inclusion in their application package). Your prompt response is appreciated.

1. Applicant's Name \_\_\_\_\_  
Last First Middle Generation

2. Applicant's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

3. I am applying to be: **Check all that apply.**  
 The qualifying individual for a common interest community management company license applicant.  
 Name of Management Company \_\_\_\_\_

A certified principal or supervisory employee.

4. Firm/Association where experience was obtained \_\_\_\_\_

5. Firm/Association Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

6. Time period in which experience was obtained From (MM/YY) \_\_\_\_\_ To (MM/YY) \_\_\_\_\_

7. Indicate the management services you provided on behalf of the entity named in #4. **Check all that apply.**
- 1. Acting with the authority of an association in its business, legal, financial, or other transactions with association members and non-members
  - 2. Executing the resolutions and decisions of an association or, with the authority of the association, enforcing the rights of the association secured by statute, contract, covenant, rule, or bylaw
  - 3. Collecting, disbursing, or otherwise exercising dominion or control over money or other property belonging to an association
  - 4. Preparing budgets, financial statements, or other financial reports for an association
  - 5. Arranging, conducting, or coordinating meetings of an association or the governing body of an association
  - 6. Negotiating contracts or otherwise coordinating or arranging for services or the purchase of property and goods for or on behalf of an association
  - 7. Offering or soliciting to perform any of the above acts or services on behalf of the association

8. Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Verifier should go to page 2 to complete questions #9 through #17.**



9. Verifier's Name \_\_\_\_\_

10. Relationship to applicant     Supervisor             Employer             Client  
    Other (describe) \_\_\_\_\_

11. Describe the type of firm/association named in #4.  
 CIC Management Firm     Association     Real Estate Firm     Other \_\_\_\_\_

12. Verifier's position held in (or relationship to) the firm/association identified in #4 \_\_\_\_\_

13. Are the dates entered by the applicant in #6 (in which management services experience was obtained) correct?  
Yes   
No  If no, please explain.

14. Are the areas of practice selected by the applicant in #7 correct?  
Yes   
No  If no, please explain.

15. Additional comments

16. Please indicate the best method(s) to contact you should the Board have any questions regarding the information contained in this form.

Phone \_\_\_\_\_

Email \_\_\_\_\_

Mail \_\_\_\_\_

17. Verifier's Signature \_\_\_\_\_ Date \_\_\_\_\_



**Board for Hearing Aid Specialists and Opticians**  
**HEARING AID SPECIALIST TRAINING & EXPERIENCE FORM**  
**No Fee Required**

In accordance with Section 18VAC80-20-40.C. of the Board for Hearing Aid Specialists and Opticians Regulations, the licensed sponsor shall provide training and shall ensure that the temporary permit holder under his/her supervision gains experience that covers the following subjects as they pertain to hearing aid fitting and the sale of hearing aids, accessories and services.

**Instructions: for each subject, the sponsor should initial and enter the date completed.**

Name of Temporary Permit Holder \_\_\_\_\_

Temporary Permit Number 

2	1	0	2						
---	---	---	---	--	--	--	--	--	--

Name of Temporary Permit Holder Sponsor \_\_\_\_\_

Temporary Permit Number 

2	1	0	1						
---	---	---	---	--	--	--	--	--	--

		Date	Sponsor's Initials
1.	Basic physics of sound		
2.	Basic maintenance & repair of hearing aids		
3.	The anatomy and physiology of the ear		
4.	Introduction to psychological aspects of hearing loss		
5.	The function of hearing aids & amplification		
6.	Visible disorders of the ear requiring medical referrals		
7.	Practical tests utilized for selection or modification of hearing aids		
8.	Pure tone audiometry, including air conduction, bone conduction & related tests		
9.	Live voice or recorded voice speech audiometry, including speech reception testing & speech discrimination testing.		
10.	Masking when indicated		
11.	Recording & evaluating audiograms & speech audiometry to determine the proper selection & adaptation of hearing aids		
12.	Taking earmold impressions		
13.	Proper earmold selection		
14.	Adequate instruction in proper hearing aid orientation		
15.	Necessity of proper procedures in after-fitting checkup		
16.	Availability of social service resources & other special resources for the hearing impaired		
17.	Joint review of Board for Hearing Aid Specialists and Opticians Regulations		

\_\_\_\_\_  
 Signature of Temporary Permit Holder \_\_\_\_\_ Date \_\_\_\_\_ Contact Number

