



PSI  
 3210 E Tropicana  
 Las Vegas, NV 89121  
 www.psiexams.com



COMMONWEALTH OF VIRGINIA  
 DEPARTMENT OF PROFESSIONAL AND  
 OCCUPATIONAL REGULATION

ONSITE SEWAGE SYSTEM PROFESSIONALS  
 EXAMINATION CANDIDATE INFORMATION BULLETIN

Examinations by PSI .....	1	Required Identification .....	2
Examination Eligibility and Approval Process .....	1	Security Procedures .....	4
Scheduling Procedures .....	1	Taking the Examination by Computer .....	4
Scheduling an Appointment to take the Exam.....	1	Identification Screen .....	4
Canceling an Examination Appointment .....	2	Tutorial .....	4
Missed Appointment or Late Cancellation .....	2	Examination .....	4
Scheduling a Re-Take Examination .....	2	Examination Review .....	4
Special Examination Arrangements.....	2	Score Reporting .....	5
Examination Site Closing for an Emergency .....	2	Duplicate Score Reports .....	5
Social Security Number Confidentiality .....	2	Examination Study Materials.....	5
Walk-in Examinations .....	2	Examination Content Outlines.....	6
Computer Examination Center Locations.....	3	License Application Instructions .....	8
Reporting to the Examination Center .....	3	Examination Registration Form and Applications .....	9

Please refer to [www.psiexams.com](http://www.psiexams.com) for the latest updates to this bulletin.

## EXAMINATIONS BY PSI

This Candidate Information Bulletin provides you with information about the examination and application process for becoming licensed as an Onsite Sewage System Professional in the Commonwealth of Virginia. To be licensed, you must pass an examination to confirm that you have attained at least a minimum level of knowledge regarding the principles, practices, statutes and regulations. The Department of Professional and Occupational Regulation has contracted with PSI to conduct its examination program. PSI provides examinations through a network of computer examination centers in Virginia. PSI works closely with the Department and its Examination Review Committee to be certain that examinations meet local, national and international requirements in basic principles and examination development standards.

After passing the appropriate examination, you may apply for licensure to the Virginia Department of Professional and Occupational Regulation. Once the Department has verified that you have met all of the requirements, the Department will issue the appropriate license(s).

This Candidate Information Bulletin provides you with information on how to acquire licenses for the following.

- Alternative Onsite Soil Evaluator
- Conventional Onsite Soil Evaluator
- Alternative Onsite Sewage System Installer
- Conventional Onsite Sewage System Installer
- Alternative Onsite Sewage System Operator
- Conventional Onsite Sewage System Operator

All questions and requests for information about examination applications should be directed to:

PSI  
3210 E Tropicana  
Las Vegas, NV 89121  
(800) 733-9267 • Fax (702) 932-2666 • [www.psiexams.com](http://www.psiexams.com)

Questions about applications for licensure should be directed to the:

Commonwealth of Virginia  
Department of Professional and  
Occupational Regulation  
Board for Waterworks and Wastewater Works Operators and  
Onsite Sewage System Professionals  
9960 Mayland Drive, Suite 400  
Richmond, VA 23233  
(804) 367-2176  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)  
email: [waterwasteoper@dpor.virginia.gov](mailto:waterwasteoper@dpor.virginia.gov)

## EXAMINATION ELIGIBILITY AND APPROVAL PROCESS

In order for a candidate to become eligible to register and schedule for an examination, they must submit the following.

A *complete* Virginia Onsite Sewage System Professional application must contain the following:

1. A completed PSI Registration and License Application Form (form included in this bulletin), including the \$84 examination fee;
2. A copy of a high school diploma or GED;
3. An official post-secondary transcript is required to verify a B.S. degree or post-secondary education;
4. A completed **Experience Verification Form** (form included in this bulletin), signed by your supervisor;
5. Board approved training certificates;
6. Out-of-state applicants with a current license must provide:
  - A Certification of Licensure/Letter of Good Standing from the other state dated within the last 60 days.

Upon approval of eligibility, you will be mailed a confirmation notice containing instructions for scheduling an appointment to take the examination. If you are determined to be ineligible, PSI will notify you via first class mail.

If this is a first time registration, you must mail these documents to PSI and allow 2 weeks for processing your initial application.

New candidates have one year from Examination Registration and Application approval to pass the examination or they must reapply and meet all current requirements.

## SCHEDULING PROCEDURES

### EXAMINATION FEE

Examination Fee	\$84
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NOTE: EXAMINATION FEES ARE NOT REFUNDABLE OR TRANSFERABLE

### SCHEDULING AN APPOINTMENT TO TAKE THE EXAMINATION

Once you have received your eligibility notice, you are responsible for contacting PSI to schedule an appointment to take the examination. PSI will make every effort to schedule the examination site and time that is most convenient for you. You may schedule for an examination via the Internet 24 hours a day at [www.psiexams.com](http://www.psiexams.com). Or, using a touch-tone phone, call PSI 24 hours a day at (800) 733-9267. To schedule with a PSI registrar, call Monday through Friday, between 7:30 am and 8:00 pm and Saturday, between 11:00 am and 5:00 pm, Eastern Time. If space is available in the examination site of your choice, you may schedule an examination 1 day prior to the examination date of your choice, up to 7:00 p.m. ET. Please be prepared to offer alternate examination appointment choices.

### CANCELING AN EXAMINATION APPOINTMENT

You may cancel and reschedule an examination appointment without forfeiting your fee if your cancellation notice is received 2 days prior to the scheduled examination date. For example, for a Monday appointment, the cancellation notice would need to be received on the previous Saturday. You may call PSI at (800) 733-9267. Please note that you may also use the automated system, using a touch-tone phone, 24 hours a day in order to cancel and reschedule your appointment.

Note: A voice mail message is not an acceptable form of cancellation. Please use the internet, automated telephone system, or call PSI and speak to a Customer Service Representative.

### MISSED APPOINTMENT OR LATE CANCELLATION

If you miss your appointment, you will not be able to take the examination as scheduled, further you will forfeit your examination fee, if you:

- Do not cancel your appointment 2 days before the scheduled examination date;
- Do not appear for your examination appointment;
- Arrive after examination start time;
- Do not present proper identification when you arrive for the examination.

### SCHEDULING A RETAKE EXAMINATION

Due to processing procedures and reporting of your scores, it is not possible to schedule a retake examination on the same day in which you tested unsuccessfully. For example: if a candidate tests unsuccessfully on Wednesday they may contact PSI on Thursday, and depending on seating availability, may retest as soon as Friday.

