

**BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS
AND ONSITE SEWAGE SYSTEM PROFESSIONALS**

Tentative **AGENDA THURSDAY, APRIL 20, 2023
10:00 A.M.**

**VIRGINIA TECH RICHMOND CENTER
2810 N. PARHAM ROAD, SUITE 300
RICHMOND, VIRGINIA 23294**

I. CALL TO ORDER

II. EMERGENCY EVACUATION PROCEDURES

III. APPROVAL OF AGENDA

- a. Board Agenda, April 20, 2023

IV. APPROVAL OF MINUTES

- a. Education and Training Committee Minutes, January 25, 2023
- b. Board Meeting Minutes, January 26, 2023
- c. WWWO Examination Task Force Minutes, February 2, 2023
- d. OSSP Regulatory Review Committee Minutes, February 10, 2023

V. PUBLIC COMMENT PERIOD - Five-minute public comment, per person, on those items not included on the agenda with the exception of any open disciplinary files.

VI. CASE FILES

- a. File Number 2023-00362, John Christian Pruitt
Prima Facie— Brockwell
- b. File Number 2023-00741, James W. Morris
Licensing— IFF by Erica Duncan
- c. File Number 2023-01224, William Joseph Balzer
Licensing— IFF by Erica Duncan
- d. File Number 2023-01084, Scott Aaron Dunn
Licensing— IFF by Jackson-Bailey
- e. File Number 2023-01443, Paul Richard McCready
Licensing— IFF by Jackson-Bailey
- f. File Number 2023-01466, Paul Richard McCready
Licensing— IFF by Jackson-Bailey
- g. File Number 2023-01356, Colette Althea Battle
Licensing— IFF by Jackson-Bailey
- h. File Number 2023-01445, William Jackson Mayhue
Licensing— IFF by Jackson-Bailey

VII. REGULATORY ACTIONS

- a. Regulatory Action Update

- b. Consider Committee Recommendations for Amendment of the OSSP Licensing Regulations and Adopt Proposed Regulations
- c. Consider Universal Licensing Recognition Regulatory Amendment and Authorize Regulatory Process

VIII. OTHER BUSINESS

- a. Examination updates
 - i. Examination Statistics Report
- b. Update on Education and Training Committee
 - i. Office of Water Programs at Sacramento State
 - i. 703A-Water Distribution: Safety
 - ii. 703B-Water Distribution: Distribution Facilities
 - iii. 703C-Water Distribution: Disinfection
 - iv. 703D-Water Distribution: Operation and Maintenance
 - v. 703E-Water Distribution: Management
 - vi. CE39-Advanced Waste Treatment-Wastewater Specialist Program
 - vii. Collection Systems: Methods for Evaluating and Improving Performance
 - viii. 104C-Math Application in Wastewater
 - ix. 101C-Math Application in Collection Systems
 - x. Membrane Bioreactors
 - xi. Collection System Operation & Maintenance Training Videos
 - xii. Pretreatment Facility Inspection Training Videos
 - xiii. CE38A-Operation of Wastewater Treatment Plants Vol. I-Wastewater Specialist Program
 - xiv. CE38B-Operation of Wastewater Treatment Plants Vol. II-Wastewater Specialist Program
- c. Update on WWWO Examination Task Force
- d. 2023 Legislative Update
- e. Board Financial Statement
- f. Update on Outreach Opportunities
- g. Other Business

IX. FUTURE MEETING DATES

- a. July 27, 2023
- b. October 19, 2023

X. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL VOUCHERS

XI. ADJOURN

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

** Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the *Code of Virginia*.

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.

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

The Education and Training Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on January 25, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia 23233.

The following members of the Committee were present:

John Ewing, Chair
Thomas Wayne Fore
D. Wayne Staples

Committee members Rosa-Lee Cooke and Barry Matthews were not present at the meeting.

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

Tanya M. Pettus, Board Administrator
Raven Custer, Administrative Coordinator

Mr. Ewing called the meeting to order at 3:01 p.m.

Call to Order

Ms. Pettus advised the Committee of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

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

Approval of Agenda

There were no members of the public present for comment.

**Public Comment
Period**

The Committee reviewed for approval the *Operation of Wastewater Treatment Plants Vol2B-Solids Management and Plant Maintenance* training course application from Office of Water Programs at Sacramento State. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4 training credits, and 40.4 contact hours, applicable to wastewater works operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.65 training credits, and 14.4 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

**Review of Office of
Water Programs at
Sacramento State
Course Applications**

The Committee reviewed for approval the *Operations of Wastewater Treatment Plants Vol2A-Treatment Plants and Tertiary Treatments* training course application from Office of Water Programs at Sacramento State. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 3.5 training credits, and 35.5 contact hours, applicable to wastewater works operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.8 training credits, and 28.9 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Advanced Water Treatment* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4.2 training credits, and 42.78 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

**Review of American
Water College
Course Applications**

The Committee reviewed for approval the *Applied Chemistry* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 2.9 training credits, and 29.75 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.9 training credits, and 29.75 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Applied Hydraulics* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 2.0 training credits, and 20.25 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.0 training credits, and 20.25 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was

unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Distribution System Review (4hr.)*, *Distribution System Review (8hr.)*, *Distribution System Review (12hr.)*, *Distribution System Review (16hr.)* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the respective courses as follows:

- Distribution System Review (4hr.), for a total of 0.4 training credits and 4 contact hours, applicable to waterworks operators, and 0.2 training credits and 2 contact hours applicable to wastewater works operators and onsite sewage system operators;
- Distribution System Review (8hr.), for a total of 0.8 training credits and 8 contact hours, applicable to waterworks operators, and 0.4 training credits and 4 contact hours applicable to wastewater works operators and onsite sewage system operators;
- Distribution System Review (12hr.), for a total of 1.2 training credits and 12 contact hours, applicable to waterworks operators, and 0.6 training credits and 6 contact hours applicable to wastewater works operators and onsite sewage system operators; and,
- Distribution System Review (16hr.), for a total of 1.6 training credits and 16 contact hours, applicable to waterworks operators, and 0.8 training credits, and 8 contact hours applicable to wastewater works operators and onsite sewage system operators.

Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Electricity for the Water Industry* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 1.3 training credits, and 13.5 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Fore then moved to recommend Board-approval of the course application, for a total of 1.3. training credits, and 13.5 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Introduction to Water Treatment* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4.3 training credits, and 43.25 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *VA Wastewater Operator Exam Preparation Class 1, VA Wastewater Operator Exam Preparation Class 2, VA Wastewater Operator Exam Preparation Class 3, VA Wastewater Operator Exam Preparation Class 4* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the respective courses as follows:

- VA Wastewater Operator Exam Preparation Class 1, for a total of 5.8 training credits, and 58.25 contact hours, applicable to wastewater works operators;
- VA Wastewater Operator Exam Preparation Class 2, for a total of 5.5 training credits, and 55.57 contact hours, applicable to wastewater works operators;
- VA Wastewater Operator Exam Preparation Class 3, for a total of 4.9 training credits, and 49 contact hours, applicable to wastewater works operators; and,
- VA Wastewater Operator Exam Preparation Class 4, for a total of 3.5 training credits, and 35.75 contact hours, applicable to wastewater works operators.

Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Fore then moved to recommend Board-approval of the respective courses for credit applicable to onsite sewage system operators as follows:

- VA Wastewater Operator Exam Preparation Class 1 for a total of 5.8 training credits, and 58.2 contact hours,;
- VA Wastewater Operator Exam Preparation Class 2 for a total of 5.5 training credits, and 55.57 contact hours,;
- VA Wastewater Operator Exam Preparation Class 3 for a total of 4.9 training credits, and 49 contact hours; and,
- VA Wastewater Operator Exam Preparation Class 4, for a total of 3.5 training credits, and 35.75 contact hours.

Mr. Staples seconded the motion which was unanimously approved by:

Ewing, Fore, and Staples.

The Committee reviewed for approval the *Wastewater Treatment Review (4hr)*, *Treatment Review (12hr)*, *Treatment Review (21hr)* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the respective courses as follows:

- Wastewater Treatment Review (4hr), for a total of 0.4 training credits, and 4 contact hours, applicable to wastewater works operators;
- Wastewater Treatment Review (12hr), for a total of 1.2 training credits, and 12 contact hours, applicable to wastewater works operators; and,
- Wastewater Treatment Review (21hr), for a total of 2.1 training credits, and 21 contact hours, applicable to wastewater works operators.

Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Fore then moved to recommend Board-approval of the respective courses for credit applicable to onsite sewage system operators as follows:

- Wastewater Treatment Review (4hr), for a total of 0.4 training credits, and 4 contact hours;
- Wastewater Treatment Review (12hr), for a total of 1.2 training credits, and 12 contact hours, and;
- Wastewater Treatment Review (21hr), for a total of 2.1 training credits, and 21 contact hours.

Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Quality* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4.1 training credits, and 41.25 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 3.5. training credits, and 35 contact hours, applicable to wastewater works operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Sources* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 2.0 training credits, and 20.75 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 1.0 training credits, and 10.37 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Transmission & Distribution I and Water Transmission & Distribution II* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the Water Transmission & Distribution I course application, for a total of 4.8 training credits, and 48 contact hours, applicable to waterworks operators, and Water Transmission & Distribution II course application, for a total of 4.8 training credits, and 48 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Staples then moved to recommend Board-approval of the Water Transmission & Distribution I course application, for a total of 2.0 training credits, and 20 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Staples moved to recommend Board-approval of the Water Transmission & Distribution II course application, for a total of 1.4 training credits, and 14 contact hours, applicable to onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Treatment Math* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 3.6 training credits, and 36 contact hours, applicable to waterworks operators, wastewater works operators, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing,

Fore, and Staples

The Committee reviewed for approval the *Water Treatment Review (4hr)*, *Water Treatment Review (8hr)*, *Water Treatment Review (12hr)*, and *Water Treatment Review 16hr*) training course applications from American Water College. After review and discussion, Mr. Fore moved to recommend Board-approval of the respective courses as follows:

- Water Treatment Review (4hr), for a total of 0.4 training credits, and 4 contact hours, applicable to waterworks operators, and 0.2 training credits and 2 contact hours applicable to wastewater works operators;
- Water Treatment Review (8hr), for a total of 0.8 training credits, and 8 contact hours, applicable to waterworks operators, and 0.4 training credits and 4 contact hours applicable to wastewater works operators;
- Water Treatment Review (12hr), for a total of 1.2 training credits, and 12 contact hours, applicable to waterworks operators and 0.6 training credits and 6 contact hours applicable to wastewater works operators; and,
- Water Treatment Review (16hr), for a total of 1.6 training credits, and 16 contact hours, applicable to waterworks operators, and 0.8 training credits and 8 contact hours applicable to wastewater works operators.

Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *VA Waterworks Operator Exam Preparation Class 1*, *VA Waterworks Operator Exam Preparation Class 2*, *VA Waterworks Operator Exam Preparation Class 3*, and *VA Waterworks Operator Exam Preparation Class 4* training course applications from American Water College. After review and discussion, Mr. Fore moved to recommend Board-approval of the respective courses as follows:

- VA Waterworks Operator Exam Preparation Class 1, for a total of 3.9 training credits, and 39 contact hours, applicable to waterworks operators, and 1.9 training credits and 19.64 contact hours applicable to wastewater works operators and onsite sewage system operators;
- VA Waterworks Operator Exam Preparation Class 2, for a total of 3.6 training credits, and 36.5 contact hours, applicable to waterworks operators, and 1.8 training credits and 18.25 contact hours applicable to wastewater works operators and

onsite sewage system operators;

- VA Waterworks Operator Exam Preparation Class 3, for a total of 3.5 training credits, and 35.75 contact hours, applicable to waterworks operators, and 1.7 training credits and 17.87 contact hours applicable to wastewater works operators and onsite sewage system operators; and,
- VA Waterworks Operator Exam Preparation Class 4, for a total of 3.3 training credits, and 33.75 contact hours, applicable to waterworks operators and 1.6 training credits and 16.87 contact hours applicable to wastewater works operators and onsite sewage system operators.

Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee discussed the upcoming WWWO Examinations Task Force meeting on February 10, 2023. Ms. Pettus advised that given the exam and training topics to be reviewed by the task force, the Committee could meet to review the current Board-approved training course list. The Committee agreed by consensus that Ms. Pettus will work with the Committee Chair to determine possible dates for a review of currently approved training courses.

Other Business

There being no further business, the meeting was adjourned at 4:15 p.m.

Adjourn

Pamela M. Pruett, Chair

Demetrios J. Melis, Secretary

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

DRAFT

**BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE
SYSTEM PROFESSIONALS**

MINUTES OF MEETING

The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on January 26, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia 23233.

The following members of the Board were present:

James N. Brockwell
Erica Duncan
W. Jordan Evans
John Ewing
Thomas Wayne Fore, Vice Chair
Pamela M. Pruett, Chair
Don Riggleman
D. Wayne Staples
Caleb Taylor

Board members Rosa-Lee Cooke and Dwayne Roadcap were not present at the meeting.

DPOR staff present for all or part of the meeting included:

Trisha L. Lindsey, Executive Director
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director
Tanya M. Pettus, Board Administrator
Raven Custer, Administrative Coordinator

Joshua Laws from the Office of the Attorney General was present at the meeting.

Ms. Pruett, Chair, finding a quorum of the Board present, called the meeting to order at 9:38 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

Ms. Lindsey requested the Board amend the agenda to move “Update on WWW Exam Advisory Task Force” under Regulatory Actions discussions. Mr. Fore moved to approve the agenda as amended. Mr. Staples seconded the motion

**Approval of
Agenda**

which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Staples, and Taylor.

Mr. Fore moved to approve the minutes of the October 27, 2022, Education & Training Committee meeting. Mr. Staples seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Staples, and Taylor.

Approval of Minutes

Ms. Duncan advised of a correction to be made to the minutes of the October 27, 2022, Board meeting and moved to approve the minutes as amended. Mr. Fore seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Staples, and Taylor.

Charles Phillips, a licensed Class 1 Wastewater Works Operator, addressed the Board regarding his concerns with the operator examination and the lack of relevant references and study materials available for exam candidates.

Public Comment Period

Mr. Riggleman arrived at the Board meeting at 9:42 a.m.

Arrival of Board Member

In the matter of **File Number 2023-00522, Robert Henry Smallwood, III**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

File Number 2023-00522, Robert Henry Smallwood, III

Mr. Smallwood was present to address the Board and explained his years of experience and work history.

Robert Henry Smallwood, Jr. was also present to address the Board and provided further information as to the applicant's work history and experience.

After discussion, Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Smallwood's application for a Journeyman Alternative Onsite Sewage System Operator license contingent upon Mr. Smallwood's experience being verified by a Class 3 Wastewater Works Operator. Mr. Staples seconded the motion.

After further discussion, the motion was approved by: Brockwell, Duncan, Evans, Fore, Pruett, Riggleman, Staples, and Taylor. Mr. Ewing voted in opposition to the motion. The motion to approve Mr. Smallwood's Journeyman Alternative Onsite Sewage System Operator license passed by majority vote.

In the matter of **File Number 2023-00523, Nicholas M. Christian**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation.

File Number 2023-00523, Nicholas M. Christian

Mr. Christian was present to address the Board. Mr. Christian thanked the Board for considering his application and apologized for being present under the circumstances. Mr. Christian also noted that the IFF Referral Memorandum incorrectly stated that he had felony offenses on his criminal record. The correction was noted. He shared with the Board his work experience and current employment.