\_\_\_\_\_  
 Signature of Temporary Permit Holder Sponsor \_\_\_\_\_ Date \_\_\_\_\_ Contact Number

**Board for Architects, Professional Engineers, Land Surveyors,  
 Certified Interior Designers and Landscape Architects  
 ARCHITECT - EXPERIENCE VERIFICATION FORM**

**Instructions**

*Applicant:* Complete items #1 through #12, then forward this form to the firm named in question #4.  
*Verifier:* Complete items #13 through #26. Enclose the form and one copy in a sealed envelope with your signature across the sealed flap. Return it to the applicant for inclusion in their application package, or mail it directly to the Board at the address listed above. Your prompt response is appreciated.

- Applicant's Name \_\_\_\_\_  
 Last First Middle Generation
- Provide **one** of the following identification numbers.  
 Social Security Number or  Virginia DMV Control Number \*  -  -   
 \* 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.
- Mailing Address \_\_\_\_\_  
 City State Zip Code
- Employer (firm where experience was obtained) \_\_\_\_\_
- Employer's Mailing Address \_\_\_\_\_  
 City State Zip Code

6. DATES OF EMPLOYMENT			7. LENGTH OF TIME		8. STATUS (check one)				9. INDICATE % OF TIME SPENT IN EACH PRACTICE CATEGORY (IDP applicants must complete IDP training report instead of this form.)																
FROM			TO			FULL-TIME ✓	PART-TIME (Less than 35 hours per week) HOURS PER WEEK	PARTNER	CORP. DIRECTOR	EMPLOYEE	OTHER (EXPLAIN)	PROGRAMMING	SITE & ENVIRONMENTAL ANALYSIS	SCHEMATIC DESIGN	CONSTRUCTION COST ANALYSIS	CODE RESEARCH	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	SPECS & MATERIALS RESEARCH	DOC. CHECKING & COORDINATION	BIDDING PROCEDURES	CONSTRUCTION PHASE - OFFICE	CONSTRUCTION PHASE - OBSERVATION	PROJECT MANAGEMENT	OFFICE MANAGEMENT
MM	DD	YY	MM	DD	YY																				
						<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															
						<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>															

- Check **all** services performed by the firm:  
 Architecture  Planning  Military/Government Design Facility  
 Engineering  Interior Design/Contract Interiors  Corporate Facilities Development  
 Real Estate Development  Construction Management  Other \_\_\_\_\_
- Indicate your supervisor's position within the firm:  
 Registered Architect  Landscape Architect  Planner  
 Professional Engineer  Interior Designer  Other \_\_\_\_\_
- Applicant's authorization and release - **This release must be signed before forwarding form to the experience verifier.**  
 I hereby authorize the Virginia Board to make inquiries of the verifier listed on this application with respect to my background and character. I invite full and complete responses to all inquiries. I release said person from any and all claims, including claims for libel and slander, which may arise out of the communication of any information to the Virginia Board.

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

Questions #13 through #26 should be completed by the applicant's employer or associate who qualifies as being the person in responsible charge under whose supervision the applicant is claiming credit for work experience.

13. Verifier's Name \_\_\_\_\_  
Last First Middle Generation

14. Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

15. Current Employer \_\_\_\_\_

16. Employer's Address \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

17. Current Position \_\_\_\_\_

18. Do you hold any of the following licenses? Check **all** that apply.  
 Architect State \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Professional Engineer State \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_  
 Other \_\_\_\_\_ State \_\_\_\_\_ License No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

19. Position held in (or relationship to) the firm listed in question #4 \_\_\_\_\_

20. Are the dates of employment shown in question #6 correct?  
 Yes   
 No  If no, clarify: \_\_\_\_\_

21. Have you directly supervised the applicant for the entire period of time listed in question #6?  
 Yes   
 No  If no, what is your professional relationship to the applicant? \_\_\_\_\_  
 How did you obtain knowledge of the applicant's professional experience?  
 \_\_\_\_\_

22. Are the experiences shown by the applicant in question #9 correct?  
 Yes   
 No  If no, please explain.  
 \_\_\_\_\_

23. Are the services performed by the firm in question #10 correct?  
 Yes   
 No  If no, please explain.  
 \_\_\_\_\_

24. Indicate your assessment of the applicant's professional conduct and current technical competence in the following chart. If you select an "Unsatisfactory" rating, please submit a letter of explanation with this form.

