

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**  
**ONSITE SEWAGE SYSTEM INSTALLER LICENSE APPLICATION**  
 Fee \$100.00

A check or money order payable to the TREASURER OF VIRGINIA,  
 or a completed credit card insert must be mailed with your application package.  
**APPLICATION FEES ARE NOT REFUNDABLE.**

Select the one license type requesting:

X	Trans	License Type
<input type="checkbox"/>	1005	Initial - Conventional Onsite Sewage System Installer
<input type="checkbox"/>	1006	Initial - Alternative Onsite Sewage System Installer
<input type="checkbox"/>	9015	Upgrade - Alternative Onsite Sewage System Installer

1. Name \_\_\_\_\_  
Last First Middle Generation

2. Provide one of the following identification numbers:  
 Social Security Number or  Virginia DMV Control Number \*  
 \* 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 18 years of age or older.)  
MM/DD/YYYY

4. Mailing Address (PO Box accepted) \_\_\_\_\_  
 If a mailing address is submitted, the mailing address will be printed on the license.  
City State Zip Code

5. Street Address (PO Box not accepted)  Check here if Street Address is the same as the Mailing Address listed above.  
**PHYSICAL ADDRESS REQUIRED**  
 \_\_\_\_\_  
City State Zip Code

6. Email Address \_\_\_\_\_

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

8. Do you currently hold a valid interim or conventional onsite sewage system installer license?  
 No   
 Yes  If yes, list your license number and expiration date. Interim licensees provide documentation of compliance with the continuing professional education requirements established in 18VAC160-20-109.  
 VA License Number 

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 Expiration Date \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					1944	

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

No

Yes  If yes, complete the following table and provide an original Certification of Licensure/Letter of Good Standing dated within the last 60 of days.♦

State/Jurisdiction	License, Certification or Registration Number	Expiration Date

- ♦ Certifications of Licensure/Letter of Good Standing, prepared by the state board or regulatory body must include: 1) the license/certification/registration number; 2) the initial date of licensure; 3) the expiration date of the license or renewal fee; 4) the means of obtaining licensure (i.e. exam, reciprocity, etc.); and 5) all closed disciplinary actions resulting in a violation or undetermined finding.

10. Qualification for conventional or alternative onsite sewage system installer licensure: (Complete only A or B depending upon the license sought.)

A. Conventional Onsite Sewage System Installer applications only:

(This license type authorizes the installation of conventional onsite sewage systems only.)

1. Select **one** of the following requirements you are using to qualify for the examination:

- Have two years of full-time experience successfully installing alternative or conventional onsite sewage systems during the last four years and be currently employed by a firm holding a current and valid Virginia contractor license with the sewage disposal system (SDS) specialty  
Required Documentation: Attach a completed Experience Verification Form.
- Have two years of full-time experience successfully installing alternative or conventional onsite sewage systems during the last four years and be a member of responsible management in a firm holding current and valid Virginia contractor license with the sewage disposal system (SDS) specialty.  
Required Documentation: Attach a completed Experience Verification Form.
- Have two years of of full-time experience successfully installing alternative or conventional onsite sewage systems during the last four years working under the direct supervision of, or working as, a properly licensed Virginia Contractor with the sewage disposal system (SDS) specialty; or  
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 applicant's competency.

B. Alternative Onsite Sewage System Installer applications only:

(This license type authorizes the installation of both conventional and alternative onsite sewage systems.)

1. Select **one** of the following requirements you are using to qualify for the examination:

- Provide completion statements and each corresponding professional engineer's or onsite soil evaluator's inspection report filed with VDH for work performed after June 30, 2009. Where applicable, a VDH inspection report shall accompany the corresponding completion statement in lieu of a professional engineer's or an onsite soil evaluator's inspection report and completion statement.  
Required Documentation: The completion statements must verify that the applicant successfully installed 36 onsite sewage systems including at least 6 alternative systems during the preceding three years.
- Provide completion statements and each corresponding AOSE/professional engineer inspection report and completion statement for work performed on or before June 30, 2009.  
Required Documentation: The completion statements must verify that the applicant successfully installed 12 alternative onsite sewage systems during the three years preceding June 30, 2009.

- Have two years of full-time experience successfully installing sewage systems, be a member of responsible management in a firm holding a current and valid Virginia contractor license with the sewage disposal system (SDS) specialty, 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 successfully installing sewage systems, be currently employed by a firm holding a current and valid Virginia contractor license with the sewage disposal system (SDS) specialty, 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 successfully installing sewage systems during the last four years working under the direct supervision of, or working as, a properly licensed Virginia contractor with the sewage disposal system (SDS) specialty 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; or

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, 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, 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 a misdemeanor and/or felony? Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.

No

Yes  If yes, list the **misdemeanor** and/or **felony**, attach your original criminal history record \* and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.).

\* Original criminal history record may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at [www.vsp.virginia.gov](http://www.vsp.virginia.gov) or by phone at 804-674-6718.

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 \_\_\_\_\_