After discussion, Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Christian's application for a Waterworks Operator Class 2 license. Mr. Riggelman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggelman, Staples, and Taylor.

In the matter of **File Number 2023-00712, Seneca Terrell Haskins**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation. Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Haskins' application for a Class 4 Wastewater Works Operator license contingent upon completion of the Department of Corrections (DOC) Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Riggelman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggelman, Staples, and Taylor.

File Number 2023-00712, Seneca Terrell Haskins

Ms. Lindsey provided an update on the current status of the regulatory review processes for the Board's regulatory packages.

Regulatory Action Update

Amendments regarding 2021 fee adjustments for Waterworks and Wastewater Works Operators Licensing Regulations and Onsite Sewage System Professionals Licensing Regulations are currently in the proposed stage as the Board reviewed and adopted the proposed amendments at the April 21, 2022, Board meeting. The proposed amendments were submitted for Executive Branch review on July 28, 2022. Completion of Executive Branch review is pending.

A Notice of Intended Regulatory Action (NOIRA) was filed on October 28, 2021, to initiate a General Review of the Onsite Sewage System Professionals Licensing Regulations. The NOIRA was submitted for Executive Branch review on May 16, 2022, which was completed on October 14, 2022. The NOIRA will be published

in the Virginia Register on November 21, 2022, to commence a 30-day public comment period.

Ms. Lindsey informed the Board that the WWW Exam Advisory Task Force is scheduled to have their first meeting on February 2, 2023.

**Update on WWW
Exam Advisory
Task Force**

Ms. Lindsey informed the Board that the next OSSP Licensing Regulatory Review Committee will be held on February 10, 2023 and is expected to be the last meeting.

**Update on OSSP
Licensing
Regulatory Review
Committee**

Ms. Lindsey provided an update on the WWO Licensing Regulatory Review Committee and confirmed with the Board the membership of the Committee. Committee membership is currently being finalized.

Ms. Lindsey also advised that the membership of the WWO Technical Review Committee is being finalized and confirmed potential members with the Board.

Ms. Pettus provided a report on the 2022 onsite sewage system operator CPE audit. The audit began on October 4, 2022, based on a random selection of 5% of current licensees.

**WWWO 2022
CPE Audit Report**

Ms. Pettus provided the Board with waterworks and wastewater works examination statistics from January 1, 2017, through December 31, 2022, and October 27, 2022, through January 10, 2023, as well as onsite examination statistics from January 1, 2022, to December 31, 2022, for informational purposes.

**Examination
Updates**

Ms. Lindsey also advised that due to low response rates, the WPI Water Job Analysis Survey has been re-opened and distributed to various stakeholders. The survey will remain open until February 24, 2023.

Ms. Lindsey advised the Board that staff will form a group of subject matter experts (SME) to begin review of current onsite sewage system professionals' exams and provided the Board with a pass rate report for the individual testing centers across Virginia, and the testing center survey report.

The Board reviewed for approval the *Operation of Wastewater Treatment Plants Vol2B-Solids Management and Plant Maintenance* training course application from Office of Water Programs at Sacramento State. After review and discussion, Mr. Riggleman moved to approve the course application, for a total of 4 training credits, and 40.4 contact hours, applicable to wastewater works operators, and a total of 2.65 training credits, and 14.4 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

**Update on
Education and
Training
Committee**

The Board reviewed for approval the *Operations of Wastewater Treatment Plants Vol2A-Treatment Plants and Tertiary Treatments* training course application from Office of Water Programs at Sacramento State. After review and discussion, Mr. Fore moved to approve the course application, for a total of 3.5 training credits, and 35.5 contact hours, applicable to wastewater works operators, and a total of 2.8 training credits, and 28.9 contact hours, applicable to waterworks operators. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Advanced Water Treatment* training course application from American Water College. After review and discussion, Mr. Riggleman moved to approve the course application, for a total of 4.2 training credits, and 42.78 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Applied Chemistry* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application, for a total of 2.9 training credits, and 29.75 contact hours, applicable to waterworks operators, wastewater works operators, and onsite sewage system operators. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Applied Hydraulics* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application, for a total of 2.0 training credits, and 20.25 contact hours, applicable to waterworks operators, wastewater works operators, and onsite sewage system operators. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Distribution System Review (4hr.)* training course application from American Water College. After review and discussion, Mr. Riggleman moved to approve of the application for a total of 0.4 training credits and 4 contact hours, applicable to waterworks operators, and 0.2 training credits and 2 contact hours applicable to wastewater works operators, and onsite sewage system operators. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Distribution System Review (8hr.)* training course application from American Water College. After review and discussion, Mr. Staples moved to approve of the application for a total of 0.8 training credits and 8 contact hours, applicable to waterworks operators, and 0.4 training credits

and 4 contact hours applicable to wastewater works operators, and onsite sewage system operators. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Distribution System Review (12hr.)* training course application from American Water College. After review and discussion, Mr. Fore moved to approve of the application for a total of 1.2 training credits and 12 contact hours, applicable to waterworks operators, and 0.6 training credits and 6 contact hours applicable to wastewater works operators, and onsite sewage system operators. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Distribution System Review (16hr.)* training course application from American Water College. After review and discussion, Mr. Riggleman moved to approve of the application for a total of 1.6 training credits and 16 contact hours, applicable to waterworks operators, and 0.8 training credits, and 8 contact hours applicable to wastewater works operators, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Electricity for the Water Industry* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application, for a total of 1.3 training credits, and 13.5 contact hours, applicable to waterworks operators, wastewater works operators, and onsite sewage system operators. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Introduction to Water Treatment* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application, for a total of 4.3 training credits, and 43.25 contact hours, applicable to waterworks operators. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *VA Wastewater Operator Exam Preparation Class 1* training course applications from American Water College. After review and discussion, Mr. Staples moved to approve the course application for a total of 5.8 training credits, and 58.25 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *VA Wastewater Operator Exam Preparation Class 2* training course applications from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 5.5 training credits, and 55.57 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *VA Wastewater Operator Exam Preparation Class 3* training course applications from American Water College. After review and discussion, Mr. Staples moved to approve the course application for a total of 4.9 training credits, and 49 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *VA Wastewater Operator Exam Preparation Class 4* training course applications from American Water College. After review and discussion, Mr. Staples moved to approve the course application for a total of 3.5 training credits, and 35.75 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Wastewater Treatment Review (4hr)* After review and discussion, Mr. Staples moved to approve the course application for a total of 0.4 training credits, and 4 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Wastewater Treatment Review (12hr)* After review and discussion, Mr. Fore moved to approve the course application for a total of 1.2 training credits, and 12 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Wastewater Treatment Review (21hr)* After review and discussion, Mr. Fore moved to approve the course application for a total of 2.1 training credits, and 21 contact hours, applicable to wastewater works operators and onsite sewage system operators. Ms. Duncan seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board recessed from 11:02 a.m. to 11:14 a.m.

Recess

The Board reviewed for approval the *Water Quality* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 4.1 training credits, and 41.25 contact hours, applicable to waterworks operators, and for a total of 3.5 training credits, and 35 contact hours applicable to wastewater works operators. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

**Update on
Education and
Training
Committee
Continued**

The Board reviewed for approval the *Water Sources* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 2.0 training credits, and 20.75 contact hours, applicable to waterworks operators, and for a total of 1.0 training credits, and 10.37 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Transmission & Distribution I* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 4.8 training credits, and 48 contact hours, applicable to waterworks operators, and a total of 2.0 training credits and 20 contact hours, applicable to wastewater works operators and onsite sewage system operators. Ms. Duncan seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Transmission & Distribution II* training course applications from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 4.8 training credits, and 48 contact hours, applicable to waterworks operators, and a total of 1.4 training credits and 14 contact hours, applicable to onsite sewage system operators. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Treatment Math* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application, for a total of 3.6 training credits, and 36 contact hours, applicable to waterworks operators, wastewater works operators, and onsite sewage system operators. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Treatment Review (4hr)* training course applications from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 0.4 training credits, and 4 contact hours, applicable to waterworks operators, and 0.2 training credits and 2 contact hours applicable to wastewater works operators. Mr. Brockwell seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Treatment Review (8hr)* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 0.8 training credits, and 8 contact hours, applicable to waterworks operators, and 0.4 training credits and 4 contact hours applicable to wastewater works operators. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Treatment Review (12hr)* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 1.2 training credits, and 12 contact hours, applicable to waterworks operators, and 0.6 training credits and 6 contact hours applicable to wastewater works operators. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Board reviewed for approval the *Water Treatment Review (16hr)* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 1.6 training credits, and 16 contact hours, applicable to waterworks operators, and 0.8 training credits and 8 contact hours applicable to wastewater works operators. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Committee reviewed for approval the *VA Waterworks Operator Exam Preparation Class 1* training course application from American Water College. After review and discussion, Mr. Fore moved approve the course application for a total of 3.9 training credits, and 39 contact hours, applicable to waterworks operators, and 1.9 training credits and 19.64 contact hours applicable to wastewater works operators and onsite sewage system operators. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Committee reviewed for approval the *VA Waterworks Operator Exam Preparation Class 2* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for

a total of 3.6 training credits, and 36.5 contact hours, applicable to waterworks operators, and 1.8 training credits and 18.25 contact hours applicable to wastewater works operators and onsite sewage system operators. Ms. Duncan seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Committee reviewed for approval the *VA Waterworks Operator Exam Preparation Class 3* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 3.5 training credits, and 35.75 contact hours, applicable to waterworks operators, and 1.7 training credits and 17.87 contact hours applicable to wastewater works operators and onsite sewage system operators. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

The Committee reviewed for approval the *VA Waterworks Operator Exam Preparation Class 4* training course application from American Water College. After review and discussion, Mr. Fore moved to approve the course application for a total of 3.3 training credits, and 33.75 contact hours, applicable to waterworks operators and 1.6 training credits and 16.87 contact hours applicable to wastewater works operators and onsite sewage system operators. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

Ms. Lindsey provided the Board with an update on bills being considered during the current legislative session that may impact the Board.

2023 Legislative Update/Overview

Ms. Lindsey provided the Board with the most recent financial statements for review.

Board Financial Statements

Ms. Lindsey, Mr. Staples, and Mr. Taylor provided information from the January 2023 WPI Conference.

Report from WPI Conference

Ms. Lindsey and Ms. Pettus advised the Board of recent and upcoming outreach opportunities.

Update on Outreach Opportunities

The Board discussed the upcoming Virginia Tech Short School examination pilot program.

Board members considered the following resolution for former staff member Shannon Webster, who recently left the Department:

Consider Resolution

Shannon Webster

WHEREAS, **Shannon Webster**, did faithfully and diligently serve the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals from 2015 to 2023;

WHEREAS, **Shannon Webster**, did devote generously of her time, talent and leadership to the Board;

WHEREAS, **Shannon Webster**, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals this twenty-sixth day of January 2023, that **Shannon Webster** be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Mr. Fore moved to adopt the resolution as written. Mr. Brockwell seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggelman, Staples, and Taylor.

The Board continued discussion on the upcoming Virginia Tech Short School.

Ms. Pruett reminded the Board that the next scheduled meeting date is April 20, 2023.

Ms. Pruett reminded the Board members to complete and return their conflict of interest forms and travel vouchers.

There being no further business, the meeting was adjourned at 12:09 p.m.

Other Business

Future Meeting Dates

Complete Conflict of Interest Forms and Travel Vouchers

Adjourn

Pamela M. Pruett, Chair

Demetrios Melis, Secretary

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**VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE
SEWAGE SYSTEM PROFESSIONALS
WATERWORKS AND WASTEWATER WORKS OPERATORS
EXAMINATION TASK FORCE**

The Waterworks and Wastewater Works Operators Examination Task Force of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on February 2, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members of the Task Force were present:

Erica Duncan
Thomas Fore
Doug Grimes
Ryan Hendrix
Jamie Morris
Mike Ritchie
Caleb Taylor, Chair
Mark Titcomb
David Van Gelder
Jason Yetter

Task Force member Wayne Staples was not present at the meeting.

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

Trisha L. Lindsey, Executive Director
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director
Tanya M. Pettus, Board Administrator
Lisa Robinson, Licensing Administrator
Raven Custer, Administrative Coordinator

Mr. Taylor called the meeting to order at 10:07 a.m.

Call to Order

Ms. Lindsey advised the Task Force of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Fore moved to approve the agenda as presented. Ms. Duncan seconded the motion which was unanimously approved by: Duncan, Fore, Grimes, Hendrix, Morris, Ritchie, Taylor, Titcomb, Van Gelder, and Yetter.

Approval of Agenda

Ms. Lindsey welcomed the Waterworks and Wastewater Works Examination Advisory Task Force to their first meeting and thanked

**Welcome and
Introduction of Task**

everyone for participating.

Force

Members of the Task Force and Board staff introduced themselves.

There were no members of the public present for comment.

**Public Comment
Period**

The Task Force was provided with (i) current versions of applicable waterworks and wastewater works operators' statutes and regulations, (ii) current versions of applicable examination "Need to Know" criteria from Water Professionals International (WPI); (iii) applicable examination statistics; and (iv) training course and exam preparation resources.

**Resources and
Information**

Ms. Lindsey presented the Task Force with an overview of the scope of the Task Force, as well as the regulatory review process and meeting procedures.

Overview of Scope

Ms. Pettus shared a presentation about the waterworks and wastewater works examinations and examination results, as well as internal licensing application processes.

Mr. Lindsey shared a presentation about examination development and overview of the examination process.

A brief discussion was held on training availability and examination opportunities.

Mr. Taylor reopened the public comment period.

Public Comment

Mark Estes was present to address the Task Force regarding staffing challenges related to examination pass rates.

Wendy Callahan was present and addressed the Task force regarding the Board's goal for pass rates.

The Task Force recessed from 12:12 p.m. to 12:46 p.m.

Recess

The Task Force was divided into three breakout sessions lead by Ms. Lindsey, Ms. Pettus, and Mr. Custer.

Discussion

Each breakout group discussed topics including current pass rates and ways in which to increase those rates, training as it relates to topics found on the current operator exams, and staffing challenges related to

examination requirements.

Following the breakout sessions, the full Task Force reconvened to share their groups' discussions.

Ms. Lindsey advised that possible future meeting dates would be forthcoming, and that the next scheduled meeting will likely be held in the spring.

Mr. Taylor reminded the Task Force members to complete their conflict of interest forms and travel vouchers.

Complete Conflict of Interest Forms and Travel Vouchers

There being no further business, the meeting was adjourned at 2:06 p.m.

Adjourn

Pamela M. Pruett, Chair

Demetrios J. Melis, Secretary

ONSITE SEWAGE SYSTEM PROFESSIONALS LICENSING REGULATORY
REVIEW COMMITTEE
OF THE
BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND
ONSITE SEWAGE SYSTEM PROFESSIONALS

MINUTES OF MEETING

The Onsite Sewage System Professionals (OSSP) Licensing Regulatory Review Committee of the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on February 10, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Bryan Allen
James Brockwell
John Ewing
Thomas Fore
Adrian Joye
Pamela Pruett, Ex-officio
Ronnie Thomas

Committee member W. Jordan Evans was not present at the meeting.

DPOR staff present for all or part of the meeting included:

Trisha L. Lindsey, Executive Director
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director
Tanya M. Pettus, Board Administrator
Joseph C. Haughwout, Jr., Board and Regulatory Administrator
Raven Custer, Administrative Coordinator

Mr. Ewing, acting as Chair, called the meeting to order at 10:11 a.m.