	EXCELLENT	SATISFACTORY	MARGINAL	UNSATISFACTORY	NOT QUALIFIED TO ANSWER
Technical Competence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Conduct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

25. Additional Comments:  
 \_\_\_\_\_

26. Signature \_\_\_\_\_ Date \_\_\_\_\_

## OSSP Licensing Requirements – Surrounding States (TN, WV, NC, PA)

Agency(ies)	Design	Installation	Operation & Maintenance	Notes/Miscellaneous
<b>West Virginia</b>				
Department of Health & Human Services   Public Health Sanitation Division   On-Site Sewage Program   <a href="https://www.wvdhhr.org/phs/sewage/index.asp">https://www.wvdhhr.org/phs/sewage/index.asp</a>   <a href="http://www.wvdhhr.org/phs/manual/Wastewater/index.asp">http://www.wvdhhr.org/phs/manual/Wastewater/index.asp</a>	<ul style="list-style-type: none"> <li>• Appears that local “sanitarian” performs site evaluation for conventional systems                             <ul style="list-style-type: none"> <li>○ State Board of Sanitarians</li> <li>○ Requires 300 hours environmental health training</li> <li>○ 15 hours CPE/year</li> </ul> </li> <li>• System must be inspected after installation</li> <li>• No one designated as to who can design                             <ul style="list-style-type: none"> <li>○ Design standards must be met</li> <li>○ LHD/Sanitarian reviews and approves</li> </ul> </li> </ul>	“Class 1 and Class 2 Sewage System Installer” <ul style="list-style-type: none"> <li>• Permit Required                             <ul style="list-style-type: none"> <li>○ Training Class</li> <li>○ Written Exam Administered at Central/District Offices</li> <li>○ Must be Class 1 first</li> </ul> </li> <li>• Permit issued for 5 years</li> <li>• Homeowner’s Exam administered by LHD</li> </ul>	“Septic Tank Cleaning Permit” <ul style="list-style-type: none"> <li>○ Issued to company</li> <li>○ Issued by locality</li> <li>○ Good for 6 months</li> <li>○ Renewable</li> </ul>	<p><b>Conventional systems</b> include gravel and pipe, gravel-less pipe, and chamber systems. <i>Non-conventional systems include home aeration systems, low pressure dosing systems, holding tanks and recirculating sand filters. These alternative systems are used when a conventional system has failed and cannot be repaired by conventional means, or when soil conditions are extremely poor.</i></p> <p><b>Alternative systems</b> [also referred to as “nonconventional”] may be considered for new construction only if the lot is two acres or larger in size.</p> <p>The on-site sewage program also issues permits for residential waste water systems with surface water discharge which are 600 gallons/ day or less and which qualify for a <a href="#">West Virginia Department of Environmental Protection N.P.D.E.S. permit.</a></p>
<b>Tennessee</b>				
Department of Environment & Conservation   Division of Water Resources   <a href="https://www.tn.gov/environment/">https://www.tn.gov/environment/</a>	<ul style="list-style-type: none"> <li>• Permit submitted to LHD with soils map by soil scientist</li> </ul>	“Subsurface Disposal System Installer” <ul style="list-style-type: none"> <li>• Exam Required</li> </ul>	“Septic Tank Pumping Contractor”	<p><b>Conventional Subsurface Sewage Disposal System</b> means a system that pretreats sewage by use of a septic tank and</p>

Agency(ies)	Design	Installation	Operation & Maintenance	Notes/Miscellaneous
<a href="http://www.tn.gov/environment/program-areas/wr-water-resources/septic-decentralized-systems/wr-sds-active-installers-pumpers.html">program-areas/wr-water-resources/septic-decentralized-systems/wr-sds-active-installers-pumpers.html</a>   <a href="https://www.tn.gov/environment/permit-permits/water-permits1/septic-systems-permits/ssp/permit-water-septic-system-related-permits.html">https://www.tn.gov/environment/permit-permits/water-permits1/septic-systems-permits/ssp/permit-water-septic-system-related-permits.html</a>   <a href="http://onsite.tennessee.edu/1200-01-06.pdf">http://onsite.tennessee.edu/1200-01-06.pdf</a>	<ul style="list-style-type: none"> <li>○ Large conventional systems or alternative systems</li> <li>● Regulations contain conventional design requirements for permit</li> <li>● No apparent designation for who can design systems</li> </ul>	<ul style="list-style-type: none"> <li>● Permit Required to Install</li> <li>● Homeowner can do installation on his own property</li> <li>● Must install under supervision of person designated by Department</li> <li>● Annual Renewal</li> </ul>	<ul style="list-style-type: none"> <li>● Permit Required <ul style="list-style-type: none"> <li>○ Truck Inspection</li> </ul> </li> <li>● Annual Renewal</li> </ul>	<i>applies effluent to the soil as described in Rule 1200-1-6-.06. <b>Alternative/ Experimental Methods of Disposal</b> means a subsurface sewage disposal system, the construction, installation and operation of which varies from that of a conventional subsurface sewage disposal system.</i>