To schedule a retake:

#### ■ ON-LINE REGISTRATION ([www.psiexams.com](http://www.psiexams.com))

Upon completing the on-line registration, send it to us via the Internet. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid VISA or MasterCard.

#### ■ MAIL (PSI, 3210 E Tropicana, Las Vegas, NV 89121)

Send the completed registration form to the above address. Allow 2 weeks for processing before scheduling the examination date. Examination fee must be paid by a MasterCard, VISA, money order or cashier's check (made payable to PSI and must contain the applicant's social security number). **CASH AND PERSONAL OR COMPANY CHECKS ARE NOT ACCEPTED FOR MAIL-IN REGISTRATIONS.**

#### ■ FAX (702-932-2666)

Fax completed registration form to PSI. Allow 4 business days for processing before contacting PSI to schedule the examination. Examination fee must be paid by a valid VISA or

[www.psiexams.com](http://www.psiexams.com)

MasterCard.

#### ■ PHONE (800-733-9267)

Contact PSI by telephone. You will be given available dates for scheduling your re-examination. Examination fee must be paid by a valid VISA or MasterCard.

### SPECIAL EXAMINATION ARRANGEMENTS

All examination centers are equipped to provide access in accordance with the Americans with Disabilities Act (ADA) of 1990, and every reasonable accommodation will be made in meeting a candidate's needs. Applicants with disabilities or those who would otherwise have difficulty taking the examination should contact PSI to make alternative arrangements. Requests for any special accommodations should be made in writing, describing the specific accommodations that will be needed, and requests must include supporting documentation from a licensed professional. All requests for special testing arrangements must be made when the candidate registers for the examination. PSI will forward the special accommodation request to the commission for final approval.

### EXAMINATION SITE CLOSING FOR AN EMERGENCY

In the event that severe weather or another emergency forces the closure of an examination site on a scheduled examination date, your examination will be rescheduled. PSI personnel will attempt to contact you in this situation. However, you may check the status of your examination schedule by calling (800) 733-9267. Every effort will be made to reschedule your examination at a convenient time as soon as possible. You will not be penalized. You will be rescheduled at no additional charge.

### SOCIAL SECURITY NUMBER CONFIDENTIALITY

PSI will use your Social Security Number only as an identification number in maintaining your records and reporting your examination scores to the Department of Professional and Occupational Regulation. If you elect not to disclose your Social Security number to PSI, please enclose a separate letter explaining this with your examination registration form. However, you **MUST** provide your social security number to the state to complete the licensing process.

### WALK-IN EXAMINATIONS

#### YOU MUST PRESENT A CONFIRMATION NOTICE OR A FAILING SCORE REPORT TO BE ELIGIBLE FOR A WALK-IN EXAMINATION.

You are strongly encouraged to schedule an examination. However, you may take the examination as a walk-in candidate. Walk-in examinations are available on a space-available, "first-come", "first-served" basis. Walk-in candidates will only be admitted after all scheduled candidates have been admitted. Because of seating limitations at examination centers, admission cannot be guaranteed to walk-in candidates. There is an additional fee of \$15 for walk-in candidates. This fee must be paid by money order or cashier's check at the examination center. (Personal or Company checks, cash, and credit cards are NOT accepted.)



## COMPUTER EXAMINATION CENTER LOCATIONS

### FALLS CHURCH LEESBURG PIKE MCILVAINE BUILDING

6201 Leesburg Pike, Suite 404  
Falls Church, VA 22044

*From I-495, take new exit 47 (old exit 10) (Leesburg Pike) and proceed east past Little Falls. Leesburg becomes Broad St. Proceed on Broad St thru Falls Church. Broad St turns back into Leesburg Pike (Rte 7 East). Follow Rte 7-East signs through the Seven Corners Intersection. Building is on the corner of Leesburg Pike and Patrick Henry Drive. Turn right onto Patrick Henry Dr and right into the building parking lot, then left on the up ramp to the main parking lot. Parking and entrance to the back of the building.*

### TYSONS CORNER AREA

1651 Old Meadow Rd, Suite B01  
McLean, VA 22102

*From the Beltway take the McLean Exit (Route 123 North). Turn right on Old Meadow Road (the first traffic light). The site is the first building on the left. Use the back entrance.*

### RICHMOND AREA

Daniel Building  
3805 Cutshaw Ave., Suite 310  
Richmond VA 23230

*From I-64, exit Staples Mill Road and proceed East approximately 1 mile. Turn left on Broad Street and proceed approximately ¾ miles. Turn right on Kent Road. The Daniel Building is on the corner of Cutshaw Avenue. Use street parking.*

### PSI VIRGINIA BEACH

Pembroke IV Building  
291 Independence Blvd, Suite 140  
Virginia Beach, VA 23462

*From I-264, merge onto S Independence Blvd/VA-225 N via Exit 17B toward Pembroke Area. Make a u-turn at Broad St onto Independence Blvd/VA-225 S. The site is near the Pembroke Mall.*

### PSI CHARLOTTESVILLE

2114 Angus Road, Suite #105-B  
Charlottesville, VA 22901

*If going West on US-250, turn right onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.  
If going East on US-250, turn left onto US-29N/N Emmet St. Continue on Emmet Street and turn left on Angus Rd.*

### ROANOKE AREA

Fralin and Waldron Office Park  
2847 Penn Forest Blvd  
Building D, Suite 200  
Roanoke, Virginia 24018

*From 81 - take 220 Exit (Downtown Roanoke). From 220 take the Franklin Road Exit (not the Franklin Bus Exit). At the stop light make a right. Franklin Road will turn into Electric Road. Keep going straight until you come to Chaparral Dr and go left. You will see the Fralin & Waldron Bldg to your left. At the next stop light go left.  
If you are traveling from 220 take the first exit, Franklin Road. Follow directions above.*

### EASTERN SHORE AREA

Beaglin Park Plaza  
1323 Mt. Hermon Rd., Suite 2A  
Salisbury, MD 21801

*The complex is south of Route 50 and west of the 13 By-pass. From Route 50, turn south on Beaglin Park Drive. Turn left at the first light, Mt Hermon Rd. Turn left into Beaglin Park Plaza.*

### SOUTHWESTERN AREA

Johnson City  
904 Sunset Drive, Ste 7A  
Johnson City, TN 37604

*Take I-26 to Exit 19 (Old number 36). Go South on Highway 381 (North State of Franklin Road) approximately 2.2 miles. At the 4th light turn left (this is Sunset Drive), go approximately .7 tenths of a mile. There is a large building on the left hand side of the road. This is 904 Sunset Drive. Suite 7A is in the row of office spaces behind this building.*

## REPORTING TO THE EXAMINATION CENTER

On the day of the examination, you should arrive at least 30 minutes before your appointment. This extra time is for sign-in and identification and familiarizing you with the examination process. If you arrive late, you may not be admitted to the examination center and you will forfeit your registration fee.