Call to Order

Ms. Lindsey advised the Committee of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Fore moved to approve the agenda as presented. Ms. Pruett seconded the motion which was unanimously approved by: Allen, Brockwell, Ewing, Fore, Joye, Pruett, and Thomas.

Approval of Agenda

There were no members of the public present who wished to address the Committee.

Public Comment Period

Ms. Lindsey advised the Committee that information on OSSP disciplinary case outcomes was added to Resources and Information for reference.

Resources and Information

Mr. Haughwout presented the Committee with draft proposed amendments to Part IX of the Onsite Sewage System Professionals Regulations, for review and consideration.

Discussion of Regulatory Review Topics

Discussion was held on standards of practice and conduct, including prohibited acts and notice of adverse action.

Mr. Kirschner advised the Committee of upcoming changes to the Department's criminal conviction reporting form, which would exclude traffic violations from the convictions required to be disclosed.

Ms. Pettus and Ms. Lindsey provided the Committee with statistics on pre-licensing case files that have come before the Board for review of an applicant's criminal history, as well as qualifications for licensure.

Mr. Haughwout presented the Committee with revised amendments to Parts I through VIII of the regulations as determined at the Committee's previous meetings.

Review Draft Amendments

The Committee recessed from 12:02 p.m. to 12:29 p.m.

Recess

The Committee discussed training programs acceptable for training credit.

Review Draft Amendments Continued

After discussion, Mr. Fore moved to recommend the regulatory review draft amendments to the Board for approval. Ms. Pruett seconded the motion which was unanimously approved by: Allen, Brockwell, Ewing, Fore, Joye, Pruett, and Thomas.

Mr. Ewing reminded the Committee members to complete their conflict of interest forms and travel vouchers.

Complete Conflict of Interest Forms and Travel Vouchers

There being no further business, the meeting was adjourned at 12:53 p.m.

Adjourn

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DRAFT AGENDA

Pamela M. Pruett, Chair

Demetrios J. Melis, Secretary

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PUBLIC COMMENT PERIOD

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

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Board for Waterworks and Wastewater Works Operators and Onsite Sewage Systems Professionals

Update on Regulatory Actions

(as of April 3, 2023)

Action: Waterworks and Wastewater Works Operators Licensing Regulations – 2021 Fee Adjustment

Current Stage: Proposed

- Board reviewed and adopted proposed amendment on 4/21/22.
- Submitted for Executive Branch review on 7/28/22. Currently in Executive Branch review.

Next Step: Executive Branch Review/Public Comment

- Completion of Executive Branch review.
- Publication in the Virginia Register and 60-day public comment period, to include public hearing.

Action: Onsite Sewage System Professionals Licensing Regulations – 2021 Fee Adjustment

Current Stage: Proposed

- Board reviewed and adopted proposed amendment on 4/21/22.
- Submitted for Executive Branch review on 7/28/22. Currently in Executive Branch review.

Next Step: Executive Branch Review/Public Comment

- Completion of Executive Branch review.
- Publication in the Virginia Register and 60-day public comment period, to include public hearing.

Action: Onsite Sewage System Professionals Licensing Regulations – 2022 General Review

Current Stage: NOIRA

- Board authorized formation of regulatory review committee on 4/29/21.
- Board authorized filing of NOIRA on 10/28/21.
- Regulatory review committee formed. Meetings held on 3/28/22, 6/29/22, 10/3/22, and 2/10/23.
- Regulatory review committee adopted recommended proposed amendments on 2/10/23.
- NOIRA submitted for Executive Branch review on 5/16/22. Executive Branch review completed on 10/14/22.
- NOIRA published in Virginia Register on 11/21/22. Public comment period held 11/21/22 to 12/21/22. No comments received.

Next Step: Proposed Stage

- Board reviews committee recommendations and adopts proposed regulation.
- Submission of proposed amended regulation for Executive Branch review.

Board for Waterworks and Wastewater Works Operators and Onsite Sewage Systems Professionals

Action: Waterworks and Wastewater Works Operators Licensing Regulations – 2023 General Review

Current Stage: NOIRA

- Board authorized formation of regulatory review committee on 10/27/22.
- Board authorized filing of NOIRA on 10/27/22.
- Regulatory review committee has been formed.
- NOIRA is in development.

Next Step: Regulatory Review Committee

- Regulatory review committee will review regulation and recommend possible amendments.

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1 **Board For Waterworks And Wastewater Works Operators And Onsite Sewage System**

2 **Professionals**

3 **General Review of Onsite Sewage System Professionals Licensing Regulations**

4 Chapter 40

5 Onsite Sewage System Professionals Licensing Regulations

6 Part I

7 Definitions

8 **18VAC160-40-10. Definitions.**

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

11 "Board"

12 "Onsite sewage system"

13 ~~"Operator"~~

14 ~~"Wastewater works"~~

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

17 "Address of record" means the mailing address designated by the licensee to receive
18 notices and correspondence from the board.

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

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

Commented [HJ(1)]: The definition of "operator" in the Code does not work for OSSP.

Commented [HJ(2)]: The definition of "wastewater works" in the Code may not work in these regulations based on the usage of the term.

Commented [HJ(3)]: This term is defined in other DPOR regulations. Added to conform regulations to agency practice.

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

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

31 "Applicant" means an individual who ~~submits has submitted~~ an application ~~with the~~
32 ~~appropriate fee and other required documentation for licensure.~~

Commented [HJ(4): Amended definition to be consistent with how term is defined in other DPOR regulations.

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

35 "Authorized onsite soil evaluator" means an individual holding an authorized onsite soil
36 evaluator certification issued by the Virginia Department of Health that was valid on June 30,
37 2009.

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

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

42 "CPE" means continuing professional education.

Commented [HJ(5): Added to complement provisions in Part VII of the regulations.

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

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

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

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

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

57 "Department" means the [Virginia](#) Department of Professional and Occupational Regulation.

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

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

64 "Journeyman" means an individual who possesses the minimum skills and competency to
65 install or maintain onsite sewage systems or assist in the evaluation of soil sites as suitable for
66 conventional and alternative onsite sewage systems and to design onsite sewage systems, [all](#)
67 [as](#) under the direct supervision of a master licensee.

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

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

73 "Maintenance" or "maintain" means, unless otherwise provided in local ordinance, (i)
74 performing adjustments to equipment and controls or (ii) in-kind replacement of normal wear
75 and tear parts that do not require a construction permit for adjustment or replacement of the
76 component, such as light bulbs, fuses, filters, pumps, motors, sewer lines, conveyance lines,
77 distribution boxes, header lines, or other like components. Maintenance includes pumping the
78 tanks or cleaning the building sewer on a periodic basis. Notwithstanding any local ordinance,
79 "maintenance" does not include replacement of tanks, drainfield piping, subsurface drainfields,
80 or work requiring a construction permit and a licensed onsite sewage system installer. Unless
81 otherwise prohibited by local ordinance, a conventional onsite sewage system installer or an
82 alternative onsite sewage system installer may perform maintenance work limited to in-kind
83 replacement of light bulbs, fuses, filters, pumps, sewer lines, conveyance lines, distribution
84 boxes, and header lines.

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

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

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

Commented [HJ(6)]: Added for purpose of clarification.

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

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

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

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

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

109 "VDH" means the Virginia Department of Health.

110

Part II

111

Entry

112 **18VAC160-40-20. Application procedures.**

113 A. All applicants seeking licensure ~~shall~~ **must** submit an application with the appropriate fee
114 in 18VAC160-40-40. Applications ~~shall~~ **will** be made on forms provided by the board ~~or its agent~~.

115 1. By submitting the application **form and fee** to the department, the applicant certifies
116 that the applicant has read and understands the applicable statutes and the board's
117 regulations.

Commented [HJ(7): Change made to make this requirement more precise.

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

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

Commented [HJ(8): Change made to make this subsection clearer.

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

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

136 **18VAC160-40-30. General fee requirements.**

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

140 **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

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

Commented [HJ(9)]: Language is being removed because it is no longer operative.

144 **18VAC160-40-50. Examination fee.**

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

149 **18VAC160-40-60. General requirements for licensure.**

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

153 ~~1. B.~~ The applicant ~~shall~~ must be at least 18 years old.

154 ~~2. C.~~ The applicant ~~shall disclose his~~ must provide a mailing address, which will serve as the
155 address of record. A post office box is only acceptable as ~~a mailing the~~ address of record when
156 a physical address is also provided.

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

159 ~~a. 1.~~ All felony convictions.

160 ~~b. 2.~~ All misdemeanor convictions, except marijuana convictions, that occurred within
161 three years of the date of application.

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

167 ~~B.~~ The board, at in its discretion, may deny licensure to any applicant in accordance with §
168 54.1-204 of the Code of Virginia. The applicant has the right to request further review of any
169 such action by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code
170 of Virginia).

Commented [HJ(10): Language in this subsection is being revised to be consistent with similar provisions in other DPOR regulations.

Commented [HJ(11): This language is being removed as it potentially conflicts with § 54.1-204 of the Code of Virginia.

Commented [HJ(12): This language is being added to make this subsection consistent with similar provisions in other DPOR regulations.

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171 ~~G. E.~~ The applicant shall ~~must~~ report any ~~suspension, revocation, or surrender of a license,~~
172 ~~certification, or registration in connection with a disciplinary action or that has been subject of~~
173 ~~discipline in any jurisdiction prior to applying for licensure~~ action taken by any board or
174 administrative body in any jurisdiction against a professional or occupational license,
175 certification, or registration issued to the applicant, to include any suspension, revocation, or
176 surrender of a license, certification, or registration, imposition of a monetary penalty, or
177 requirement to take remedial education or other corrective action. The board ~~at in~~ its discretion
178 may deny licensure to any applicant ~~based on prior suspensions, revocations, or surrenders of~~
179 ~~licenses based on disciplinary action by~~ for any prior action taken by any board or administrative
180 body in any jurisdiction. The applicant has the right to request further review of any such action
181 by the board under the Administrative Process Act (§ 2.2-4000 et seq. of the Code of Virginia).

Commented [HJ(13): Provisions are being revised to clarify disciplinary actions that must be disclosed in an application for licensure.

182 F. The applicant for licensure must be in compliance with the standards of conduct and
183 practice set forth in Part IX (18VAC160-40-440 et seq.) of this chapter at the time of application,
184 while the application is under review by the board, and at all times when the license is in effect.

Commented [HJ(14): This language is being added to make the general licensure requirements consistent with similar provisions in other DPOR regulations.

185 **18VAC160-40-70. Education and training for experience.**

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

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

192 2. Satisfactory completion of board-approved onsite sewage system installer ~~or, onsite~~
193 ~~sewage system~~ operator, or onsite soil evaluation training courses, ~~as applicable to the~~
194 ~~license sought, at the rate of one month for each training credit earned. Up to one~~

195 ~~training credit is awarded for each 10 hours of classroom contact time or for each 20~~
196 ~~hours of laboratory exercises and field trip contact time. Training credit is not earned for~~
197 ~~breaks, meals, receptions, and time other than classroom, laboratory, and field trip~~
198 ~~contact time.~~

Commented [HJ(15)]: Addressed in new section -385.

199 B. Education used to meet the education requirements to qualify for licensure may not be
200 substituted for experience.

201 **18VAC160-40-80. Examination procedures and conduct.**

202 A. ~~Upon approval of the application~~ ~~In those instances where an applicant is required to take~~
203 ~~an examination for licensure,~~ the board will notify the applicant of ~~his the applicant's~~ eligibility to
204 take the applicable examination ~~upon approval of the application~~. The license will not be issued
205 prior to the receipt of a passing score for the applicable examination.

Commented [HJ(16)]: Language revised to make the requirements of this section clearer.

206 B. An applicant who does not receive a passing score within ~~one year~~ 12 months after the
207 date of approval of the application by the board to sit for the examination must submit a new
208 application and meet entry requirements in effect at the time of the submittal of the new
209 application.

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

217 D. A passing examination score received by an applicant is valid for a period of 10 years
218 from the date of the examination.

Commented [HJ(17)]: Provision added to mitigate barriers to entry for individuals who may have allowed a license to expire and did not reinstate.

219 **18VAC160-40-90. Individuals certified or licensed in another jurisdiction.**

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

224 **18VAC160-40-100. Full-time experience or equivalent.**

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

228 1. A year of full-time employment is defined as a minimum of 1,760 hours during a 12-
229 month period or a minimum of 220 workdays in a 12-month period. A workday is defined
230 as performing or assisting in the duties of an installer, operator, or onsite soil evaluator
231 to the extent required for the proper installation or maintenance of onsite sewage
232 systems or the evaluation of soil and soil properties for suitability as locations for onsite
233 sewage systems. More than 1,760 hours or 220 workdays during a 12-month period will
234 not be considered as more than one year of full-time employment.

235 2. Partial credit may be given for actual hours of work experience if the applicant works
236 less than full time.

237 ~~18VAC160-40-105. Master licenses; conversion of licenses on April 1, 2017. (Repealed.)~~

238 ~~A. An individual holding a current license issued by the board that was valid on March 31,~~
239 ~~2017, will be issued a master license in the same class and category of license, and with the~~
240 ~~same expiration date.~~

241 ~~1. A conventional onsite sewage system installer license that is current on March 31,~~
242 ~~2017, will be converted to a master conventional onsite sewage system installer license.~~

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243 ~~2. An alternative onsite sewage system installer license that is current on March 31,~~
244 ~~2017, will be converted to a master alternative onsite sewage system installer license.~~

245 ~~3. A conventional onsite sewage system operator license that is current on March 31,~~
246 ~~2017, will be converted to a master conventional onsite sewage system operator license.~~

247 ~~4. An alternative onsite sewage system operator license that is current on March 31,~~
248 ~~2017, will be converted to a master alternative onsite sewage system operator license.~~

249 ~~5. A conventional onsite soil evaluator license that is current on March 31, 2017, will be~~
250 ~~converted to a master conventional onsite soil evaluator license.~~

251 ~~6. An alternative onsite soil evaluator license that is current on March 31, 2017, will be~~
252 ~~converted to a master alternative onsite soil evaluator license.~~

253 ~~B. Any license issued pursuant to this section may be subject to disciplinary action in~~
254 ~~accordance with this chapter for any violation of the regulations that occurred under the license~~
255 ~~held prior to conversion in accordance with this section.~~

Commented [HJ(18)]: Section repealed as it is no longer needed.

256 Part III
257 Onsite Sewage System Installers

258 **18VAC160-40-110. License required.**

259 A. ~~No~~ An individual ~~shall~~ must not install a conventional or alternative onsite sewage system
260 without a valid onsite sewage system installer license issued by the board in the appropriate
261 class.

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

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

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

275 1. A master alternative onsite sewage system installer licensee may supervise a
276 journeyman conventional onsite sewage system installer licensee.

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

279 18VAC160-40-115. Documented qualifying experience for onsite sewage system
280 installers.

281 All qualifying experience submitted by an applicant in accordance with this part must be
282 verified by one or more of the following: master conventional or alternative onsite soil evaluator,
283 master conventional or alternative onsite sewage system installer, master conventional or
284 alternative onsite sewage system operator, professional engineer, or, for experience gained
285 outside of Virginia, an equivalent credential to these licenses.

Commented [HJ(19): The provisions regarding whom may verify experience are being pulled from the various tables, and consolidated.
Verification from master operators would be accepted.
Verification would no longer be accepted from those previously accredited as an authorized onsite soil evaluator.

