



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

**Summary of Board Interpretations, Policies, and Guidance**

**Adopted October 23, 2025**

**General**

<b>Guidance Regarding WWWOSSP Licensees Earning CPE Credit for Attending WWWOSSP Board Meetings</b>	
<p>In order to earn CPE credit for attending a WWWOSSP Board meeting, each of the following must be met:</p> <ol style="list-style-type: none"> <li>1. A licensee of the Board must sign in and out of the Board meeting on forms provided by staff to include providing, at a minimum, the licensee’s name, address, and license number(s). For virtual Board meetings, Board staff will provide instructions in advance of the Board meeting on how a licensee is to confirm attendance at the meeting and provide their identifying information.</li> <li>2. A licensee can only earn CPE credit for attending a Board meeting once per license cycle.</li> <li>3. CPE credit will be awarded pursuant to the provisions in the regulations, including the calculation of a “contact hour” as 50 minutes. However, the maximum credit that can be earned for attending a Board meeting is seven (7) hours of CPE credit.</li> <li>4. A licensee who attends a Board meeting as a participant in a disciplinary matter being considered at that meeting is not eligible to earn CPE credit for attending that Board meeting.</li> <li>5. Board staff may request additional information or documentation to ensure compliance with these guidelines. Failure to follow these instructions, including providing all necessary information, or failure for Board staff to confirm the licensee’s attendance at the Board meeting may result in CPE credit not being awarded.</li> </ol>	<p>Adopted 4/29/21</p>
<p>In addition to the information above, it should be noted that a licensee could be subject to disciplinary action if falsely claiming CPE credit or misrepresenting attendance at a Board meeting.</p>	

## Waterworks and Wastewater Works Operators

<b>Acceptable Utility Management CPE Topics</b>	
<p>To ensure consistency in the application of the regulations and guidance to staff and licensees as to what topic areas may be acceptable for utility management CPE, the following topics are considered to be acceptable pursuant to 18VAC160-30-200 B and 18VAC160-30-210 B:</p> <ul style="list-style-type: none"> <li>- Customer Service for Utilities</li> <li>- Managing Job Performance (Supervision and Management)</li> <li>- Conflict Resolution</li> <li>- Succession Planning</li> <li>- Writing Standard Operating Procedures</li> <li>- Budgeting</li> <li>- OSHA Courses</li> <li>- Contract Negotiation</li> <li>- Rate Analysis</li> <li>- Grant Writing</li> <li>- Laboratory Analysis, to include Chain of Custody</li> <li>- Compliance Reporting, to include Discharge Monitoring and Monthly Operating Reports (DMR and MOR)</li> <li>- Employee Development</li> <li>- Operation Performance Indicators</li> <li>- Ethics</li> </ul> <p>Other topic areas not listed may also be acceptable for utility management CPE and will be reviewed on a case-by-case basis. Board staff may request additional information as needed in order to ensure compliance with this policy when conducting an audit of a waterworks or wastewater works operator's CPE.</p>	<p>Adopted 10/26/17</p>

## Onsite Sewage System Professionals

<b>Onsite Sewage System Installers Installation of Non-discharging Onsite Sewage Systems</b>	
<p>A licensed alternative onsite sewage system installer is required for the installation of non-discharging onsite sewage systems permitted by VDH, regardless of the size of the non-discharging onsite sewage system. The licensed alternative onsite sewage system installer must also be a licensed contractor or work for a licensed contractor who has the ADS specialty on the contractor's license if required by Chapter 11 of Title 54.1 of the Code of Virginia. Depending on the construction and installation plans of the non-discharging onsite sewage systems (e.g., the plan includes a pumping station), the licensed contractor may be required by the Virginia Board for Contractors to have the H/H classification in addition to the ADS.</p>	<p>Adopted 9/27/11 Last updated 8/4/25</p>

<b>Onsite Sewage System Inspections &amp; Evaluations for Property Transfers</b>	
The Board’s regulations are silent on inspections and evaluations for property transfers. Consequently, the Board has no authority to regulate inspections or evaluations for property transfers. The Board regulates onsite sewage system professionals. If work performed during an inspection or evaluation for the transfer of property requires a licensed individual to perform the work, pursuant to the Board’s regulations, then the individual performing the work must be appropriately licensed.	Adopted 4/12/11

<b>Qualifying for Operator and Installer Licensure Using Certain Degree Programs</b>	
<p>The Onsite Sewage System Professionals Licensing Regulations provide options for entry that include completion of 10 to 20 hours of education approved by the Board covering the basics of operation and installation, as applicable to the license being sought, of onsite sewage systems. Applicants seeking to qualify under 18VAC160-40-130.1 or 18VAC160-40-130.3 (master conventional onsite sewage system installer); 18VAC160-40-160.2 or 18VAC160-40-160.3 (master alternative onsite sewage system installer); 18VAC160-40-190.2 (master conventional onsite sewage system operator); 18VAC160-40-210.1 (journeyman alternative onsite sewage system operator); and 18VAC160-40-220.1 or 18VAC160-40-220.3 (master alternative onsite sewage system operator) may substitute the “Education Required” pursuant to the respective regulation with an acceptable degree as provided in 18VAC160-40-280.</p> <p>The applicant must meet all other requirements of the Board, including appropriate documentation of qualifying experience. Board staff may request additional information from the applicant to confirm the education component has been satisfied and all eligibility criteria has been met.</p>	Adopted 4/19/18