### REQUIRED IDENTIFICATION

You must provide 2 forms of VALID (not expired) identification. One must be a government-issued identification (Driver's License, State ID, Passport) which bears your signature, has your photograph, or a complete physical description. The second ID must have your signature and preprinted legal name. All identification provided must match the name on the registration form. If you cannot provide the required identification, you must call (800) 733-9267 1 month prior to your scheduled appointment to arrange a way to meet this security requirement. *Failure to provide all of the required identification at the time of the examination without notifying PSI is considered a missed appointment and you will not be able to take the examination at that time.*

**NOTE:** If you recently changed your name, or if your last name includes a generation indicator (e.g., Jr., III), be sure that your name is the same on your education verification, your examination registration form, and your 2 forms of identification.

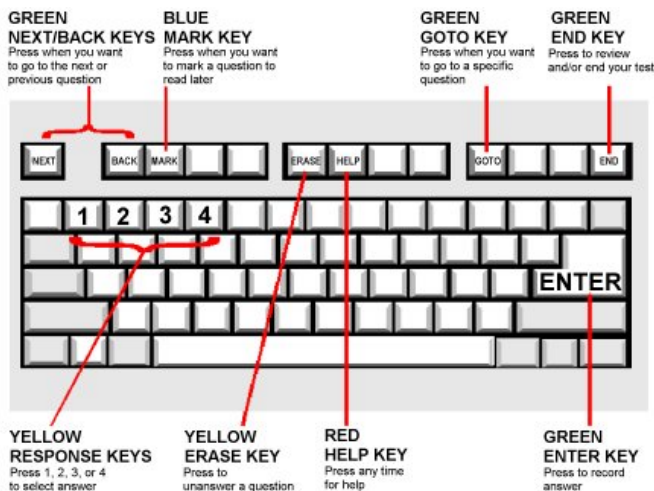
## SECURITY PROCEDURES

The following security procedures will apply during the examination:

- ❑ Candidates may bring reference books and training manuals. Reference books may be highlighted, underlined, and/or indexed. Notes previously written in the margins are acceptable. Sample examinations are not allowed.
- ❑ NO conversing or any other form of communication among candidates is permitted once you enter the examination area.
- ❑ Cell phones, pagers, and children are not allowed in the examination center. **NO personal items are to enter the testing center.** PSI will not be responsible for any personal items and suggests that you leave them locked in the trunk of your car.
- ❑ Only non-programmable calculators that are silent, battery-operated, do not have paper tape printing capabilities, and do not have a keyboard containing the alphabet will be allowed in the examination site.
- ❑ No smoking, eating, or drinking will be allowed at the examination site.
- ❑ You may not exit the building during the examination.
- ❑ Copying or communicating examination content is a violation of PSI security policy and the State Law. Either one may result in the disqualification of examination results and may lead to legal action.

## TAKING THE EXAMINATION BY COMPUTER

Taking the PSI examination by computer is simple. You do not need any computer experience or typing skill. You will use fewer keys than you use on a touch-tone telephone. All response keys are colored and have prominent characters. An illustration of the special keyboard is shown here. You may also use the mouse.



## IDENTIFICATION SCREEN

You will be directed to a semiprivate testing station to take the examination. When you are seated at the testing station, you will be prompted to confirm your name, identification number, and the examination for which you are registered.

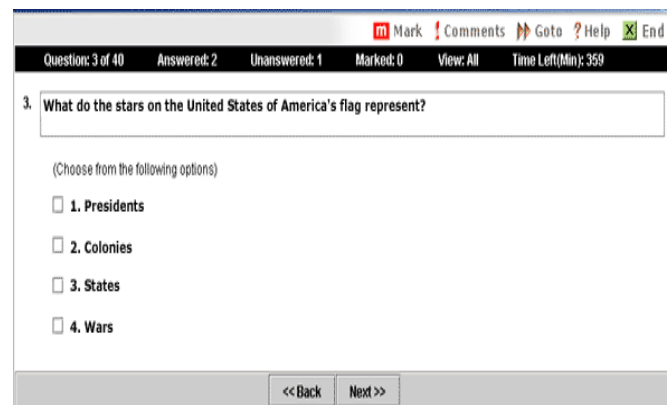
## TUTORIAL

Before you start your examination, an introductory tutorial to the computer and keyboard is provided on screen. The time you spend on this tutorial (up to 15 minutes) does NOT count as part of your examination time. Sample questions are included as part of the tutorial so that you may practice using the keys, answering questions, and reviewing your answers.

One question appears on the screen at a time. During the examination, minutes remaining will be displayed at the top of the screen and updated as you record your answers.

## EXAMINATION

A sample question display follows. During the examination, you would press 1, 2, 3, or 4 to select your answer or press "MARK" to mark it for later review. You would then press ENTER to record your answer and move on to the next question.



**IMPORTANT:** After you have entered your responses, you will later be able to return to any question(s) and change your response, provided the examination time has not run out. Pretest Items

In addition to the number of examination items specified in the "Examination Content Outlines", a small number (5 to 10) of "pretest" questions may be administered to candidates during the examinations. These questions will not be scored and the time taken to answer them will not count against examination time. The administration of such unscored, experimental questions is an essential step in developing future licensing examinations.

## EXAMINATION REVIEW

PSI, in cooperation with the Department of Professional and Occupational Regulation, will be consistently evaluating the examinations being administered to ensure that the examinations accurately measure competency in the required knowledge areas. Comments may be entered on the computer keyboard during

the examination. Your comments regarding the questions and the examinations are welcomed. Comments will be analyzed by PSI examination development staff. While PSI does not respond to individuals regarding these comments, all substantive comments are reviewed. If an error affecting examination scores is discovered as a result, which occurs very rarely, the examination scores of all affected candidates will be automatically adjusted. This is the only review of the examination available to candidates.