286 **18VAC160-40-120. Qualifications for journeyman conventional onsite sewage system**
 287 **installer licenses.**

288 An applicant for licensure as a journeyman conventional onsite sewage system installer
 289 ~~shall~~ **must** furnish acceptable documentation that one of the following qualifications has been
 290 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) conventional sewage disposal system contracting (CDS) or alternative sewage disposal system contracting (ADS) 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.

291 **18VAC160-40-130. Qualifications for master conventional onsite sewage system installer**
 292 **licenses.**

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

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Employee, owner, director,	Yes	20 hours of training	One year of full-time experience installing conventional or alternative onsite sewage

	<p>or officer of a properly licensed contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors</p>		<p>approved by the board covering basic installation of conventional or alternative onsite sewage systems</p>	<p>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</p>
2-1	<p>Employee, owner, director, or officer of a properly licensed contractor with a sewage disposal system (SDS) <u>conventional sewage disposal system contracting (CDS) or alternative sewage disposal system contracting (ADS)</u> specialty issued by the Virginia Board for Contractors</p>	Yes	No	<p>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.</p>
3-	<p>Interim conventional onsite sewage system installer or journeyman onsite sewage system installer license</p>	Yes	<p>20 hours of training approved by the board covering basic installation of conventional or alternative onsite sewage systems</p>	<p>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</p>
4-2	<p>Interim conventional <u>or alternative</u> onsite sewage system installer <u>or</u> journeyman <u>conventional or alternative</u></p>	Yes	No	<p>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.</p>

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	onsite sewage system installer license			
3.	None	Yes		Five years of full-time experience installing conventional or alternative onsite sewage systems.

Commented [HJ(20): Allows for qualification without prerequisite credential.

295 **18VAC160-40-140. [Reserved] Qualification for exemption from examination for master**
 296 **conventional onsite sewage system installer applicants.**

Commented [HJ(21): Exam exemption for certain master conventional installer applicants.

297 A. Applicants seeking licensure as a master conventional onsite sewage system installer
 298 may be exempt from the examination provided the applicant meets the requirements of
 299 18VAC160-40-60, and provides documentation acceptable to the board of one of the following:

300 1. The applicant has completed a minimum of 40 hours of board-approved training, and
 301 has been actively engaged in performing the duties of a conventional onsite sewage
 302 system installer for at least six years; or

303 2. The applicant has been actively engaged in performing the duties of a conventional
 304 onsite sewage system installer for at least 10 years.

305 B. Documentation of qualifying experience may be verified by a master conventional or
 306 alternative onsite soil evaluator, a master conventional or alternative onsite sewage system
 307 installer, a master conventional or alternative onsite sewage system operator, a professional
 308 engineer, an authorized onsite soil evaluator, or, for experience gained outside of Virginia, an
 309 equivalent credential to these licenses.

310 **18VAC160-40-150. Qualifications for journeyman alternative onsite sewage system**
 311 **installer licenses.**

312 An applicant for licensure as a journeyman alternative onsite sewage system installer ~~shall~~
 313 must 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) an alternative sewage disposal system contracting (ADS) 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.

314 **18VAC160-40-160. Qualifications for master alternative onsite sewage system installer**
 315 **licenses.**

316 An applicant for licensure as a master alternative onsite sewage system installer ~~shall~~ must
 317 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) an alternative sewage disposal system contracting (ADS) 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	Yes	20 hours of training approved by	18 months of full-time experience installing alternative onsite sewage

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	contractor with a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors		the board covering the basic installation of alternative onsite sewage systems	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. 2.	Interim alternative onsite sewage system installer or, master conventional onsite sewage system installer, <u>or journeyman alternative onsite sewage system installer</u> 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.
3.	None	Yes		<u>Five years of full-time experience installing alternative onsite sewage systems.</u>

Commented [HJ(22): Allows for qualification without prerequisite credential.

318

319

Part IV

320

Onsite Sewage System Operators

321 **18VAC160-40-170. License required.**

322 A. ~~No~~ An individual ~~shall~~ must not operate or maintain a conventional or alternative onsite
323 sewage system without a valid onsite sewage system operator license issued by the board in
324 the appropriate class.

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

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

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

338 1. A master alternative onsite sewage system operator licensee may supervise a
339 journeyman conventional onsite sewage system operator licensee.

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

342 F. ~~No individual shall act as an alternative onsite sewage system operator of an alternative~~
343 ~~onsite sewage system that exceeds 10,000 gallons per day design flow without possessing a~~
344 ~~Class 4 or higher wastewater works operator license in addition to an alternative onsite sewage~~
345 ~~system operator license.~~ An alternative onsite sewage system that exceeds 10,000 gallons per
346 day design flow is required to have operations and maintenance performed by either (i) an
347 individual who is licensed as both an alternative onsite sewage system operator and a Class 4
348 or higher wastewater works operator, or (ii) an individual who is licensed as an alternative onsite
349 sewage system operator and an individual who is licensed as a Class 4 or higher wastewater
350 works operator who are working together pursuant to an employment relationship, contract, or
351 other written agreement.

352 **18VAC160-40-175. Documented qualifying experience for onsite sewage system**
353 **operators.**

354 All qualifying experience submitted by an applicant in accordance with this part must be
355 verified by one or more of the following: master conventional or alternative onsite soil evaluator,
356 master conventional or alternative onsite sewage system operator, master conventional or
357 alternative onsite sewage system installer, professional engineer, or, for experience gained
358 outside of Virginia, an equivalent credential to these licenses.

359 **18VAC160-40-180. Qualifications for journeyman ~~conventional~~ conventional onsite sewage**
360 **system operator licenses.**

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

Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
---------------	---------------	---	----------------------------------

Commented [HJ(23)]: Incorporates Board guidance document: License Requirements for Operators of Alternative Systems Exceeding 10,000 Gallons per Day (effective December 23, 2021).

Commented [HJ(24)]: The provisions regarding whom may verify experience are being pulled from the various tables, and consolidated.
Verification from master installers would be accepted.
Verification would no longer be accepted from those previously accredited as an authorized onsite soil evaluator.

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.
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363 **18VAC160-40-190. Qualifications for master conventional onsite sewage system operator**
 364 **licenses.**

365 An applicant for licensure as a master conventional onsite sewage system operator ~~shall~~

366 must 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
2.	<u>Interim alternative onsite sewage system operator, master conventional onsite sewage system installer or journeyman alternative onsite sewage system operator license</u>	<u>Yes</u>		<u>Six months of full-time experience in the operation and maintenance of conventional or alternative onsite sewage systems.</u>
3.	No	Yes	No	One year of full-time experience in the operation and maintenance of conventional or alternative onsite sewage systems

Commented [HJ(25): New path for qualification based on OSSP credentialing.

			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.
--	--	--	--

367 **18VAC160-40-200. Qualification for exemption from examination for master conventional**
 368 **onsite sewage system operator applicants.**

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

- 371 1. ~~Is able to satisfactorily demonstrate~~ Satisfactorily demonstrates that ~~he the applicant~~
 372 has been actively engaged in performing the duties of a conventional onsite sewage
 373 system operator for at least four years. Documentation of qualifying experience may be
 374 verified by a master conventional or alternative onsite soil evaluator, a master
 375 conventional or alternative onsite sewage system operator, a master conventional or
 376 alternative onsite sewage system installer, a professional engineer, ~~or~~ an authorized
 377 onsite soil evaluator, or for experience gained outside of Virginia, an equivalent
 378 credential to these licenses; and
- 379 2. Meets the requirements of 18VAC160-40-60.

380 **18VAC160-40-210. Qualifications for journeyman alternative onsite sewage system**
 381 **operator licenses.**

382 An applicant for licensure as a journeyman alternative onsite sewage operator ~~shall~~ must
 383 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	One year of full-time experience assisting with the operation and maintenance of alternative onsite

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			board covering the basics of operation and maintenance of alternative onsite sewage systems	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
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.

384 **18VAC160-40-220. Qualifications for master alternative onsite sewage system operator**
 385 **licenses.**

386 An applicant for licensure as a master alternative onsite sewage system operator ~~shall~~ must

387 furnish acceptable documentation that one of the following has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Hold or holds a conventional onsite sewage system operator license	Yes	40 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. 1.	<u>Hold or holds a Currently holds or previously held an interim alternative onsite sewage system operator or master</u>	Yes	No	18 months of full-time experience in the operation and maintenance of <u>alternative</u> onsite sewage systems verified by one or more of the following:

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	conventional onsite sewage system operator license			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. <u>2.</u>	Wastewater works operator license	Yes	No	Six months of full-time experience in the operation and maintenance of alternative 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

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Part V

389

Onsite Soil Evaluator

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18VAC160-40-230. License required.

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A. Notwithstanding the provisions of Chapter 4 (§ 54.1-400 et seq.) of Title 54.1 of the Code of Virginia, ~~no~~ an individual ~~shall~~ must not perform the duties of an onsite soil evaluator without possessing a valid license issued by the board.

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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~~ will void the journeyman onsite soil evaluator license in the same class.

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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~~ will void the conventional onsite soil evaluator license.

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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.

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

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18VAC160-40-235. Documented qualifying experience for onsite soil evaluators.

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All qualifying experience submitted by an applicant in accordance with this part must be verified by one or more of the following: master conventional or alternative onsite soil evaluator.

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410 professional engineer, or, for experience gained outside of Virginia, an equivalent credential to
 411 these licenses.

412 **18VAC160-40-240. Qualifications for journeyman conventional onsite soil evaluator**
 413 **licenses.**

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

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Virginia professional Professional soil scientist license	No	No	No
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.

416 **18VAC160-40-250. Qualifications for master conventional onsite soil ~~evaluator~~ evaluator**
 417 **licenses.**

418 An applicant for licensure as a master conventional onsite soil evaluator ~~shall~~ must furnish
 419 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

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				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 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.

420 18VAC160-40-260. Qualifications for journeyman ~~alterantive~~ alternative onsite soil

421 evaluator licenses.

422 An applicant for licensure as a journeyman alternative onsite soil evaluator ~~shall~~ must

423 furnish acceptable documentation that one of the following qualifications has been met:

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Virginia professional Professional soil	No	No	One year of full-time experience assisting in the evaluation of site and soil conditions and design of

Commented [HJ(26)]: Should VDH onsite sewage system training program be acceptable education?

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	scientist license			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 Currently holds or previously held either a valid interim alternative onsite soil evaluator license or a master 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 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.

424 18VAC160-40-270. Qualifications for master alternative onsite soil evaluator licenses.

425 An applicant for licensure as a master alternative onsite soil evaluator ~~shall~~ must furnish

426 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 alternative onsite sewage systems verified by one or more

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				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.	Hold or holds Currently holds or previously held a master 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 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

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	<u>license</u>			of the following: an authorized onsite soil evaluator, a professional engineer, or an alternative onsite soil evaluator.
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427 ~~18VAC160-40-275. Verification of experience by authorized onsite soil evaluators.~~

428 ~~(Repealed.)~~

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

Commented [HJ(27)]: Repealed as this is no longer necessary.

432 **18VAC160-40-280. Acceptable degree programs and verification procedures.**

Commented [HJ(28)]: New disciplines added.

433 A. Applicants seeking to qualify for licensure based on completion of an associate's,
434 bachelor's, or master's degree ~~shall~~ must submit an official transcript from the school where the
435 applicable degree was obtained. Only ~~degrees~~ a degree from an accredited college or university
436 that is approved or accredited by the Commission on Colleges of the Southern Association of
437 Colleges and Schools, a regional or national accreditation association, or by an accrediting
438 agency that is recognized by the U.S. Secretary of Education will be considered. The following
439 degrees ~~shall~~ will be considered to qualify in accordance with 18VAC160-40-250 and
440 18VAC160-40-270:

441 1. Bachelor's ~~or,~~ master's, or associate's degree in soil science, biology, chemistry,
442 engineering, engineering technology, environmental science, geology, agronomy, earth
443 science, ~~or environmental health,~~ wastewater works, or applied sciences.

444 ~~2. Associate's degree in wastewater works, environmental science, or engineering~~
445 ~~technology.~~

446 ~~3.~~ 2. Bachelor's degree in a related physical, biological, environmental, or chemical
447 science that includes a minimum of 40 semester credit hours in any combination of
448 science and math.

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

452 Part VI

453 Renewal and Reinstatement

454 ~~18VAC160-40-290. Expiration and renewal~~ Renewal required.

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

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

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

465 18VAC160-40-295. Procedures for renewal.

466 A. Prior to the expiration date shown on the license, the board will mail a renewal notice to
467 the licensee's address of record.

468 B. Prior to the expiration date shown on the license, a licensee desiring to renew a license
469 must return to the board the renewal notice and the applicable renewal fee specified in
470 18VAC160-40-40.

Commented [HJ(29)]: Moved to new section -295 and revised.

Commented [HJ(30)]: Separate section for renewal procedures to make the regulation similar to other DPOR regulations.

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471 C. Failure to receive a renewal notice from the board does not relieve the licensee of the
472 obligation to renew. If the licensee fails to receive the renewal notice, a copy of the license may
473 be submitted with the required fee as an application for renewal.

474 D. By submitting the renewal fee, the licensee is affirming the continuing professional
475 education requirements of 18VAC160-40-330 have been met, and the licensee is in continued
476 compliance with this chapter.

477 **18VAC160-40-300. Reinstatement.**

478 A. If all the requirements for renewal of the license, as specified provided in 18VAC160-40-
479 290, are not completed by the licensee within 30 days of after the ~~license~~ expiration date on the
480 license, a reinstatement fee shall of the license will be required ~~as established in 18VAC160-40-~~
481 ~~40.~~

482 B. A license may be reinstated for up to one year following the expiration date of the license
483 upon submittal of the reinstatement application consisting of (i) payment of the reinstatement
484 fee specified in 18VAC160-40-40 and (ii) proof of CPE in accordance with 18VAC160-40-330.
485 ~~Any licensee who fails to reinstate the license within 12 months after the expiration date shall~~
486 ~~apply for a new license and meet entry requirements in effect at the time of submittal of the new~~
487 ~~application. The individual shall be deemed to be eligible to sit for the examination for the same~~
488 ~~profession, class, and category of license as the expired license, if an examination is applicable.~~
489 After one year, the license will not be reinstated under any circumstances, and the individual
490 must apply as a new applicant and meet entry requirements current at the time of submittal of
491 the new application.

492 C. By submitting the reinstatement ~~fee application~~, the ~~licensee is certifying his individual is~~
493 affirming the individual is in continued compliance with ~~the Standards of Practice and Conduct~~
494 ~~(Part IX (18VAC160-40-440 et seq.) of this chapter) as established by the board. In addition, by~~

Commented [HJ(31): Individuals who fail to renew, must reinstate by submitting application, reinstatement fee, and provide proof of completing CPE.

Commented [HJ(32): No longer needed as scores will be valid for 10 years from date of examination, per proposed change in 18VAC160-40-80.

Commented [HJ(33): Revised to make clearer and similar to other DPOR regulations.

495 ~~submitting the reinstatement fee, licensees are certifying compliance with the continued~~
496 ~~professional education requirements of~~ this chapter.

497 ~~D. Any regulated activity conducted subsequent to the license expiration date may constitute~~
498 ~~unlicensed activity and be subject to prosecution under Chapter 1 (§ 54.1-100 et seq.) of Title~~
499 ~~54.1 of the Code of Virginia.~~

Commented [HJ(34)]: Move to section-310.

