

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

Effective August 4, 2025

Delegation of Authority to DPOR Staff

The Board hereby delegates authority to the Department of Professional and Occupational Regulation to conduct predetermination and licensing informal fact-finding conferences in accordance with the applicable portions of the Administrative Process Act (Code of Virginia 2.2-4000 et. seq.).

Authorization to Approve Certain Prior Criminal Convictions

Applications and Predetermination Requests disclosing the following convictions will not be reviewed by the Board and may be approved by DPOR staff:

1. All felony convictions with no subsequent reportable convictions, unless the conviction resulted in incarceration where the release date is less than one year from the application date. This does not include convictions involving murder, manslaughter, sexual assault or any sexual crime, rape, robbery, indecent liberties, fraud, embezzlement, abduction, assaulting a law enforcement officer, resisting arrest, larceny, breaking and entering, burglary, firearms offenses, or similar convictions.
2. Felony convictions for possession of controlled substance more than five years old with no other convictions. For convictions less than five years old if the applicant has completed a deterrence program.
3. Misdemeanor convictions for possession or distribution of marijuana or controlled substances with no other convictions.
4. DUI convictions where the applicant has completed VASAP or another similar program accepted by the court or DMV after the latest conviction. This does not include subsequent misdemeanor DUI convictions or felony DUI convictions.