## SCORE REPORTING

Your score will be given to you immediately following completion of the examination. The following summary describes the score reporting process:

- **On screen** - your score will appear immediately on the computer screen. This will happen automatically at the end of the time allowed for the examination; if you are using review features, you will be able to obtain your score immediately when you indicate that you have finished and would like to see your results.
  - If you **pass**, you will immediately receive a successful notification.
  - If you **do not pass**, you will immediately receive an unsuccessful notification on the screen along with a diagnostic report indicating your strengths and weaknesses by examination type. Registration forms for submittal to PSI to retake the examination will be available at the examination site.
- **On paper** - an official score report will be printed at the examination site.

### DUPLICATE SCORE REPORTS

You can write to PSI to request a duplicate of your score report for up to 1 year after your examination.

## EXAMINATION STUDY MATERIALS

NOTE: All examinations are open-book. You must bring your own references as they are not provided at the test site. You may use any reference materials related to the content outlines. You may use later editions of references as they become available, however, all code examination questions will be based on the edition of the code book that is listed.

Study guides that primarily provide test questions are not permitted.

- The Private Well Regulations - 12 VAC 5-630-10 et seq., Virginia Department of Health, <http://www.vdh.virginia.gov/EnvironmentalHealth/Onsite/regulations/index.htm>

- The AOSE Regulations - 12 VAC 5-615-10 et seq. Along with 126.A, Virginia Department of Health, <http://www.vdh.virginia.gov/EnvironmentalHealth/Onsite/GMP/index.htm>
- Revised AOSE Implementation Manual, Virginia Department of Health, <http://www.vdh.virginia.gov/EnvironmentalHealth/Onsite/AOSE/testdates.htm>
- Field Book for Describing and Sampling Soils, National Resources Conservation Services: United States Department of Agriculture, <http://soils.usda.gov/technical/fieldbook/>
- Residential Onsite Wastewater Treatment Systems: An Operation and Maintenance Service Provider Program; Consortium of Institutes for Decentralized Wastewater Treatment (2005), <http://www.onsiteconsortium.org/>
- NOWRA Onsite A-Z Workshop Manual, sponsored by Virginia On-site Wastewater Recycling Association VAWRA and National On-site Wastewater Recycling Association NOWRA (2006), <http://www.nowra.org/>
- Consortium of Institutes for Decentralized Wastewater Treatment: Installation of Wastewater Treatment Systems (2007), <http://www.onsiteconsortium.org/>
- VA Department of Health General Memorandum Policies (GMPs), <http://www.vdh.virginia.gov/EnvironmentalHealth/Onsite/GMP/>
- EPA: Onsite Wastewater Treatment System Manual, <http://www.epa.gov/nrmrl/pubs/625r00008/html/html/625R00008.htm>
- Commonwealth of Virginia Sewage Handling and Disposal Regulations, Virginia Department of Health (2000), <http://74.125.155.132/search?q=cache:vfXphqiOFEAJ:www.vdh.state.va.us/EnvironmentalHealth/ONSITE/regulations/FormsDocs/documents/SH%26DR7-19.pdf+Commonwealth+of+Virginia+Sewage+Handling+and+Disposal+Regulations&cd=1&hl=en&ct=clnk&gl=us&client=firefox-a>
- Virginia Occupational Safety & Health Standards (VOSH), Chapter 140, Virginia Confined Space Standard for the Construction Industry, Effective July 1, 1987; amended, eff. September 1, 1993. [http://www.doli.virginia.gov/vosh\\_enforcement/pdfs/16vac25-140.pdf](http://www.doli.virginia.gov/vosh_enforcement/pdfs/16vac25-140.pdf)
- Code of Federal Regulations - 29, Parts 1900 to 1910.999 - Revised as of July 1, 2004, (202) 693-1888, [www.osha.gov](http://www.osha.gov)

Candidates may bring any references into the examination room, textbooks and training manuals, which are related to the profession and formulas included as part of a textbook or training manual. Formulas are also provided with the examination booklets. Candidates may highlight and tab textbooks and training manuals prior to entering the exam room.

Candidates may not bring handwritten notes, legal pads or notepads of any kind, and loose papers into the examination room. Handwritten notes inserted into training manuals must be removed prior to entering the examination room or they will be confiscated by the proctor. Handouts provided by the trainers and made part of the training manual are allowed.

If candidates have written notes covering the inside covers and/or any blank pages in the reference books or manuals, they must be erased, scratched through or covered prior to entering the examination room or those references will be confiscated

by the proctor. If there are notes written in the margins of reference books and training manuals, they will be allowed in the examination room. It is difficult for proctors to tell whether candidates are copying questions and answers or bringing in previously written questions and answers into the exam. To have proctors examine every page of a reference or note would delay the exam administration and create a burden on both candidates and proctors. For this reason, we expect candidates to refrain from bringing in any handwritten notes on separate papers and limiting the notes in reference materials, as described above.

The following list of tabs may be used. These items may be purchased at local office supply stores.

<b>Acceptable Tabs</b>
Avery Index Tabs Self-Adhesive
Avery Index Tabs Self-Adhesive
Avery Swift Tabs Self-Adhesive Permanent Plastic Tabs
Redi-Tag Self-Stick Permanent Adhesive Index Tabs
<b>Unacceptable Tabs</b>
Post-It Index Flags
Post-It Flags

## EXAMINATION CONTENT OUTLINE

If a test question answer could differ because of conflicting information in test reference sources, a legal requirement such as a code, law or regulation overrides any other reference. If two legal requirements appear to conflict, the state-specific code, law or regulation overrides the national one. Information from sources on the test reference list overrides information from other sources or persons.

The Examination Content Outline has been approved by the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals. This outline reflects the minimum knowledge required by an Onsite Sewage Professional to perform their duties to the public in a competent and responsible manner. Changes in the examination content will be preceded by changes in the published examination content outline.

Use the outline as the basis of your study. The outline lists the topics that are on the examination and the number of items for each topic. Do not schedule your examination until you are familiar with all topics in the outline.

In order to pass the examination, you must achieve the minimum score listed below.