500 **18VAC160-40-310. Status of license during period prior to reinstatement.**

501 ~~A. A licensee who applies for reinstatement of the reinstates a license shall will be subject to~~
502 ~~all laws and regulations as if the regulant had regarded as having~~ been continuously licensed
503 ~~without interruption.~~ The licensee shall will remain under and be subject to the disciplinary
504 authority of the board during the entire period.

505 ~~B. Any regulated activity conducted subsequent to the license expiration date may constitute~~
506 ~~unlicensed activity and be subject to prosecution under Chapter 1 (§ 54.1-100 et seq.) of Title~~
507 ~~54.1 of the Code of Virginia.~~

508 **18VAC160-40-320. Board discretion to deny renewal or reinstatement.**

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

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

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Part VII

518

Continuing Professional Education

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18VAC160-40-330. Continuing professional education.

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A. Each licensee ~~shall have completed~~ must complete the following number of continuing

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professional education (CPE) contact hours during each renewal cycle. CPE provisions do not

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apply ~~to for the renewal of~~ licenses that were held for less than two years on the date of

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expiration.

Commented [HJ(35)]: Definition for CPE added to section -10.

Commented [HJ(36)]: Revised to make clearer, and consistent with similar provision in WWO Regulations.

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

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B. ~~CPE courses completed during the license period immediately prior to the expiration date~~

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~~of the license shall be acceptable in order to renew the license. The licensee may request~~

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~~additional time to meet the CPE requirement. However,~~ CPE courses completed during a

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current license renewal cycle to satisfy the CPE requirements of the preceding licensing

528 renewal cycle ~~shall will~~ be valid only for that preceding license renewal cycle and ~~shall will~~ not
529 be accepted for subsequent renewal cycles. The grant of any request for additional time to meet
530 the CPE requirement is at the discretion of the board.

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

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

538 E. For all licenses, safety subjects ~~shall will~~ not count for more than ~~one-half~~ one-half of the
539 total required CPE hours.

540 **18VAC160-40-340. CPE subject matter for onsite sewage system installers.**

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

543 1. Sewage system installation;

544 2. Operating and maintaining equipment;

545 3. Security and safety procedures;

546 4. General science ~~and~~, mathematical, and electrical principles;

547 5. Administrative knowledge and procedures applicable to the profession;

548 6. Laws and regulations applicable to the profession; and

549 7. Monitoring, evaluating and adjusting treatment processes (alternative onsite sewage
550 system installers only); ~~and~~

Commented [HJ(37)]: Revised to make clearer, and provide that a licensee may request additional time to complete CPE for prior renewal cycle, which may be granted at Board's discretion.

Commented [HJ(38)]: Revised to allow for "electrical principles" to be an acceptable course topic.

551 ~~8. Management and supervision principles (master onsite sewage system installers only;~~
552 ~~maximum of four contact hours).~~

Commented [HJ(39)]: Moved to new section -365.

553 **18VAC160-40-350. CPE subject matter for onsite sewage system operators.**

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

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

560 5. General science ~~and~~, mathematical, ~~and electrical~~ principles;

Commented [HJ(40)]: Revised to allow for "electrical principles" to be an acceptable course topic.

561 6. Administrative knowledge applicable to the profession; ~~and~~

562 7. Laws and regulations applicable to the profession; ~~and~~

563 ~~8. Management and supervision principles (applicable to master onsite sewage system~~
564 ~~operators only; maximum of four contact hours).~~

Commented [HJ(41)]: Moved to new section -365.

565 **18VAC160-40-360. CPE subject matter for onsite soil evaluators.**

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

- 567 1. Site and soil evaluations;
- 568 2. Security and safety procedures;
- 569 3. Mapping, cartography, and geographic information systems;
- 570 4. System design;
- 571 5. Inspections;

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572 6. General science and mathematical principles;

573 7. Administrative knowledge and procedures applicable to the profession; ~~and~~

574 8. Laws and regulations applicable to the profession; ~~and~~

575 ~~9. Management and supervision principles (applicable to master onsite soil evaluators~~
576 ~~only; maximum of four contact hours).~~

Commented [HJ(42)]: Moved to new section -365.

577 **18VAC160-40-365. CPE courses on management and supervision principles.**

578 In addition to the topics provided in 18VAC160-40-340, 18VAC160-40-350, and 18VAC160-
579 40-360, a master licensee may receive a maximum of four contact hours of CPE credit for
580 completion of training in management and supervision principles.

581 **18VAC160-40-370. Use of training credits and formal education for CPE credit.**

582 Any course approved by the board for substitution as training credits or formal education
583 semester hours, as provided for in 18VAC160-40-70 or 18VAC160-40-280, ~~shall will~~ also be
584 acceptable on an hour-for-hour basis for CPE contact hours. One semester hour of college
585 credit ~~shall will~~ equal 15 CPE contact hours, and one-quarter hour of college credit ~~shall will~~
586 equal 10 CPE contact hours. The training credits or formal education must be applicable to the
587 license for which CPE credit is sought.

588 **18VAC160-40-380. Maintenance of CPE.**

589 A. ~~For~~ Each licensee must maintain evidence of the satisfactory completion of CPE for a
590 period of at least two years following the end of the license renewal cycle for which the CPE
591 was taken, ~~the~~ Such documentation must be provided to the board or its duly authorized agents
592 upon request. The following ~~evidence shall will~~ be maintained to document completion of the
593 required CPE.:

- 594 1. Evidence of completion ~~of a structured training activity, which shall consist of that~~
595 contains the name, address, and telephone number of the sponsor;
- 596 2. The dates the licensee participated in the training;
- 597 3. Description of the subject matter presented; and
- 598 4. A statement from the sponsor verifying the number of CPE contact hours completed.
- 599 B. The board may conduct an audit of its licensees to ensure compliance with the applicable
600 CPE requirements. Licensees who are selected for audit ~~shall~~ must provide the necessary
601 documentation stipulated in this section.

Commented [HJ(43)]: Not needed since definition of "contact hour" requires it to be structured training activity.

602 Part VIII

603 Training Course Approval

Commented [HJ(44)]: This part is significantly revised to make provisions clearer and consistent with other DPOR programs.

604 18VAC160-40-385. Training courses, generally.

605 In accordance with subdivision A 2 of 18VAC160-40-70, training courses approved by the
606 board may be substituted for experience. Such training courses must be approved by the board
607 in accordance with the provisions of this part. Training courses may be delivered using distance,
608 virtual, or online education technology. Training courses may be approved retroactively;
609 however, no applicant will receive credit for the training course until such approval is granted by
610 the board.

611 1. Up to one training credit will be awarded for each 10 hours of classroom contact time
612 or for each 20 hours of laboratory exercises and field trip contact time. Training credit will
613 not be earned for breaks, meals, or receptions. A training credit awarded is equivalent to
614 one month of experience.

615 2. Training courses that meet the requirements of 18VAC160-40-430 may be accepted
616 for substitution of experience without approval by the board.

617 **18VAC160-40-390. Approval of training courses.**

618 ~~A. Training courses may be substituted for experience pursuant to the provisions of~~
619 ~~18VAC160-40-70. With the exception of training courses provided pursuant to 18VAC160-40-~~
620 ~~430, training courses that may be substituted for required experience must be approved by the~~
621 ~~board prior to commencing in accordance with the provisions of this section.~~

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

625 ~~1. Organization. The board will only approve training offered by a provider that is an~~
626 ~~identifiable organization with a mission statement outlining its functions, structure,~~
627 ~~process, and philosophy and that has a staff of one or more persons with the authority to~~
628 ~~administer and coordinate the training course.~~

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

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

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

638 ~~5. Course completion requirements. For successful completion of a training course,~~
639 ~~participants must attend 90% or more of the class contact time and must demonstrate~~

640 ~~their learning through written examinations, completion of a project, oral examination, or~~
641 ~~other similar assessment techniques.~~

642 A training provider seeking approval of a training course must submit an application for
643 training course approval on a form provided by the board. The application must include:

644 1. The name of the training provider;

645 2. Provider contact person, address, email address, and telephone number;

646 3. Training course title;

647 4. Identification of the profession, category, and class of license to which the course is
648 applicable;

649 5. Method of delivery;

650 6. Detailed course schedule, including begin and end times, and a list of planned breaks.

651 7. Instructor qualifications, including name, license number, if applicable, and a list of
652 trade-appropriate designations, as well as a professional resume with a summary of
653 teaching experience and subject matter knowledge and qualifications acceptable to the
654 board.

655 8. Training course syllabus or outline;

656 9. Materials to be provided to participants;

657 10. Fees for the training course and materials;

658 11. A description of the means that will be used to assess the learning of each
659 participant to determine successful completion of the training course, such as
660 examinations, projects, personal evaluations by the instructor, or other recognized
661 evaluation techniques.

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662 ~~18VAC160-40-400. Application for training course approval. (Repealed.)~~

Commented [HJ(45)]: Application requirements moved to section -390.

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

665 ~~1. Course information.~~

666 ~~a. Course title;~~

667 ~~b. Planned audience;~~

668 ~~c. Name of provider;~~

669 ~~d. Name, physical address, email address, and phone number of contact person;~~

670 ~~e. Scheduled presentation dates;~~

671 ~~f. Detailed course schedule, hour by hour including begin and end times;~~

672 ~~g. List of planned breaks;~~

673 ~~h. Scheduled presentation location; and~~

674 ~~i. Identification of the profession, category, and class of license to which the course is~~
675 ~~applicable and relevancy to the identified license type.~~

676 ~~2. Instructor qualifications.~~

677 ~~a. Name of instructor;~~

678 ~~b. Title;~~

679 ~~c. Employer;~~

680 ~~d. Board license number or numbers, if applicable; and~~

681 ~~e. Summary of qualifications to teach the course.~~

682 ~~3. Training materials.~~

~~683 a. Course objectives. A listing of the course objectives stated in terms of the skills
684 and knowledge the participant will be able to demonstrate as a result of the training.
685 b. Course outline. A detailed outline showing the planned activities that will occur
686 during the training course, including major topics, planned presentation sequence,
687 laboratory and field activities, audiovisual presentations, and other major activities.
688 c. Course reference materials. A list of the name, publisher, and publication date for
689 commercially available publications. For reference materials developed by the
690 course provider or available exclusively through the course, a copy of the reference.
691 d. Audiovisual support materials. A listing of any commercially available audiovisual
692 support material that will be used in the program. A brief description of any provider
693 or instructor generated audiovisual material that will be used.
694 e. Handouts. Identification of all commercially available handout materials that will be
695 used, as well as copies of other planned handouts.
696 4. Determination of successful completion. A description of the means that will be used
697 to assess the learning of each participant to determine successful completion of training
698 program, such as examinations, projects, personal evaluations by the instructor, or other
699 recognized evaluation techniques. Correspondence and other distance learning courses
700 must include appropriate testing procedures to verify completion of the course.
701 B. Recurring training programs. If there are plans to present the same course of instruction
702 routinely at multiple locations with only minor modifications and changes, the board may
703 approve the overall program rather than individual presentations if so requested by the provider.
704 1. The board shall consider all of the information listed in subsection A of this section
705 except those items related to specific offerings of the course.~~

706 ~~2. Board approval will apply only to those specific offerings certified by the provider as~~
707 ~~having been conducted by instructors meeting the established criteria and in accordance~~
708 ~~with the board approved course outlines and objectives.~~

709 **18VAC160-40-405. Documentation of training course completion required.**

710 All training course providers must provide each participant with a certificate of training
711 course completion or other documentation that the participant may use as proof of training
712 course completion. Such documentation must contain the hours completed, the date of training,
713 and the training course identification number assigned by the board.

714 **18VAC160-40-410. Maintenance of training course approval records.**

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

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

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

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

727 All providers of approved training courses must establish and maintain a record for each
728 participant. The record must include the participant's name and address, the course name and
729 hours attended, the course syllabus or outline, the names of the instructors, the date of

730 successful completion, and the board's approved training course identification number. Records
731 must be available for inspection during normal business hours by authorized representatives of
732 the board. Providers must maintain these records for a minimum of five years.

733 **18VAC160-40-415. Reporting of changes.**

734 Any change in the information provided in 18VAC160-40-390 must be reported to the board
735 within 30 days of the change. Any change in information submitted will be reviewed to ensure
736 compliance with the provisions of this chapter.

737 **18VAC160-40-420. Withdrawal of approval.**

738 The board may withdraw approval of ~~any provider~~ a training course for the following
739 reasons:

740 1. The course ~~or courses~~ being offered no longer meet the standards established by the
741 board.

742 2. The provider, through an agent or otherwise, advertises its services in a fraudulent or
743 deceptive way.

744 3. The provider, instructor, contact person, or designee of the provider falsifies any
745 information relating to the application for approval, course information, or ~~student~~
746 participant records.

747 4. A change in the information provided that results in noncompliance with this part.

748 5.Failure to comply with 18VAC160-40-415.

749 6. The provider fails to respond to the board or any of its agents.

750 **18VAC160-40-425. Board authority to audit approved training courses.**

751 The board may conduct an audit of any board-approved training course provider to ensure
752 continued compliance with this chapter.

753 **18VAC160-40-430. ~~Training~~ Acceptance of training courses offered by certain entities,**
754 **~~board approval not required.~~**

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

761 1. The course must include the continuing education hours awarded by the entity.

762 2. The course must be related to the profession, category, or class, if applicable, for
763 which experience substitution is sought.

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

768 Part IX

769 Standards of Practice and Conduct

770 **18VAC160-40-440. Grounds for disciplinary action.**

771 The board may ~~place a licensee on probation~~; impose a monetary penalty in accordance in
772 § 54.1-202 A of the Code of Virginia; or revoke, suspend, or refuse to renew any license, or
773 place a licensee on probation in accordance with § 54.1-201 A 7 of the Code of Virginia, when
774 the licensee has been found to have violated or cooperated with others in violating any provision
775 of the regulations of the board or Chapter 23 (§ 54.1-2300 et seq.) of Title 54.1 of the Code of
776 Virginia.

777 **18VAC160-40-450. Maintenance of license.**

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

779 B. ~~A licensee shall report, in writing, all changes of the address of record and name to the~~
780 ~~board within 30 days of the change and shall return the license to the board. In addition to the~~
781 ~~address of record, a physical address is required for each license. If the licensee holds more~~
782 ~~than one license, the licensee shall inform the board of all licenses, certificates, and~~
783 ~~registrations affected by the name or address change. The board shall not be responsible for~~
784 ~~the licensee's failure to receive notices or correspondence due to the licensee's failure to report~~
785 ~~a change of name or address. A licensee must report to the board, in writing, any change in the~~
786 ~~licensee's legal name within 30 days of the change. Such report must be accompanied by~~
787 ~~documentation acceptable to the board that verifies the name change.~~

Commented [HJ(46): This provision is not necessary.

Commented [HJ(47): This provision is not necessary.

Commented [HJ(48): Broken into separate subsections, one for name change, and the other for address change.

788 C. ~~Any change in any of the requirements and qualifications for licensure found in Part II~~
789 ~~(18VAC160-40-20 et seq.), III (18VAC160-40-110 et seq.), or IV (18VAC160-40-170 et seq.) of~~
790 ~~this chapter shall be reported to the board within 30 days of the change. A licensee must report~~
791 ~~to the board, in writing, any change of address, to include the physical address, as applicable,~~
792 ~~within 30 days of the change. The board is not responsible for the licensee's failure to receive~~
793 ~~notices, communications, and correspondence caused by the licensee's failure to report to the~~
794 ~~board any change of address.~~

Commented [HJ(49): This provision is not necessary.