North Carolina				
Department of Health & Human Services   North Carolina Public Health   Environmental Health Section   On-Site Water Protection Branch   <a href="https://ehs.ncpublichealth.com/oswp/resources.htm">https://ehs.ncpublichealth.com/oswp/resources.htm</a>   <a href="https://ehs.ncpublichealth.com/oswp/accreditation.htm">https://ehs.ncpublichealth.com/oswp/accreditation.htm</a>   <a href="https://ehs.ncpublichealth.com/oet/docs/cit/oswpmo/Chapter-5-OSWW-GuidanceManual.pdf">https://ehs.ncpublichealth.com/oet/docs/cit/oswpmo/Chapter-5-OSWW-GuidanceManual.pdf</a>	Soil and site evaluation must be performed by soil scientist or geologist, when applicable  <b>Registered Environmental Health Specialist</b> <ul style="list-style-type: none"> <li>● Requires internship, training, experience, exam <ul style="list-style-type: none"> <li>● Regulated through North Carolina State Board of Health</li> </ul> </li> </ul>	North Carolina Onsite Wastewater Contractor Inspector Certification Board certifies installers and inspectors <ul style="list-style-type: none"> <li>● 18 hour intro course + credit hours based on Grade level</li> <li>● Grades I (lowest) to IV (highest)<sup>1</sup></li> </ul>	Permit required <ul style="list-style-type: none"> <li>● Permit issued to trucks based on disposal method</li> <li>● System owners must name certified operator</li> </ul>	On-site Water Protection Branch reviews/evaluate LHD <ul style="list-style-type: none"> <li>● If approved, issues “accreditation”</li> </ul> <i><b>Conventional systems and types of other systems are:</b>  PPBPS - Prefabricated permeable block panel system; Subsurface Drip Irrigation; and</i>

<sup>1</sup>

Level	Description of Activities
I	Single Septic Tank, Conventional (Gravel) Gravity System
II	Grade I, plus: Multiple tanks, Grease Traps, Single Pump or Single Siphon, Fill Systems, Sand Lined Trench, and any approved gravity or single pump dispersal system not specified in Grade Level III or Grade Level IV
III	Grade II, plus: Dual pumps or Dual Siphons, Systems of >1500 gpd to <3000 gpd, Low-Pressure Dispersal, Flow Equalization, and any system requiring ground water lowering with a pump

Agency(ies)	Design	Installation	Operation & Maintenance	Notes/Miscellaneous
<p>North Carolina Onsite Wastewater Contractor Inspector Certification Board   <a href="https://ncowcib.info/">https://ncowcib.info/</a></p> <p>North Carolina State Board of Health Specialist Examiners   <a href="https://ncrehs.com/">https://ncrehs.com/</a></p>	<p>Specialist Examiners (<a href="https://ncrehs.com/">https://ncrehs.com/</a>)</p> <ul style="list-style-type: none"> <li>Requires 15 hours CE to renew</li> </ul>	<ul style="list-style-type: none"> <li>Grades III and IV required exam</li> <li>3-6 hours CE for renewal (based on grade)</li> <li>Renewal is annual</li> </ul> <p>Homeowner can install certain systems on his own residence</p>		<p><i>Low Pressure Pipe</i></p>