Exam Class	# of Items	Passing Score	Length of Exam
Alternative Onsite Soil Evaluator	60	70%	150 Minutes
Conventional Onsite Soil Evaluator	75	70%	180 Minutes
Alternative Onsite Sewage System Installer	60	70%	150 Minutes
Conventional Onsite Sewage System Installer	75	70%	180 Minutes

Alternative Onsite Sewage System Operator	60	70%	150 Minutes
Conventional Onsite Sewage System Operator	75	70%	180 Minutes

## ALTERNATIVE ONSITE SOIL EVALUATOR EXAMINATION

1. Site Characterization (18 Items)
  - 1A. Local Ordinances
  - 1B. Soils
  - 1C. Testing
  - 1D. Site and Sanitary Survey/Landscape
    - Landscape
    - Topography
    - Site features (wells, lakes, streams, sink holes)
    - Buried utility lines
  - 1E. Limiting Factors
    - Area and Geometry
    - Soils
2. Design (36 Items)
  - 2A. Treatment (ST, Filters)
    - System Selection
  - 2B. Dispersal
    - Loading rates
    - Trench design
  - 2C. Conveyance
    - Gravity
    - Pump
    - Siphon
  - 2D. Distribution
    - Distribution boxes
    - Materials
    - Leveling
  - 2E. Wells and Water Supplies
    - Springs
    - Cisterns
    - Construction
3. Health and Safety (6 Items)
  - 3A. Waterborne disease
  - 3B. Enclosed space
  - 3C. Trench Safety
  - 3D. Ethics

## CONVENTIONAL ONSITE SOIL EVALUATOR EXAMINATION

1. Site Characterization (30 Items)
  - 1A. Local Ordinances
  - 1B. Soils
  - 1C. Testing
  - 1D. Site and Sanitary Survey/Landscape
    - Landscape

- Topography
- Site features (wells, lakes, streams, sink holes)
- Buried utility lines
- 1E. Limiting Factors
  - Area and Geometry
  - Soils
- 2. Design (38 Items)
  - 2A. Treatment (ST, Filters)
    - System Selection
  - 2B. Dispersal
    - Loading rates
    - Trench design
  - 2C. Conveyance
    - Gravity
    - Pump
    - Siphon
  - 2D. Distribution
    - Distribution boxes
    - Materials
    - Leveling
  - 2E. Wells and Water Supplies
    - Springs
    - Cisterns
    - Construction
- 3. Health and Safety (7 Items)
  - 3A. Waterborne disease
  - 3B. Enclosed space
  - 3C. Trench Safety
  - 3D. Ethics

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## ALTERNATIVE ONSITE SEWAGE SYSTEM INSTALLER EXAMINATION

- 1. Construction Management (6 Items)
  - 1A. Business Ethics
  - 1B. Safety
  - 1C. Soils and Site Evaluation
- 2. Construction Standards (6 Items)
  - 2A. Materials
  - 2B. Equipment
  - 2C. Planning
- 3. Tanks and Piping (12 Items)
  - 3A. Tanks
  - 3B. Piping
  - 3C. Water Tightness Testing
  - 3D. Pipe Specification
  - 3E. Tank Buoyancy
- 4. Pumps and Control (6 Items)
- 5. Distribution (12 Items)
- 6. Advance Treatment (6 Items)
- 7. Soil Treatment (6 Items)
- 8. Installation Math (6 Items)

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## CONVENTIONAL ONSITE SEWAGE SYSTEM INSTALLER EXAMINATION

- 1. Construction Management (11 Items)
  - 1A. Business Ethics
  - 1B. Safety
  - 1C. Soils and Site Evaluation
- 2. Construction Standards (11 Items)
  - 2A. Materials
  - 2B. Equipment
  - 2C. Planning
- 3. Tanks and Piping (15 Items)
  - 3A. Tanks
  - 3B. Piping
  - 3C. Water Tightness Testing
  - 3D. Pipe Specification
  - 3E. Tank Buoyancy
- 4. Pumps and Control (7 Items)
- 5. Distribution (15 Items)
- 6. Soil Treatment (8 Items)
- 7. Installation Math (8 Items)

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## ALTERNATIVE ONSITE SEWAGE SYSTEM OPERATOR EXAMINATION

- 1. Science Knowledge (21 Items)
  - 1A. Wastewater Characteristics
  - 1B. Biology/Chemistry
  - 1C. Flow Calculations
- 2. Practical Systems Knowledge (30 Items)
  - 2A. Dispersal/ Disposal Systems
  - 2B. Pumps/Control Systems
  - 2C. Conveyance/ Collection
  - 2D. Aerobic Treatment Units (ATU)\* (all Alternative)
  - 2E. Filters (Packed Bed, sand filters, peatmoss filters, textile filters)\*
- 3. Management and Ethics (9 Items)
  - 3A. Maintenance
  - 3B. Safety
  - 3C. Ethics

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## CONVENTIONAL ONSITE SEWAGE SYSTEM OPERATOR EXAMINATION

- 1. Science Knowledge (30 Items)
  - 1A. Wastewater Characteristics
  - 1B. Biology/Chemistry
  - 1C. Flow Calculations
- 2. Practical Systems Knowledge (30 Items)
  - 2A. Dispersal/ Disposal Systems
  - 2B. Pumps/Control Systems
  - 2C. Conveyance/ Collection
  - 2D. Aerobic Treatment Units (ATU)\* (all Alternative)

- 2E. Filters (Packed Bed, sand filters, peatmoss filters, textile filters)\*
- 3. Management and Ethics (15 Items)
  - 3A. Maintenance
  - 3B. Safety
  - 3C. Ethics

## LICENSE APPLICATION INSTRUCTIONS

The licensure process cannot begin until you have passed the examination and received a pass notice from PSI. You will be given a license application at the examination center after you have passed the examination.

Questions regarding the license application should be directed to the Virginia Department of Professional and Occupational Regulation. *Do not contact PSI.*

**Commonwealth of Virginia**  
**Department of Professional and**  
**Occupational Regulation**  
**Board for Waterworks and Wastewater Works Operators and**  
**Onsite Sewage System Professionals**  
P.O. Box 26792  
Richmond, VA 23261  
(804) 367-2176  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)





9. Do you have a current or expired onsite soil evaluator certificate or license in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No

Yes  If yes, please list the licenses, certifications and registrations in the following table. <sup>v</sup>

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

<sup>v</sup> If you are seeking to meet the Board's requirements established in 18VAC160-20-80, you are required to submit an original Certification of Licensure/Letter of Good Standing from each state, territory, jurisdiction, or possession of the United States where you are currently licensed. Certifications/Letters must include: 1). The license/certification/registration number; 2). The initial date of licensure; 3). The expiration date of the license; 4). method of licensure (i.e. exam, reciprocity, experience). Please skip to question #12.