795 **18VAC160-40-460. Notice of adverse action.**

796 A. ~~Licensees shall~~ A licensee must notify the board of the following actions against the
797 licensee.

798 1. Any disciplinary action taken by any jurisdiction, board, or administrative body of
799 competent jurisdiction, including any reprimand, ~~license or certificate~~ revocation,

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800 suspension or denial ~~of a license, certificate, or registration,~~ imposition of a monetary
801 penalty, or requirement ~~for to take~~ remedial education, or other corrective action.

802 2. Any voluntary surrendering of a ~~related~~ license, certificate, or registration done in
803 connection with a disciplinary action ~~in another~~ taken by any jurisdiction, board, or
804 administrative body.

805 3. Any conviction, finding of guilt, or plea of guilty, regardless of adjudication or deferred
806 adjudication, in any jurisdiction of the United States of any misdemeanor ~~involving lying,~~
807 ~~cheating, stealing, sexual offense, non-marijuana drug distribution, physical injury, or~~
808 ~~relating to the practice of the profession, except marijuana convictions,~~ or of any felony,
809 there being no appeal pending therefrom or the time for appeal having lapsed. Review of
810 convictions ~~shall~~ will be subject to the requirements of § 54.1-204 of the Code of
811 Virginia. ~~Any plea of nolo contendere shall be considered a conviction for the purpose of~~
812 ~~this section.~~

Commented [HJ(50)]: Removed to be consistent with changes in section -60.

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

Commented [HJ(51)]: Removed to be consistent with changes in section -60.

817 **18VAC160-40-470. Prohibited acts.**

Commented [HJ(52)]: Some prohibited acts reordered; some revised.

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

820 1. Violating, inducing another to violate, cooperating with another to violate, or combining
821 or conspiring with or acting as agent, partner, or associate for another to violate any of
822 the provisions of Chapter 1 (§ 54.1-100 et seq.), 2 (§ 54.1-200 et seq.), 3 (§ 54.1-300 et

823 seq., or 23 (§ 54.1-2300 et seq.) of Title 54.1 of the Code of Virginia, or any of the
824 regulations of the board.

825 ~~2. Allowing a license issued by the board to be used by another.~~

Commented [HJ(53): Moved to new subdivision #8.

826 ~~3. 2. Obtaining or attempting to obtain a license by false or fraudulent representation, or~~
827 ~~maintaining ~~or~~, renewing, or reinstating a license by false or fraudulent representation; or~~
828 ~~furnishing substantially inaccurate or incomplete information to the board in obtaining,~~
829 ~~renewing, reinstating, or maintaining a license.~~

Commented [HJ(54): Moved from subdivision #3 and revised.

830 ~~3. Failing to report a change pursuant to 18VAC160-40-450.~~

Commented [HJ(55): Moved from subdivision #8 and revised.

831 4. A licensee having been convicted, ~~or~~ found guilty in any jurisdiction, or disciplined by
832 any jurisdiction, board, or administrative body in any jurisdiction of any offense or
833 violation enumerated in 18VAC160-40-460. Review of convictions ~~shall~~ will be subject to
834 the requirements of § 54.1-204 of the Code of Virginia.

835 5. Failing to inform the board in writing within 30 days that the licensee was convicted or
836 found guilty in any jurisdiction, or disciplined ~~in~~ by any jurisdiction, board, or
837 administrative body of any offense or violation enumerated in 18VAC160-40-460.

838 ~~6. Not demonstrating reasonable care, judgment, or application of the required~~
839 ~~knowledge, skill, and ability in the performance of the licensee's duties.~~

Commented [HJ(56): Moved to new subdivision #7.

840 ~~7. Having undertaken to perform or performed a professional assignment that the~~
841 ~~licensee is not qualified to perform by education, experience, training, appropriate class~~
842 ~~or category of licensure, or any combination thereof.~~

Commented [HJ(57): Moved to new subdivision #7.

843 ~~8. Failing to report a change as required by 18VAC160-40-450.~~

Commented [HJ(58): Moved to subdivision #3.

844 ~~6. Failure to comply with the requirements of 18VAC160-40-480.~~

Commented [HJ(59): New prohibited act re: conflict of interest requirements.

845 ~~9. Negligence~~ 7. Actions constituting negligence, misconduct, or incompetence in the
846 practice of the profession, including:

847 a. Having undertaken to perform or performed a professional assignment that the
848 licensee is not qualified to perform by education, experience, training, or appropriate
849 class or category of licensure.

850 b. Not demonstrating reasonable care, judgment, or application of the required
851 knowledge, skill, and ability in the performance of the licensee's duties.

852 c. Failing to adequately supervise and review work performed by unlicensed
853 employees or journeyman licensees under the direct supervision of a master
854 licensee.

855 d. Failure to obtain any permit, approval, or other document required by VDH or an
856 independent local health department related to the design, installation, repair, or
857 operation of an onsite sewage system.

858 e. Failing to act in providing professional services in a manner that safeguards the
859 interests of the public.

860 8. Actions constituting engaging in improper, fraudulent, or dishonest conduct, including:

861 a. Making any misrepresentation or engaging in acts of fraud or deceit in advertising,
862 soliciting, or in providing professional services.

863 b. Knowingly signing plans, drawings, reports, specifications, maps, or other
864 documents related to an onsite sewage system not prepared or reviewed and
865 approved by the licensee.

866 c. Knowingly misrepresenting factual information in expressing a professional
867 opinion.

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868 d. Allowing a license issued by the board to be used by another.

869 ~~9. Failure to comply with the requirements of 18VAC160-40-500.~~

Commented [HJ(60)]: New prohibited act re: response to Board inquiries.

870 ~~10. Making any misrepresentation or engaging in acts of fraud or deceit in advertising,~~

871 ~~soliciting, or in providing professional services.~~

Commented [HJ(61)]: Moved to new subdivision #8.

872 ~~11. Failing to adequately supervise and review work performed by unlicensed~~

873 ~~employees or journeyman licensees under the direct supervision of the master licensee.~~

Commented [HJ(62)]: Moved to new subdivision #7.

874 ~~12. Failure to obtain any permit, approval, or other document required by VDH related to~~

875 ~~the design, installation, repair, or operation of an onsite sewage system.~~

Commented [HJ(63)]: Moved to new subdivision #7 and revised.

876 ~~13. Knowingly signing plans, drawings, reports, specifications, maps, or other~~

877 ~~documents related to an onsite sewage system not prepared or reviewed and approved~~

878 ~~by the licensee.~~

Commented [HJ(64)]: Moved to new subdivision #8.

879 ~~14. Knowingly misrepresenting factual information in expressing a professional opinion.~~

Commented [HJ(65)]: Moved to new subdivision #8.

880 ~~15. Failing to act in providing professional services in a manner that safeguards the~~

881 ~~interests of the public.~~

Commented [HJ(66)]: Moved to new subdivision #7.

882 **18VAC160-40-480. Conflicts of interest.**

883 The licensee ~~shall~~ must:

884 1. Promptly and fully inform an employer or client of any interest, circumstance, or
885 business association that may influence the licensee's judgment ~~of~~ or the quality of
886 service.

887 2. Not accept compensation, financial or otherwise, from more than one party for
888 services on or pertaining to the same project, unless the circumstances are fully
889 disclosed to, and agreed to by, all interested parties in writing.

890 3. Neither solicit nor accept financial or other valuable consideration from material or
891 equipment suppliers for specifying their products or services, unless the circumstances
892 are fully disclosed to, and agreed to by, all interested parties in writing.

893 4. Not solicit or accept gratuities, directly or indirectly, from contractors or their agents or
894 other parties dealing with a client or employer in connection with work for which the
895 licensee is responsible, unless the circumstances are fully disclosed to, and agreed to
896 by, all interested parties in writing.

897 **18VAC160-40-490. Licensee responsibility.**

898 A. The primary obligation of the licensee is to the public. If the licensee's judgment is
899 overruled and not adhered to when advising appropriate parties of circumstances of a
900 substantial threat to the public health, safety, or welfare, the licensee ~~shall~~ must inform the
901 employer and client, as applicable, of the possible consequences and notify appropriate
902 authorities.

903 B. The licensee ~~shall~~ must sign, date, and include ~~his~~ the licensee's license number on all
904 final work products prepared or reviewed and approved by the licensee. For work products
905 performed by a journeyman licensee, the master licensee providing direct supervision shall sign,
906 date, and include ~~his~~ the licensee's license number, along with the journeyman's signature,
907 date, and license number on the final work product. A journeyman licensee ~~shall~~ will not submit
908 a work project as final without the applicable master licensee's signature, date, and license
909 number.

910 C. The licensee ~~shall~~ will not knowingly associate in a business venture with, or permit the
911 use of the licensee's name by, any person or firm where there is reason to believe that person
912 or firm is engaging in activity of a fraudulent or dishonest nature or is violating any law or
913 regulation of the board.

914 D. A licensee who has direct knowledge that another individual or firm may be violating any
915 of the provisions of this chapter or the provisions of Chapter 23 (§ 54.1-2300 et seq.) of Title
916 54.1 of the Code of Virginia ~~shall~~ must immediately inform the board in writing and shall
917 cooperate in furnishing any further information or assistance that may be required.

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

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

928 **18VAC160-40-500. Response to inquiry and provision of records.**

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

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

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

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

940 **18VAC160-40-510. Master licensee's professional responsibilities.**

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

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

949 **18VAC160-40-515. Licensee responsible for regulated activities performed on site.**

950 A. For the installation of onsite sewage systems, the decision-maker and the individual
951 executing the installation of approved permits must be licensed as a journeyman or master
952 onsite sewage system installer in the appropriate class of license. In addition, a journeyman or
953 master onsite sewage system installer in the appropriate class of license must be on-site.

954 B. For operation and maintenance of onsite sewage systems, the decision-maker must be
955 licensed as a journeyman or master onsite sewage system operator in the appropriate class of
956 license. In addition, a journeyman or master onsite sewage system operator in the appropriate
957 class of license must be on-site where regulated activities are being performed.

958 C. For soil evaluation and design, the decision-maker must be licensed as a journeyman or
959 master onsite soil evaluator in the appropriate class of license. In addition, a journeyman or
960 master onsite soil evaluator in the appropriate class of license must be on-site where regulated
961 activities are being performed.

Commented [HJ(67)]: New section - Incorporates Board guidance document: Onsite Sewage System Professionals Master and Journeyman License Requirements, adopted April 20, 2017.

962 18VAC160-40-520. Pumping of alternative onsite sewage systems by conventional onsite
963 sewage system operators.

964 A conventional onsite sewage system operator with the appropriate sewage handling permit
965 issued by VDH or a local independent health department may pump an alternative onsite
966 sewage system without the alternative onsite sewage system operator present provided the
967 conventional onsite sewage system operator performs the pumping at the request and direction
968 of the alternative onsite sewage system operator. The conventional onsite sewage system
969 operator is only permitted to pump the tank and is not authorized to perform any other functions
970 associated with the operation and maintenance of the alternative onsite sewage system.

Commented [HJ(68)]: New section - Incorporates Board guidance document: Pumping of Alternative Onsite Sewage Systems, adopted January 19, 2017 (amended April 20, 2017).

Journeyman Conventional Installer

Current

	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	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

Proposed

	Prerequisites	Exam Required	Documented Qualifying Experience
1.	Employee, owner, director, or officer of a properly licensed contractor with a conventional sewage disposal system contracting (CDS) or alternative sewage disposal system contracting (ADS) specialty issued by the Virginia Board for Contractors	No	Six months of full-time experience assisting with the installation of conventional or alternative onsite sewage systems.
2.	None	No	One year of full-time experience assisting with the installation of conventional or alternative onsite sewage systems.

Master Conventional Installer

Current

	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 onsite sewage systems	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
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

Proposed

	Prerequisites	Exam Required	Documented Qualifying Experience
1.	Employee, owner, director, or officer of a properly licensed contractor with a conventional sewage disposal system contracting (CDS) or alternative sewage disposal system contracting (ADS) specialty issued by the Virginia Board for Contractors	Yes	Two years of full-time experience installing conventional or alternative onsite sewage systems.
2.	Interim conventional or alternative onsite sewage system installer or journeyman conventional or alternative onsite sewage system installer license	Yes	Three years of full-time experience installing conventional or alternative onsite sewage systems.
3.	None	Yes	Five years of full-time experience installing conventional or alternative onsite sewage systems.

Journeyman Alternative Installer

Current

	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

Proposed

	Prerequisites	Exam Required	Documented Qualifying Experience
1.	Employee, owner, director, or officer of a properly licensed contractor with an alternative sewage disposal system contracting (ADS) specialty issued by the Virginia Board for Contractors	No	One year of full-time experience assisting with the installation of alternative onsite sewage systems.
2.	None	No	Two years of full-time experience assisting with the installation of alternative onsite sewage systems.

Master Alternative Installer

Current

	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	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

Proposed

	Prerequisites	Exam Required	Documented Qualifying Experience
1.	Employee, owner, director, or officer of a properly licensed contractor with an alternative sewage disposal system contracting (ADS) specialty issued by the Virginia Board for Contractors	Yes	Two years of full-time experience installing alternative onsite sewage systems.
2.	Interim alternative onsite sewage system installer, master conventional onsite sewage system installer, or journeyman alternative onsite sewage system installer license	Yes	18 months of full-time experience installing alternative onsite sewage systems.
3.	None	Yes	Five years of full-time experience installing alternative onsite sewage systems.

Journeyman Conventional Operator

Current

Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
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

Proposed

Prerequisites	Exam Required	Documented Qualifying Experience
None	No	Six months of full-time experience assisting with the operation and maintenance of conventional or alternative onsite sewage systems.

Master Conventional Operator

Current

	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

Proposed

	Prerequisites	Exam Required	Documented Qualifying Experience
1.	Wastewater works operator license	Yes	None
2.	Interim alternative onsite sewage system operator, master conventional onsite sewage system installer or journeyman alternative onsite sewage system operator license	Yes	Six months of full-time experience in the operation and maintenance of conventional or alternative onsite sewage systems.
3.	No	Yes	One year of full-time experience in the operation and maintenance of conventional or alternative onsite sewage systems.

Journeyman Alternative Operator

Current

	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 maintenance of alternative onsite sewage systems	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 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

Proposed

Prerequisites	Exam Required	Documented Qualifying Experience
None	No	Two years of full-time experience assisting with the operation and maintenance of alternative onsite sewage systems.

Master Alternative Operator

Current

	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 system operator license	Yes	No	18 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
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

Proposed

	Prerequisites	Exam Required	Documented Qualifying Experience
1.	Currently holds or previously held an interim alternative onsite sewage system operator or master conventional onsite sewage system operator license	Yes	18 months of full-time experience in the operation and maintenance of alternative onsite sewage systems.
2.	Wastewater works operator license	Yes	Six months of full-time experience in the operation and maintenance of alternative onsite sewage systems.

Journeyman Conventional Soil Evaluator

Current

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Virginia professional soil scientist license	No	No	No
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

Proposed

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	Professional soil scientist license	No	No	No
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.
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.

Master Conventional Soil Evaluator

Current

	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.

Proposed

	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.
2.	No	Yes	Associate's degree	Three years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems.
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.
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.
5.	Professional soil scientist license	Yes	No	One year of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems.

Journeyman Alternative Soil Evaluator

Current

	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

Proposed

	Prerequisites	Exam Required	Education Required	Documented Qualifying Experience
1.	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.
2.	Currently holds or previously held either a valid interim alternative onsite soil evaluator license or a master 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.
3.	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.
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.

