

**VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE
SEWAGE SYSTEM PROFESSIONALS
EXAMINATION EXPLORATORY COMMITTEE MEETING MINUTES**

The Examination Exploratory Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on March 8, 2016, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members of the Committee were present:

Mark Anderson
John Ewing
Thomas Fore, Chair
D. Perry Greene
Jason Spicer
D. Wayne Staples
Jack Vanderland

The following staff members were present for all or part of the meeting:

Trisha L. Henshaw, Executive Director
Kristin Marie Clay, Board Administrator
Shannon Webster, Director of Examinations
Tanya M. Pettus, Administrative Assistant

Mr. Fore, Chair, called the meeting to order at 10:03 a.m.

Call to Order

Ms. Henshaw advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Staples moved to approve the agenda as presented. Mr. Greene seconded the motion which was unanimously approved by: Anderson, Ewing, Fore, Greene, Spicer, Staples, and Vanderland.

Approval of Agenda

There were no members of the public present for comment.

**Public Comment
Period**

Ms. Clay provided an overview of the resources and information provided for consideration when determining any changes to the current Board examination options and implementation.

**Overview of
Resources and
Information**

The Committee members discussed topics that should be priorities in considering exam options:

**Discussion on
Examination and
Certification Options**

- Reciprocity with other states;
- Examination implementation and the options for administering examinations; and
- State specific examination questions and standardized testing.

After discussion, the Committee agreed by consensus to recommend to the Board consideration of a closed book exam to align Virginia with other states in the region, and proceed with implementing a national exam in order to offer reciprocity.

The Board recessed from 10:55 a.m. to 11:08 a.m.

Recess

The Committee continued discussion on prospective national examination and certification options and the differences in license classes.

**Discussion on
Examination and
Certification Options**

Discussion was held on the Association of Boards of Certification's Professional Operator certification as a method of entry to become licensed in Virginia.

Discussion was held on the use of manuals by exam candidates during the examination period.

Ms. Henshaw provided information on very small water systems. Discussion was held on licensing for onsite sewage system installers.

The Board recessed for lunch from 11:43 a.m. to 12:11 p.m.

Recess

The Committee continued discussion on licensing for onsite sewage system installers. After discussion, the Committee agreed by consensus to recommend that the Board continue using the state-specific exam as there do not appear to be viable national exam options for onsite installers, operators, or soil evaluators. The Committee further recommended that future exam reviews consider the criteria found in the Association of Boards of Certification's *Very Small Water Systems* examination.

**Discussion on
Examination and
Certification Options**

Ms. Henshaw advised the Committee of the regulatory impact of the amendments to the examination process should the Board approve the Committee's recommendations. Ms. Henshaw advised minor revisions to the current regulations may be necessary to recognize Professional

**Discussion on
Regulatory Impact**

Operator certification as an entry method. Any regulation revisions would need to be effective January 1, 2018 should the Board go forward with the Committee's recommendations.

Ms. Henshaw gave an overview of the information and Committee recommendations agreed to at the meeting and to be presented to the Board.

Ms. Henshaw reminded Committee members who also sit on the Board to complete conflict of interest forms and travel vouchers.

**Conflict of Interest
Forms and Travel
Vouchers**

There being no further business, the meeting was adjourned at 12:36 p.m.

Adjourn

D. Perry Greene, Chair

Jay W. DeBoer, Secretary