10. Qualification for **conventional or alternative onsite soil evaluator** licensure:

Applicants for conventional onsite soil evaluator, please complete Section 10A only.

Applicants for alternative onsite soil evaluator, please complete Section 10B only.

A. **1941 - Conventional Onsite Soil Evaluator.** (This license authorizes soil evaluations for both conventional and alternative onsite sewage system, but designs are limited to conventional onsite sewage systems only.)

Please select **one** of the following requirements you are using to apply for licensure:

- Hold a valid interim onsite soil evaluator license.  
*Required Documentation:* Provide documentation of compliance with the continuing professional education (CPE) requirements established in 18VAC160-20-109.
- Possess a valid certificate as a Virginia certified professional soil scientist from the Board for Professional Soil Scientists and Wetland Professionals and one year of full-time onsite soil evaluation and conventional onsite sewage system design experience.  
*Required Documentation:* Attach a completed **Experience Verification Form**
- Possess a bachelor's degree with a major in soil science, biology, chemistry, engineering, environmental science, geology, agronomy, earth science, or environmental health and have two years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems under the direct supervision of an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), an Interim, a Conventional, or an Alternative licensed onsite soil evaluator.  
*Required Documentation:* Provide copies of all college transcripts and completed **Experience Verification Form**
- Possess a bachelor's degree with a major in soil science, biology, chemistry, engineering, environmental science, geology, agronomy, earth science, or environmental health and have two years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems as a VDH employee prior to July 1, 2009.  
*Required Documentation:* Provide copies of all college transcripts and completed **Experience Verification Form**
- Possess an associate's degree in waterworks, wastewater works, environmental science, or engineering technology and have three years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems under the direct supervision of an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), an Interim, a Conventional, or an Alternative licensed onsite soil evaluator.  
*Required Documentation:* Provide copies of all college transcripts and completed **Experience Verification Form**

- Possess an associate's degree in waterworks, wastewater works, environmental science, or engineering technology and have three years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems as a VDH employee prior to July 1, 2009.

*Required Documentation: Provide copies of all college transcripts and completed Experience Verification Form*

- Have satisfactorily completed the VDH onsite sewage system training program and have four years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems under the direct supervision of an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), an Interim, a Conventional, or an Alternative licensed onsite soil evaluator.

*Required Documentation: Provide a copy of the completion certificate for the VDH onsite sewage system program and completed Experience Verification Form*

- Have eight years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems under the direct supervision of an authorized onsite soil evaluator (certified by VDH prior to July 1, 2009), an Interim, a Conventional, or an Alternative licensed onsite soil evaluator.

*Required Documentation: Attach a completed Experience Verification Form*

- Have eight years of full-time experience evaluating site and soil conditions and designing conventional onsite sewage systems as a VDH employee prior to July 1, 2009.

*Required Documentation: Attach a completed Experience Verification Form*

**After completing 10A, please skip to question number 11.**

- B. **1940 - Alternative Onsite Soil Evaluator:** (This license type authorizes soil evaluations and system design for both conventional and alternative onsite sewage systems.)

1. Please select the **one** license type which you currently hold:

- Hold a valid interim onsite soil evaluator license.

*Required Documentation: Provide documentation of compliance with the continuing professional education (CPE) requirements established in 18VAC160-20-109.*

- Hold a valid conventional onsite soil evaluator license.

2. Please select one of the following requirements for licensure:

- Have two years of full-time experience in evaluating soils and designing alternative onsite sewage systems obtained during the last four years under the direct supervision of either an authorized onsite soil evaluator (certified by VDH before July 1, 2009), a currently licensed interim onsite soil evaluator, or a currently licensed alternative onsite soil evaluator.

*Required Documentation: Attach a completed Experience Verification Form*

- Have two years of full-time experience in evaluating soils and designing onsite sewage systems, including the review of alternative onsite sewage system designs, as either an employee of VDH or a local government.

*Required Documentation: Attach a completed Experience Verification Form*

- Have three years of full-time experience as an authorized onsite soil evaluator certified by the Virginia Department of Health (VDH), (regardless of the date of certification expiration), and evidence of completing the soil evaluation and system design work on a total of at least 36 onsite sewage systems (12 of which must be alternative systems approved by the VDH through the issuance of a permit or a certification).

*Required Documentation: Attach a completed Experience Verification Form*

- Have four years of full-time experience as an authorized onsite soil evaluator certified by VDH (regardless of the date of expiration), an interim onsite soil evaluator licensee, a conventional onsite soil evaluator licensee, an employee of VDH (whose duties included onsite soil evaluation and onsite septic system design prior to July 1, 2009), or any combination thereof.

*Required Documentation: Attach a completed Experience Verification Form*

11. Are you requesting education and training substitution to qualify for licensure in accordance with 18VAC160-20-96.D of the regulations?

No

Yes  If yes, please complete an *Education & Training Substitution Form* and submit with this application.

12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 23 of the *Code of Virginia* and the *Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Total Fee Included for Examination:** (MasterCard, VISA, Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax review registrations only. (Check One):

MC     VISA

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

*Card Verification No.: \_\_\_\_\_  
For your security, PSI requires you to enter the card  
identification number located on your credit card. The card  
identification number is located on the back of the card and  
consists of the last three digits on the signature strip.*

Cardholder Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
 PSI  
 3210 E. Tropicana  
 Las Vegas, NV 89121  
 (800)733-9267  
[www.psiexams.com](http://www.psiexams.com)



**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 ONSITE SEWAGE SYSTEM INSTALLER  
 EXAM & LICENSE APPLICATION  
 EXAM FEE \$84.00**

**Instructions:** Complete this form and mail it with a cashier's check, money order, or credit card payment for the full amount of the examination fee, payable to **PSI**, at the address above. **AFTER PASSING THE EXAM**, PSI will give you a Licensure Fee Notice from DPOR. Sign and return the Licensure Fee Notice back to DPOR at the address listed below along with your license fee. Your License will be processed and mailed to you.

Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals  
 Department of Professional and Occupational Regulation  
 9960 Mayland Drive, Suite 400  
 Richmond, VA 23233-1485

**APPLICATION FEES ARE NOT REFUNDABLE**

1. Name \_\_\_\_\_ n/a  
Last First Middle Generation

2. Social Security Number or Virginia DMV Control Number T  -  -

T State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

3. Date of Birth \_\_\_\_\_ (Applicants must be eighteen years of age or older.)  
M/D/YY

4. Street Address (PO Box not accepted) \_\_\_\_\_  
**PHYSICAL ADDRESS REQUIRED**  
 \_\_\_\_\_  
City State Zip Code

5. Mailing Address (PO Box accepted) \_\_\_\_\_  
 \_\_\_\_\_  
City State Zip Code

6. E-mail Address \_\_\_\_\_

7. Contact Numbers \_\_\_\_\_  
Primary Telephone Alternate Telephone Facsimile

8. Do you currently hold a valid **interim onsite sewage system installer license**?

No

Yes  If yes, please list your license number and expiration date.

Interim License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	APPLICATION #	FILE# / LICENSE #	ISSUE DATE
			1020			19	

9. Do you have a current or expired onsite sewage system installer certificate or license in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No

Yes  If yes, please list the licenses, certifications and registrations in the following table. <sup>u</sup>

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

<sup>u</sup> If you are seeking to meet the Board's requirements established in 18VAC160-20-80, you are required to submit an original Certification of Licensure/Letter of Good Standing from each state, territory, jurisdiction or possession of the United States where you are currently licensed. Certifications/Letters must include: 1).The license/certification/registration number; 2). The initial date of licensure; 3). The expiration date of the license; 4). The method of licensure (i.e. exam, reciprocity, experience). Please skip to question #12.

10. Qualification for conventional or alternative onsite sewage system installer licensure.

A. **1945 - Conventional Onsite Sewage System Installer:** (This license type authorizes the installation of conventional onsite sewage systems only.)

Please select **one** of the following requirements you are using to apply for licensure:

- Hold a valid interim onsite sewage system installer license.  
*Required Documentation:* Provide documentation of compliance with the continuing professional education (CPE) requirements established in 18VAC160-20-109.
- Have two years of full-time experience installing alternative or conventional onsite sewage systems during the last four years under the direct supervision of a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors.  
*Required Documentation:* Attach a completed **Experience Verification Form**
- Have two years of full-time experience installing alternative or conventional onsite sewage systems during the last four years as a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors.  
*Required Documentation:* Attach a completed **Experience Verification Form**
- Have documentation certifying that the applicant is competent to install conventional onsite sewage systems. **Certification must be provided by any combination of three (3) of the following individuals:** 1) a Virginia Department of Health authorized onsite soil evaluator (AOSE) for work performed prior to July 1, 2009; 2) a licensed interim onsite soil evaluator; 3) a licensed conventional or alternative onsite soil evaluator; 4) a licensed conventional or alternative onsite sewage system installer, or 5) a Virginia licensed professional engineer.  
*Required Documentation:* Attach three documents attesting to the applicants competency.

**Please skip to question number 11, and do NOT completed questions 10.B.**

B. **1944 - Alternative Onsite Sewage System Installer:** (This license type authorizes the installation of both conventional and alternative onsite sewage systems.)

Please select **one** of the following requirements you are using to apply for licensure:

- Provide contractor completion statements and associated operation permits issued by the VDH for work performed after June 30, 2009.  
*Required Documentation:* The statements and permits must verify that the applicant had successfully installed 36 onsite sewage systems during the preceding three years, six of which must be alternative systems. All contractor completion statements and associated VDH operation permits shall be certified by either a licensed alternative onsite soil evaluator, a licensed conventional or alternative onsite sewage system installer, or a Virginia licensed professional engineer.

(Question 10B continues on the next page)

- Provide contractor completion statements and associated operation permits issued by the VDH for work performed on or before June 30, 2009. ❖

**Required Documentation:** *The statements and permits must verify that the applicant successfully installed 12 alternative onsite sewage systems during the past three years. All contractor completion statements and associated VDH operation permits shall be certified by either an authorized onsite soil evaluator or a Virginia licensed professional engineer.*

- ❖ If the applicant is not listed on the completion statement but did perform the installation, then the individual named on the contractor's completion statement and associated operation permit issued by the VDH may certify the applicant's work performed on an alternative onsite sewage system that was installed prior to June 30, 2009, provided that the application is received by the department no later than June 30, 2010.

- Have two years of full-time experience installing sewage systems as a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors and provide certification by at least three interim or alternative onsite soil evaluator licensees, Virginia-licensed professional engineers, or any combination thereof, that the applicant is competent to install alternative onsite sewage systems.

**Required Documentation:** *Attach three completed Experience Verification Forms*

- Have two years of full-time experience installing sewage systems under the direct supervision of a properly licensed contractor holding a sewage disposal system (SDS) specialty issued by the Virginia Board for Contractors and provide certification by at least three interim or alternative onsite soil evaluator licensees, Virginia-licensed professional engineers, or any combination thereof, that the applicant is competent to install alternative onsite sewage systems.

**Required Documentation:** *Attach three completed Experience Verification Forms*

- Have two years of full-time experience as a licensed or interim licensed conventional onsite sewage system installer and provide certification by at least three interim or alternative onsite soil evaluator licensees, Virginia-licensed professional engineers, or any combination thereof, that the applicant is competent to install alternative onsite sewage systems.

**Required Documentation:** *Attach three completed Experience Verification Forms*

11. Are you requesting education and training substitution to qualify for licensure in accordance with 18VAC160-20-97.D of the regulations?

No

Yes  If yes, please complete an **Education & Training Substitution form** and submit the completed form with this application.

12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records* may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.

*Original criminal history records* may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 23 of the *Code of Virginia* and the *Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Total Fee Included for Examination:** (MasterCard, VISA, Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax review registrations only. (Check One):

MC     VISA

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No.: \_\_\_\_\_

*For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_



9. Do you have a current or expired onsite sewage system operator certificate or license in any state or jurisdiction within the United States or its territories (excluding Virginia)?

No

Yes  If yes, please list the licenses, certifications and registrations in the following table. <sup>u</sup>

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

<sup>u</sup> If you are seeking to meet the Board's requirements established in 18VAC160-20-80, you are required to submit an original Certification of Licensure/Letter of Good Standing from each state, territory, jurisdiction or possession of the United States where you are currently licensed. Certifications/Letters must include: 1).The license/certification/registration number; 2). The initial date of licensure; 3). The expiration date of the license; 4) method of licensure (i.e. exam, reciprocity, experience). Please skip to question #12.