Master Alternative Soil Evaluator

Current

	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 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

Proposed

	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 alternative onsite sewage systems.
2.	No	Yes	Associate's degree	Three years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems.
3.	Currently holds or previously held a master 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.
4.	No	Yes	No	Four years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems.
5.	Professional soil scientist license	Yes	No	Two years of full-time experience evaluating site and soil conditions and designing alternative onsite sewage systems.

**Virginia Department of Health
Office of Environmental Health Services**

Onsite Sewage and Private Well Training Program for New Environmental Health Specialists

Course Title	Course Type	Course Description	Hours
Virginia Geology and Wells	Self-Guided eLearning	This course intends to help trainees gain or review basic geological concepts and features in the state of Virginia as they relate to groundwater and wells.	2
Well Components and Private Well Classification	Self-Guided eLearning	This course intends to help trainees gain or review basic knowledge about structure and types of private wells.	1
Private Well Regulations	Live Online Webinar	The <i>Private Well Regulations</i> course provides background information in geology, groundwater and well construction as well as training in the Commonwealth of Virginia, Virginia Department of Health, <i>Private Well Regulations</i> , 12 VAC 5-630. The primary objective of the course is to train new Environmental Health Specialists and OSE candidates to properly site, permit, and inspect drinking water, ground source heat pump, irrigation, and other private wells. Scientific topics include Geology of Virginia, Hydrogeology of Virginia, Well Construction, the Microbiology of Waterborne Disease. Regulation topics include Conducting a Sanitary Survey, Siting a Well, Permitting Wells, Well Abandonment, Water Testing among others.	14
Introduction to Soil Horizons	Self-Guided eLearning	In this module you will be introduced to soil profile description and the nomenclature of soil horizons.	1
Introduction to Soil Structure and Consistence	Self-Guided eLearning	In this module you will be introduced to soil structure (type, size, and grade), and consistence (rupture resistance, manner of failure, stickiness, and plasticity).	1
Introduction to Soil Color	Self-Guided eLearning	In this module you will be introduced to soil color and the Munsell color system and soil color book, and how to use them to determine and document soil color.	0.8
Basic Skills Camp	In-Person	This course introduces basic tools and skills required to begin evaluating sites for onsite sewage systems. Topics include measuring	20

		contour using both a locke level and tripod level, and measuring slope using a clinometer and tripod level. We include lots of practical experience in soil texturing and cover the basics of sewage system construction.	
Installing and Inspecting a Conventional Onsite Sewage System	Self-Guided eLearning	In this module you will simply watch 2 videos and answer a few questions after each video. As the title indicates, the 1st video shows the installation, whereas the 2nd video shows the inspection, of a conventional onsite sewage system.	0.5
Absorption Area Design	Self-Guided eLearning	In this module you will explore the details involved in designing an absorption area.	2
Site Development	Self-Guided eLearning	In this module you will explore details of site development.	1
Administering the Regulations	Self-Guided eLearning	In this module you will dive deep into some of the regulatory specifics of the onsite program.	1.5
Basic Geometry for Pumps	Self-Guided eLearning	This course intends to help trainees to review some basic geometry concepts necessary for understanding basic concepts of pumps used in the onsite sewage systems.	2
Design Camp 1	In-Person	Design Camp I is a hands-on introduction to laying out and designing onsite sewage systems. In this class we take the knowledge gained thus far in the training program and put it into action in the field. Mornings are for classroom work and review with fieldwork in the afternoon. Participants will practice laying out dispersal areas on contour based on real landscape positions and canned soil reports. In the evenings, participants will draw up permits based on their fieldwork during the day.	36
Soils Week	In-Person	Soils Week is a one-week course in soil science for onsite sewage systems. Virginia Tech soil scientists provide classroom and field training in describing soil profiles, texturing soil, describing soil color and understanding what it means. Classroom topics will be covered in the mornings with field trips in the afternoons, weather permitting. The schedule may be changed depending on the weather.	40

		Once the basics are covered, the soils scientists will take the class to different sites to see examples of the classroom topics. The goal is to learn how to document soil profiles properly and to interpret color and texture in the soil to understand how water moves through it. This is a crucial step in evaluating a site for an onsite sewage system.	
Wastewater Characterization and Flow Equalization	Self-Guided eLearning	In this module you will have an introduction to wastewater characterization, what it is, why it important, and how it is done. You will also learn about mass balance, and flow equalization.	1
Design Camp 2	In-Person	Design Camp II completes the Onsite Sewage Training series. To this point we have learned regulations, design principles, soils, and pumps. In Design Camp II we will combine all those topics to evaluate sites in a training subdivision, design onsite sewage systems for them and draw up the construction permit. During the weeklong session, we will spend mornings in the classroom and afternoons in the field, weather permitting. If the forecast shows bad weather coming in, we will shift the activities to make the best of the situation. Generally, we will be having review sessions in the classroom during this week. If possible due to numbers, we will assign the participants to work alone to evaluate the lots and complete the permit paperwork. At the end of the week, participants will take a written exam.	36
TOTAL			159.8

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position.
DRAFT AGENDA

Agenda

Course: BASIC SKILLS CAMP
Date: March 28-31, 2022
Location: Southside Virginia Community College – Ft. Pickett
 1041 W. 10th Street, Blackstone, Virginia

DAY 1: Monday, March 28, 2022

1:00-1:15 PM	Welcome and Introductions
1:15-2:45 PM	Soils Instruction (1 of 5)
2:45-3:30 PM	“Sanitary Survey” Lecture
3:30-4:30 PM	Sanitary Survey Exercise
4:30 PM	Homework Assigned / Conclude for the Day

DAY 2: Tuesday, March 29, 2022

8:00-8:15 AM	Review Homework Assignment
8:15-9:45 AM	Soils Instruction (2 of 5)
9:45-10:45 AM	“Landscapes and Contour” Lecture
10:45-11:45 AM	Contour Exercise
11:45 AM-12:15 PM	Lunch (on your own)
12:15-1:15 PM	“Slope” Lecture
1:15-2:15 PM	Slope Exercise
2:15-3:45 PM	Soils Instruction (3 of 5)
3:45-4:30 PM	“Site and Soil Evaluation” Lecture
4:30 PM	Homework Assigned / Conclude for the Day

DAY 3: Wednesday, March 30, 2022

8:00-8:30 AM	Review Homework Assignment
8:30-10:00 AM	Soils Instruction (4 of 5)
10:00-11:00 AM	“COSS Construction” Lecture
11:00-11:30 AM	COSS Construction Exercise
11:30 AM-12:00 PM	Lunch (on your own)
12:00-4:30 PM	Field Trip – Wright’s Ready Mix

DAY 4: Thursday, March 31, 2022

8:00-9:00 AM	“OSS Construction Inspections” Lecture
9:00-11:30 AM	Soils Instruction (5 of 5)
11:30 AM-12:00 PM	Preparation for Design Camp I and Conclusion

Agenda

Course: BASIC SOILS COURSE
Date: May 2-6, 2022
Location: Comfort Suites – Innsbrook, 4051 Innslake Drive, Glen Allen, VA 23060

DAY 1: Monday, May 2, 2022

8:00 am	Introduction & Review Course Objectives
8:30 am	Geology, Parent Material, Soils, Physiographic Regions
9:10 am	How Soils Form
9:50 am	Break
10:10 am	Naming Horizons
11:10 am	How to Texture (review)
11:45 am	Lunch
1:00 pm	Field Work
5:00 pm	Conclude for the Day

DAY 2: Tuesday, May 3, 2022

8:00 am	Review Previous Day Field Work; Q & A
8:20 am	Soil Structure, Consistence, Plasticity, Boundaries
8:45 am	Soil Permeability and Saturation
9:30 am	Break
9:45 am	Soil Restrictions
10:20 am	Redoximorphic Features
11:20 am	Natural Color Patterns
11:45 am	Lunch
1:00 pm	Field Work
5:00 pm	Conclude for the Day

DAY 3: Wednesday, May 4, 2022

8:00 am	Review of Previous Day Field Work; Q & A
8:20 am	Landforms and How They Relate to Hydrology
9:15 am	Water Movement in Soil
9:45 am	Break
10:00 am	Where is the Water Table?
10:40 am	Advanced Soil Color Pattern Interpretation
11:45 am	Lunch
1:00 pm	Field Work
5:00 pm	Conclude for the Day

DAY 4: Thursday, May 5, 2022

7:30 am – 5 pm	All Day Field Trip
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DAY 5: Friday, May 6, 2022

8:00 am	Review of Previous Day Field Work; Q & A
8:45 am	Soil Surveys & Web Soil Survey Demonstration
9:45 am	Break
10:00 am	Basic Soils Course Exam (Open Book)
11:15 am	Exam Grading and Review; Exit Survey
12:00 pm	Closing Remarks and Conclusion

Agenda

Course: DESIGN CAMP I
Date: April 18-22, 2022
Location: Southside Virginia Community College – Ft. Pickett
 1041 W. 10th Street, Blackstone, Virginia

DAY 1: Monday, April 18, 2022

8:30 am	Welcome, Introductions, and Pre-Assessment
9:15 am	<i>Triangulating Exercise</i>
9:45 am	Pre-Assessment Review
10:15 am	<i>Separation Distances Exercise</i>
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 2: Tuesday, April 19, 2022

8:30 am	“Introduction to Basic Pump Systems” Lecture
10:30 am	<i>Pump Calculations Exercise</i>
11:30 am	Review Homework Assignment
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 3: Wednesday, April 20, 2022

8:30 am	“Inspecting Basic Pump Systems” Lecture
10:30 am	<i>Pump Calculation and Float Tree Exercises</i>
11:30 am	Review Homework Assignment
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 4: Thursday, April 21, 2022

8:30 am	Q&A: Drawing to Scale, Site Sketch, and Pumping
11:30 am	Review Homework Assignment
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 5: Friday, April 22, 2022

8:30 am	Post-Assessment
9:30 am	“Soils in the Regulations” Lecture
11:00 am	Review Post-Assessment
11:30 am	Review Homework Assignment
12:00 pm	Conclude for the Day

Agenda

Course: DESIGN CAMP II
Date: October 31 - November 4, 2022
Location: Classroom - Holiday Inn Express Conf. Room, 404 Sunchase Blvd, Farmville, VA
 Field - Prince Edward-Gallion State Forest, North Branch Forest Rd, Burkeville, VA

DAY 1: Monday, October 31, 2022

8:00 am	Welcome and Introductions
8:15 am	Pre-Assessment
10:15 am	<i>OSS Design Scenario Exercise</i>
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 2: Tuesday, November 1, 2022

8:00 am	Review Pre-Assessment
9:15 am	<i>Drainfield Sizing Exercise</i>
10:45 am	“OSS Maintenance and Repair” Lecture
11:30 am	Review Homework
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 3: Wednesday, November 2, 2022

8:00 am	“Overview of AOSS Regulations” Lecture
9:00 am	<i>Level I Review Exercise</i>
10:30 am	“Overview of Dispersal Methods” Lecture
11:30 am	Review Homework
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 4: Thursday, November 3, 2022

8:00 am	<i>Level I and II Review Exercise</i>
10:00 am	Q&A Session
11:30 am	Review Homework
12:00 pm	Lunch (on your own)
1:00 pm	<i>Field Work – meet at field site</i>
5:00 pm	Homework Assigned and Conclude for the Day

DAY 5: Friday, November 4, 2022

8:00 am	Brief Q&A Session
8:30 am	Post-Assessment
11:00 am	Review Homework and Post-Assessment
12:00 pm	Conclude for the Day

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.), 3 (§ 54.1-300 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. Obtaining or attempting to obtain a license by false or fraudulent representation, or maintaining, renewing, or reinstating a license by false or fraudulent representation; or furnishing substantially inaccurate or incomplete information to the board in obtaining, renewing, reinstating, or maintaining a license.

3. Failing to report a change pursuant to 18VAC160-40-450.

4. A licensee having been convicted or found guilty in any jurisdiction, or disciplined by any jurisdiction, board, or administrative body in any jurisdiction of any offense or violation enumerated in 18VAC160-40-460. Review of convictions will 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 in any jurisdiction, or disciplined by any jurisdiction, board, or administrative body of any offense or violation enumerated in 18VAC160-40-460.

6. Failure to comply with the requirements of 18VAC160-40-480.

7. Actions constituting negligence, misconduct, or incompetence in the practice of the profession, including:

- DRAFT AGENDA
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DRAFT AGENDA
- a. Having undertaken to perform or performed a professional assignment that the licensee is not qualified to perform by education, experience, training, or appropriate class or category of licensure.
 - b. Not demonstrating reasonable care, judgment, or application of the required knowledge, skill, and ability in the performance of the licensee's duties.
 - c. Failing to adequately supervise and review work performed by unlicensed employees or journeyman licensees under the direct supervision of a master licensee.
 - d. Failure to obtain any permit, approval, or other document required by VDH or an independent local health department related to the design, installation, repair, or operation of an onsite sewage system.
 - e. Failing to act in providing professional services in a manner that safeguards the interests of the public.

8. Actions constituting engaging in improper, fraudulent, or dishonest conduct, including:

- a. Making any misrepresentation or engaging in acts of fraud or deceit in advertising, soliciting, or in providing professional services.
- b. 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.
- c. Knowingly misrepresenting factual information in expressing a professional opinion.
- d. Allowing a license issued by the board to be used by another.

9. Failure to comply with the requirements of 18VAC160-40-500.



Department of Professional and Occupational Regulation

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

GUIDANCE DOCUMENT

Guidance Regarding License Requirements for Operators of an Alternative Sewage System Exceeding 10,000 GPD

Adopted: October 28, 2021

Effective Date: December 23, 2021

I. Background

Board staff continues to receive inquiries regarding the license requirements for those acting as an operator of an alternative sewage system that exceeds 10,000 gallons per day design flow. Specifically, Board staff has been asked whether a single individual must hold both licenses or whether two individuals can work together for operations on an alternative onsite sewage system that exceeds 10,000 gallons per day.

II. Applicable Regulations and Minutes Excerpt

18VAC160-40-170 F of the Board's regulations states: "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".

As reflected in the January 29, 2019, Board meeting minutes, the Board previously considered

this issue and agreed by consensus that one individual must hold both an alternative onsite sewage system operator license and a Class 4 or higher wastewater works operator license in order to operate and alternative system that exceeds 10,000 gallons per day, and two individuals would not meet the licensing requirement by partnering with one another.

III. Consideration of Board Policy

At the April 29, 2021, Board meeting, the Board revisited this subject and requested that staff prepare a draft guidance document for consideration at a future meeting. Accordingly, staff recommends the following.

As of April 2021, there are only 45 licensees that hold both a wastewater works operator license (of any class) and an alternative onsite sewage system operator license. Since the requirement that a single individual holding both licenses be responsible for operations on an alternative onsite sewage system that exceeds 10,000 gallons per day design flow may be overly-burdensome and restrictive for some areas of the state, the Board adopts guidance as follows:

An alternative onsite sewage system that exceeds 10,000 gallons per day design flow is required to have operations and maintenance performed by either (i) an individual who is licensed as both an alternative onsite sewage system operator and a Class 4 or higher wastewater works operator, or (ii) an individual who is licensed as an alternative onsite sewage system operator and an individual who is licensed as a Class 4 or higher wastewater works operator who are working together pursuant to an employment relationship, contract, or other written agreement.



Department of Professional and Occupational Regulation

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

Guidance Document: Onsite Sewage System Professionals Master and Journeyman License Requirements

Adopted April 20, 2017

I. Background

Board staff has received inquiries regarding whether everyone involved in performing regulated activities (i.e., onsite sewage system installation, soil evaluation, and/or operation) needs to have a license issued by the Board.