## Pennsylvania

<p>Department of Environmental Protection   Bureau of Clean Water   Wastewater Management   Onlot Disposal Program   <a href="https://www.dep.pa.gov/Business/Water/CleanWater/WastewaterMgmt/Act537/OnlotDisposal/Pages/default.aspx">https://www.dep.pa.gov/Business/Water/CleanWater/WastewaterMgmt/Act537/OnlotDisposal/Pages/default.aspx</a></p>	<p>Local government approves design permits through <b>Sewage Enforcement Officer (SEO):</b></p> <ul style="list-style-type: none"> <li>Certification program administered by state DEP</li> <li>Precertification soils course</li> <li>Precertification Academy</li> <li>2 year certification</li> <li>15 hours CEU required</li> <li>SEO must approve design and installation</li> </ul>	<ul style="list-style-type: none"> <li>Designer inspects installation</li> <li>DEP advises to “hire reputable contractor” for installation</li> </ul>	<ul style="list-style-type: none"> <li>System owner responsible for O&amp;M</li> <li>System owner must identify person responsible for design and scheduled maintenance of alternate systems</li> </ul>	<p><b>Conventional onlot systems:</b></p> <ul style="list-style-type: none"> <li><i>in-ground trench</i></li> <li><i>in-ground seepage beds</i></li> <li><i>subsurface sand filters</i></li> <li><i>elevated sand mounds</i></li> <li><i>spray irrigation</i></li> </ul> <p><b>Alternate Systems:</b></p> <ul style="list-style-type: none"> <li><i>elevated sand mound bed on slopes between 12 and 15 percent</i></li> <li><i>non-infiltration, evapotranspiration bed contained within a greenhouse</i></li> <li><i>separation of blackwater/ greywater sewage flows</i></li> </ul>
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IV	<p>Grade III, plus: Systems &gt;3000 gpd, Multiple Off-Site Systems, Industrial Process Wastewater, Residential Wastewater Treatment Systems(RWTS), TS-I and TS-II System, Drip Dispersal Systems, and Wastewater Reuse Systems or any Pretreatment Component.</p>
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Agency(ies)	Design	Installation	Operation & Maintenance	Notes/Miscellaneous
				<ul style="list-style-type: none"> <li>• <i>flow equalization (commercial only)</i></li> <li>• <i>subsurface sand filter (trenches)</i></li> <li>• <i>shallow absorption area with pressure distribution</i></li> <li>• <i>peat based filter systems</i></li> <li>• <i>leaching chambers</i></li> <li>• <i>at-grade bed systems</i></li> <li>• <i>the A/B soil system</i></li> <li>• <i>various recirculating sand filters</i></li> </ul>

NOTE: **Maryland Department of the Environment** site was not available for access during this research. Appears that **installers** are certified at the county level, but not in all counties. “At-grade installer” certification requires training and an exam. “Best Available Technology” (BAT) systems include a certification for **O&M service providers**.



# **OVERVIEW OF NEW SDS SPECIALTIES**

**DISCUSSION ON**  
**RECIPROCITY/OUT-OF-STATE**  
**EXPERIENCE VERIFICATION**

# **REVIEW CURRENT** **APPLICATION PROCESSES**

- i. Qualifications for Master Designation
- ii. SDS and Highway/Heavy as Entry Requirements

## OSSP CPE Audit Stats

2017	5%				
Onsite Soil Evaluator	4				
<i>Conventional 2</i>					
<i>Alternative 2</i>					
Onsite Sewage System Operator	8				
<i>Conventional 3</i>					
<i>Alternative 5</i>					
Onsite Sewage System Installer	18				
<i>Conventional 10</i>					
<i>Alternative 8</i>					
Total Audited:	<b>30</b>	Total Passed:	<b>24</b>	Surrendered:	<b>1</b>
		Forwarded for Disciplinary Action:	<b>5</b>		

2018	5%				
Onsite Soil Evaluator	15				
Onsite Sewage System Operator	5				
Onsite Sewage System Installer	11				
Total Audited:	<b>31</b>	Total Passed:	<b>26</b>	Surrendered:	<b>1</b>
		Forwarded for Disciplinary Action:	<b>4</b>		

2020	5%				
Onsite Soil Evaluator	7				
<i>Conventional 1</i>					
<i>Alternative 6</i>					
Onsite Sewage System Operator	8				
<i>Conventional 2</i>					
<i>Alternative 6</i>					
Onsite Sewage System Installer	16				
<i>Conventional 7</i>					
<i>Alternative 9</i>					
Total Audited:	<b>31</b>	Total Passed:	<b>29</b>	Surrendered:	<b>1</b>
		Forwarded for Disciplinary Action:	<b>1</b>		

# **OTHER BUSINESS**

**COMPLETE CONFLICT OF INTEREST**  
**FORMS AND**  
**TRAVEL VOUCHERS**

# **ADJOURN**

**Please return your document folders to Tanya Pettus.**