10. Qualification for conventional or alternative onsite sewage system operator licensure.

Applicants for conventional onsite sewage system operator, please complete Section 10A only.

Applicants for alternative onsite sewage system operator, please complete Section 10 B.1 and B.2.

A. **1943 - Conventional Onsite Sewage System Operator:** (This license type authorizes the operation of conventional onsite sewage systems only.)

Please select **one** of the following requirements you are using to apply for licensure:

- Have one year of full-time experience as a sewage handler; **or**  
*Required Documentation: Attach a completed Experience Verification Form*
- Have one year of full-time experience working under the direct supervision of either an interim conventional, interim alternative, conventional, or alternative onsite sewage system operator licensee.  
*Required Documentation: Attach a completed Experience Verification Form*

**After completing this section, please skip to question number 11.**

B. **1942 - Alternative Onsite Sewage System Operator:** (This license type authorizes the operation of both conventional and alternative onsite sewage systems.)

Please select only **one** answer for questions B.1 and B.2 to meet the requirements for licensure:

1. Please select the **one** license type which you currently hold:

- Hold a valid interim onsite sewage system operator license; **or**  
*Required Documentation: Provide documentation of compliance with the continuing professional education (CPE) requirements established in 18VAC160-20-109.*
- Hold a valid conventional onsite sewage system operator license.

2. Please select one of the following requirements for licensure:

- No high school diploma and 24 months of full-time experience working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee; **or**  
*Required Documentation: Attach a completed Experience Verification Form*
- A high school diploma or GED and 12 months of full-time experience working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee; **or**  
*Required Documentation: Provide copies of High School Diploma or GED and completed Experience Verification Form*

*(Question 10B continues on the following page)*

- Possess a valid Class IV or higher wastewater works operator license and have satisfactorily completed an onsite sewage system operator course approved by the Board or have six months of full-time experience working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee

*Required Documentation: Attach a copy of the course completion certificate or a completed Experience Verification Form*

11. Are you requesting education and training substitution to qualify for licensure in accordance with 18VAC160-20-98.D of the regulations?

No

Yes  If yes, please complete an *Education & Training Substitution Form* and submit with this application.

12. Have you ever been subject to a disciplinary action taken by any (including Virginia) local, state or national regulatory body?

No

Yes  If yes, please provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

13. Have you ever been convicted in any jurisdiction of any misdemeanor or felony? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No

Yes  If yes, list the misdemeanor and/or felony conviction(s). Attach your original criminal history record; a certified copy of the final order, decree, or case decision by a court or regulatory agency with lawful authority to issue such order, decree, or case decision; **and** any other information you wish to have considered with this application (e.g., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation). If additional space is needed, attach a separate sheet of paper.

*Certified copies of court records may be obtained by writing to the Clerk of the Court in the jurisdiction in which you were convicted. The address is available from your local police department.*

*Original criminal history records may be obtained by contacting the state police in the jurisdiction in which you were convicted. Virginia residents must complete a criminal history record request form in the presence of a notary public and mail it to the Department of State Police, Central Criminal Records Exchange, Post Office Box 27472, Richmond, VA 23261-7472.*

14. I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the decision to approve this application. I certify that I will notify the Department if I am subject to any disciplinary action or convicted of any felony or misdemeanor (in any jurisdiction) prior to receiving the requested license. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 54.1, Chapter 23 of the *Code of Virginia* and the *Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulations*.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Continuing Professional Education (CPE)  
Certificate of Completion**

\_\_\_\_\_  
Participant's Full Name

attended \_\_\_\_\_ hours of continuing professional education (CPE) training conducted at

\_\_\_\_\_ on \_\_\_\_\_  
(location) (date)

Course Title \_\_\_\_\_

Description \_\_\_\_\_

Sponsor/Sponsor's Agent Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor/Sponsor's Agent Information (please print or type)

Sponsor/Sponsor's Agent Name & Title \_\_\_\_\_

Organization/Company Name \_\_\_\_\_

Telephone \_\_\_\_\_

**Instructions**

**Sponsor/Sponsor's Agent (Instructor, Proctor or Coordinator)**

Please provide the requested information by typing or printing in ink. Certificates completed in pencil will not be accepted.

Please provide all of the requested information. If the certificate is incomplete, the training may not be accepted as meeting the continuing professional education requirements of the Virginia Board for Waterworks and Wastewater Works Operators & Onsite Sewage System Professionals Regulations.

Each certificate must contain an original sponsor/sponsor's agent signature and signature date.

To minimize the time/effort required to issue the certificates, training providers are encouraged to complete as much as possible of the other required information prior to conducting the training.

**Participants**

Make sure all of the required information is contained on the certificate and that the sponsor/sponsor's agent has signed and dated the certificate.

File the certificate in a safe place. It is your responsibility to retain this certificate for at least one year after the completion of the license renewal period in which the training is taken. You may be required to submit a copy of this certificate to verify you have completed the required number of hours of continuing professional development training.

**Total Fee Included for Examination:** (MasterCard, VISA, Money Order or Cashier's Check only. Personal and company checks are not accepted.)

Credit card (MasterCard or VISA) payment accepted for phone or fax review registrations only. (Check One):

MC     VISA

Card No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Card Verification No.: \_\_\_\_\_

*For your security, PSI requires you to enter the card identification number located on your credit card. The card identification number is located on the back of the card and consists of the last three digits on the signature strip.*

Cardholder Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_





21. In your judgment, has the applicant's work been of a satisfactory quality?

No

Yes  Please write a brief statement about the applicant in regards to this question.

22. Additional Comments:

23. Signature \_\_\_\_\_ Date \_\_\_\_\_



**8. TRAINING SUBSTITUTION**

- ➔ Please list any Board-approved onsite sewage system training courses that you have successfully completed. Courses must correspond to the category of license that you are applying for. ⚠
- ➔ One month of experience may be awarded for each training credit completed.

Training Provider	Training Course Title	Training Date(s)	Instructor's Name	Training Provider's Address	Provider's Telephone No.

⚠ To receive experience substitution for training credits completed, you must attach copies of all training certificates even if submitted with any previous application.

9. Signature \_\_\_\_\_

Date \_\_\_\_\_

PSI Services, LLC  
3210 E Tropicana  
Las Vegas, NV 89121

FIRST CLASS MAIL