II. Policy

The Board adopts the following policy as it pertains to licensing of individuals engaged in the provision of regulated activities:

A license is required if an individual is performing a regulated activity. If assisting with tasks related to the regulated activity, a license is not necessarily required. When installing onsite sewage systems, the decision-maker and person executing the installation of approved permits must be licensed as a journeyman or master for the applicable license type. In addition, a licensee (master or journeyman, with the appropriate license type) must be on the job site. For operation and maintenance and onsite soil evaluation and design, the decision-maker must have a license and a licensee must be on-site where the regulated activities are being performed (either master or journeyman, with the appropriate license type). In all cases, master licensees are responsible for providing direct supervision over journeymen licensees working under them and performing regulated activities, in accordance with the Board's regulations.



Department of Professional and Occupational Regulation

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

Guidance Document: Pumping of Alternative Onsite Sewage Systems

Adopted January 19, 2017

Amended April 20, 2017

I. Background

Board staff has received inquiries regarding the necessity of an alternative onsite sewage system operator to be present when a conventional onsite system operator has been called to pump an alternative onsite sewage system. Currently, a conventional onsite sewage system operator is not permitted to perform any kind of operation and maintenance on alternative onsite sewage systems, to include pumping the tanks.

18VAC160-20-10 of the Board's regulations provides the following definitions:

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

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

"Maintenance" or **"maintain"** means performing adjustments to equipment and controls and in-kind replacement of normal wear and tear parts such as light bulbs, fuses, filters, pumps, motors, or other like components. ***Maintenance includes pumping the tanks*** or cleaning the building sewer on a periodic basis. Maintenance shall not include replacement of tanks, drain field piping, distribution boxes, or work requiring a construction permit and a licensed onsite sewage system installer.

"Operate" means any act of an individual that may impact on the finished water quality at a waterworks, the plant effluent at a wastewater works, or the effluent at an onsite sewage system.

In addition, the Board has the following policies and interpretations relative to this issue:

December 2, 2009 - Onsite Sewage System Operators (Septic Pumpers) An onsite sewage system operator license is required for pumping out conventional and alternative onsite sewage systems.

April 12, 2011 - Alternative Onsite Sewage System Operators (Septic Pumpers) Alternative septic tanks must have a licensed alternative onsite sewage system operator responsible for the actions of the individual or individuals pumping out the septic tank. The licensed alternative onsite sewage system operator is not required to be present when the septic tank is pumped out, but is responsible for the actions of the **unlicensed individual** actually pumping out the septic tank. The individual actually pumping out the septic tank need not be a licensed alternative onsite sewage system operator, but must be working under the supervision of a licensed alternative onsite sewage system operator who shall be responsible for the **unlicensed person's** actions, as related to pumping the septic tank.

II. Issues and Concerns

The conventional onsite sewage system operator has the truck and equipment necessary to pump an onsite sewage system, and an alternative operator may not. In this case, the alternative onsite sewage system operator must have a conventional onsite sewage system operator pump the alternative onsite sewage system. Thus, the alternative operator must be present – because he is responsible for operation and maintenance on the alternative system – along with the conventional operator. The homeowner is then paying for two different licensees to be present, even though the conventional operator is **only** pumping the tank. *Note: Neither of the policies above address this issue, and the above policies are expected to be repealed when the new regulations are effective as the issue of supervision is addressed more clearly.*

III. Policy

The Board adopts the following policy as it pertains to conventional onsite sewage system operators pumping alternative onsite sewage systems:

A conventional onsite sewage system operator with the appropriate sewage handling permit issued by VDH may pump an alternative onsite sewage system without the alternative onsite sewage system operator present so long as it is done at the direction of the alternative onsite sewage system operator. The conventional onsite sewage system operator is only permitted to pump the tanks and is not authorized to perform any other functions associated with operation and maintenance of the alternative onsite sewage system, and such conventional operator may only pump the tank of the alternative onsite sewage system at the request of a properly licensed alternative onsite sewage system operator. If it is found that the conventional onsite sewage system operator has performed

any function outside of pumping the alternative onsite sewage system, or has done so independently and not at the direction of an alternative onsite sewage system operator, the conventional onsite sewage system operator may be subject to disciplinary action by the Board.

The Board advises that as a best practice the alternative operator *should* be present during the pumping of the alternative onsite sewage system, or should inspect the system as soon as possible after pumping to ensure the proper continued operation of the alternative onsite sewage system in accordance with applicable regulations and manufacturer's instructions.

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CONSIDER UNIVERSAL LICENSING
RECOGNITION REGULATORY AMENDMENT
AND AUTHORIZE REGULATORY PROCESS

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PFA Summary

1/2/2017 through 4/3/2023

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Wastewater Works Operator Class 1 Examination - VAWW1

Exam Type: Virginia Wastewater Works Operator Class 1 Examination - CLASS1

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	316	55	17.4%	261	82.6%	16	4.8%	332
Repeater	510	113	22.2%	397	77.8%	19	3.6%	529
Total	826	168	20.3%	658	79.7%	35	4.1%	861

Test Program: Virginia Wastewater Works Operator Class 2 Examination - VAWW2

Exam Type: Virginia Wastewater Works Operator Class 2 Examination - CLASS2

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	533	130	24.4%	403	75.6%	13	2.4%	546
Repeater	673	145	21.5%	528	78.5%	26	3.7%	699
Total	1206	275	22.8%	931	77.2%	39	3.1%	1245

Test Program: Virginia Wastewater Works Operator Class 3 Examination - VAWW3

Exam Type: Virginia Wastewater Works Operator Class 3 Examination - CLASS3

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	549	176	32.1%	373	67.9%	17	3.0%	566
Repeater	613	175	28.5%	438	71.5%	16	2.5%	629
Total	1162	351	30.2%	811	69.8%	33	2.8%	1195

Test Program: Virginia Wastewater Works Operator Class 4 Examination - VAWW4

Exam Type: Virginia Wastewater Works Operator Class 4 Examination - CLASS4

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	564	172	30.5%	392	69.5%	19	3.3%	583
Repeater	723	181	25.0%	542	75.0%	18	2.4%	741
Total	1287	353	27.4%	934	72.6%	37	2.8%	1324

PFA Summary

1/2/2017 through 4/3/2023

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Waterworks Operator Class 1 Examination - VAWA1

Exam Type: Virginia Waterworks Operator Class 1 Examination - CLASS1

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	313	74	23.6%	239	76.4%	3	0.9%	316
Repeater	440	102	23.2%	338	76.8%	20	4.3%	460
Total	753	176	23.4%	577	76.6%	23	3.0%	776

Test Program: Virginia Waterworks Operator Class 2 Examination - VAWA2

Exam Type: Virginia Waterworks Operator Class 2 Examination - CLASS2

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	384	195	50.8%	189	49.2%	13	3.3%	397
Repeater	403	110	27.3%	293	72.7%	11	2.7%	414
Total	787	305	38.8%	482	61.2%	24	3.0%	811

Test Program: Virginia Waterworks Operator Class 3 Examination - VAWA3

Exam Type: Virginia Waterworks Operator Class 3 Examination - CLASS3

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	415	222	53.5%	193	46.5%	18	4.2%	433
Recredentialing	10	1	10.0%	9	90.0%	0	0.0%	10
Repeater	322	119	37.0%	203	63.0%	8	2.4%	330
Total	747	342	45.8%	405	54.2%	26	3.4%	773

Test Program: Virginia Waterworks Operator Class 4 Examination - VAWA4

Exam Type: Virginia Waterworks Operator Class 4 Examination - CLASS4

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	351	202	57.5%	149	42.5%	11	3.0%	362
Repeater	204	81	39.7%	123	60.3%	4	1.9%	208
Total	555	283	51.0%	272	49.0%	15	2.6%	570

PFA Summary

1/2/2017 through 4/3/2023

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Waterworks Operator Class 5 Examination - VAWA5

Exam Type: Virginia Waterworks Operator Class 5 Examination - CLASS5

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	124	105	84.7%	19	15.3%	3	2.4%	127
Repeater	22	9	40.9%	13	59.1%	0	0.0%	22
Total	146	114	78.1%	32	21.9%	3	2.0%	149

Test Program: Virginia Waterworks Operator Class 6 Examination - VAWA6

Exam Type: Virginia Waterworks Operator Class 6 Examination - CLASS6

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	77	39	50.6%	38	49.4%	1	1.3%	78
Repeater	43	23	53.5%	20	46.5%	2	4.4%	45
Total	120	62	51.7%	58	48.3%	3	2.4%	123

PFA Summary

1/26/2023 through 4/3/2023

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Wastewater Works Operator Class 1 Examination - VAWW1

Exam Type: Virginia Wastewater Works Operator Class 1 Examination - CLASS1

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	14	4	28.6%	10	71.4%	1	6.7%	15
Repeater	20	6	30.0%	14	70.0%	2	9.1%	22
Total	34	10	29.4%	24	70.6%	3	8.1%	37

Test Program: Virginia Wastewater Works Operator Class 2 Examination - VAWW2

Exam Type: Virginia Wastewater Works Operator Class 2 Examination - CLASS2

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	25	2	8.0%	23	92.0%	1	3.8%	26
Repeater	37	8	21.6%	29	78.4%	1	2.6%	38
Total	62	10	16.1%	52	83.9%	2	3.1%	64

Test Program: Virginia Wastewater Works Operator Class 3 Examination - VAWW3

Exam Type: Virginia Wastewater Works Operator Class 3 Examination - CLASS3

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	24	5	20.8%	19	79.2%	1	4.0%	25
Repeater	25	6	24.0%	19	76.0%	3	10.7%	28
Total	49	11	22.4%	38	77.6%	4	7.5%	53

Test Program: Virginia Wastewater Works Operator Class 4 Examination - VAWW4

Exam Type: Virginia Wastewater Works Operator Class 4 Examination - CLASS4

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	23	5	21.7%	18	78.3%	2	8.0%	25
Repeater	25	8	32.0%	17	68.0%	0	0.0%	25
Total	48	13	27.1%	35	72.9%	2	4.0%	50

PFA Summary

1/26/2023 through 4/3/2023

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Waterworks Operator Class 1 Examination - VAWA1

Exam Type: Virginia Waterworks Operator Class 1 Examination - CLASS1

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	18	5	27.8%	13	72.2%	0	0.0%	18
Repeater	22	3	13.6%	19	86.4%	3	12.0%	25
Total	40	8	20.0%	32	80.0%	3	7.0%	43

Test Program: Virginia Waterworks Operator Class 2 Examination - VAWA2

Exam Type: Virginia Waterworks Operator Class 2 Examination - CLASS2

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	20	11	55.0%	9	45.0%	1	4.8%	21
Repeater	13	5	38.5%	8	61.5%	0	0.0%	13
Total	33	16	48.5%	17	51.5%	1	2.9%	34

Test Program: Virginia Waterworks Operator Class 3 Examination - VAWA3

Exam Type: Virginia Waterworks Operator Class 3 Examination - CLASS3

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	17	11	64.7%	6	35.3%	0	0.0%	17
Recredentialing	3	1	33.3%	2	66.7%	0	0.0%	3
Repeater	22	6	27.3%	16	72.7%	0	0.0%	22
Total	42	18	42.9%	24	57.1%	0	0.0%	42

Test Program: Virginia Waterworks Operator Class 4 Examination - VAWA4

Exam Type: Virginia Waterworks Operator Class 4 Examination - CLASS4

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	13	8	61.5%	5	38.5%	1	7.1%	14
Repeater	15	5	33.3%	10	66.7%	1	6.3%	16
Total	28	13	46.4%	15	53.6%	2	6.7%	30

PFA Summary

1/26/2023 through 4/3/2023

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Waterworks Operator Class 5 Examination - VAWA5

Exam Type: Virginia Waterworks Operator Class 5 Examination - CLASS5

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	2	1	50.0%	1	50.0%	0	0.0%	2
Repeater	2	0	0.0%	2	100.0%	0	0.0%	2
Total	4	1	25.0%	3	75.0%	0	0.0%	4

Test Program: Virginia Waterworks Operator Class 6 Examination - VAWA6

Exam Type: Virginia Waterworks Operator Class 6 Examination - CLASS6

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	5	1	20.0%	4	80.0%	0	0.0%	5
Repeater	6	3	50.0%	3	50.0%	0	0.0%	6
Total	11	4	36.4%	7	63.6%	0	0.0%	11

OSSP EXAM STATS

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">703A-Water Distribution: Safety</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (18.9 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	703B-Water Distribution: Distribution Facilities
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Approval Training credits to be determined by Committee (26.1 contact hours)

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">703C-Water Distribution: Disinfection</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (17.6 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">703D-Water Distribution: Operation and Maintenance</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (21 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">703E-Water Distribution: Management</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (17.8 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	CE39-Advanced Waste Treatment- Wastewater Specialist Program
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Approval Training credits to be determined by Committee (88 contact hours)

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	Collection Systems: Methods for Evaluating and Improving Performance
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Approval Training credits to be determined by Committee (19 contact hours)

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">104C-Math Application in Wastewater</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval Training credits to be determined by Committee (33 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">101C-Math Applications in Collection Systems</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (18 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">Membrane Bioreactors</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (7.3 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	Collection System Operation & Maintenance Training Videos
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Pending per Committee Review Training credits to be determined by Committee (6 contact hours)

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	Pretreatment Facility Inspection Training Videos
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Pending per Committee Review Training credits to be determined by Committee (5 contact hours)

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">CE38A-Operation of Wastewater Treatment Plants Vol. I-Wastewater Specialist Program</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (76 contact hours)</p>

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WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">CE38B-Operation of Wastewater Treatment Plants Vol. II-Wastewater Specialist Program</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval</p> <p style="text-align: center;">Training credits to be determined by Committee (102 contact hours)</p>

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UPDATE ON WWWO EXAMINATION

TASK FORCE

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2023 LEGISLATIVE UPDATE

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**Department of Professional and Occupational Regulation
Statement of Financial Activity**

**Board for WWOOSSP
954530**

2022-2024 Biennium

February 2023

	February 2023 Activity	Biennium-to-Date Comparison	
		July 2020 - February 2021	July 2022 - February 2023
Cash/Revenue Balance Brought Forward			126,089
Revenues	101,950	210,770	243,337
Cumulative Revenues			369,426
Cost Categories:			
Board Expenditures	12,535	19,475	30,168
Board Administration	7,001	57,136	60,509
Administration of Exams	885	10,090	6,635
Enforcement	459	3,620	3,924
Legal Services	328	669	984
Information Systems	6,833	36,547	34,074
Facilities and Support Services	5,323	31,618	27,022
Agency Administration	4,563	26,560	40,492
Other / Transfers	0	0	(75)
Total Expenses	37,928	185,716	203,733
Transfer To/(From) Cash Reserves	0	0	(12,349)
Ending Cash/Revenue Balance			178,043

Cash Reserve Beginning Balance	86,854	0	99,203
Change in Cash Reserve	0	0	(12,349)
Cash Reserve Ending Balance	86,854	0	86,854

Number of Regulants	
Current Month	5,870
Previous Biennium-to-Date	5,510

UPDATE ON OUTREACH OPPORTUNITIES

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Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board action.
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OTHER BUSINESS

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FUTURE MEETING DATES

- July 27, 2023
- October 19, 2023

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COMPLETE CONFLICT OF INTEREST
FORMS AND
TRAVEL VOUCHERS

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ADJOURN

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