

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**  
**CONVENTIONAL 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 you are applying for:

X	License Types:	Trans
<input type="checkbox"/>	<b>A. Journeyman Conventional Installer</b>	1010
<input type="checkbox"/>	<b>B. Master* Conventional Installer - select <u>one</u> of the following:</b>	
	<input type="radio"/> Do <u>not</u> hold a Virginia Installer license	1105
	<input type="radio"/> Currently hold a Virginia <b>Journeyman Conventional Installer</b> license	6105
	<input type="radio"/> Currently hold a Virginia <b>Journeyman Alternative Installer</b> license	6115
* <b>Master</b> applicants will be authorized to take the applicable examination upon approval of this application.		

➤ Provide your **current** or **expired onsite sewage system installer** license (if applicable)?

Virginia License Number           Expiration Date \_\_\_\_\_

1. Full Legal Name (As it appears on your government issued ID or other legal documentation.)

\_\_\_\_\_ Last (required) \_\_\_\_\_ First (required) \_\_\_\_\_ Middle \_\_\_\_\_ Generation \_\_\_\_\_

2. Provide at least **one** of the following identification numbers\*:

**Social Security Number** and/or  -  -

**Virginia DMV Control Number**

➤ Enter the same identification number as used on examination, previous applications or licenses on file with the department.

\* 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 \_\_\_\_\_ (Must be at least 18 years of age.)

MM/DD/YYYY

4. Maiden or Former Name(s) \_\_\_\_\_

5. Mailing Address (PO Box accepted) \_\_\_\_\_

The mailing address will be printed on the license.

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

6. 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 \_\_\_\_\_

7. Contact Numbers \_\_\_\_\_

Primary Telephone

Alternate Telephone

Fax

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

8. Email Address

Email address is considered a public record and will be disclosed upon request from a third party.

9. Are you applying for a **journeyman conventional** onsite sewage system installer license?

No

Yes  If yes, select **one** of the following requirements to qualify for licensure:

- 1. Have 6 months of full-time experience\* assisting with the installation of conventional or alternative onsite sewage systems **and** currently an employee, owner, director or officer of a properly licensed Virginia contractor with a sewage disposal system (SDS) specialty.

Virginia Contractor's License Number: 

2	7								
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**Required Documentation:** Attach a completed **Experience Verification Form**.

- 2. Have 1 year of full-time experience\* assisting with the installation of conventional or alternative onsite sewage systems.

**Required Documentation:** Attach a completed **Experience Verification Form**.

\* **Experience Verification Form** must be verified by one or more of the following individuals: onsite soil evaluator, a master onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator certified by VDH before July 1, 2009.

➤ Skip to question 12.

10. Are you applying for a **master conventional** onsite sewage system installer license?

No

Yes  If yes, select **one** of the following requirements to qualify for the examination:

- 1. Have 1 year of full-time experience\* installing conventional or alternative onsite sewage systems, 20 hours of Board approved training for basic installation of conventional or alternative onsite sewage systems **and** currently an employee, owner, director or officer of a properly licensed Virginia contractor with a sewage disposal system (SDS) specialty.

Virginia Contractor's License Number: 

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**Required Documentation:** Attach a completed **Experience Verification Form** and a transcript or certificate showing successful completion of training required.

- 2. Have 2 years of full-time experience\* installing conventional or alternative onsite sewage systems **and** currently an employee, owner, director or officer of a properly licensed Virginia contractor with a sewage disposal system (SDS) specialty.

Virginia Contractor's License Number: 

2	7								
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**Required Documentation:** Attach a completed **Experience Verification Form**.

- 3. Have 2 years of full-time experience\* installing conventional or alternative onsite sewage systems, 20 hours of Board approved training for basic installation of conventional or alternative onsite sewage systems **and** hold an expired interim conventional or alternative onsite sewage system installer license or a current journeyman conventional or journeyman alternative onsite sewage system installer license.

Virginia License Number: 

1	9								
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**Required Documentation:** Attach a completed **Experience Verification Form** and a transcript or certificate showing successful completion of the approved training.

- 4. Have 3 years of full-time experience\* installing conventional or alternative onsite sewage systems **and** hold an expired interim conventional or alternative onsite sewage system installer license or a current journeyman conventional or journeyman alternative onsite sewage system installer license.

Virginia License Number: 

1	9								
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**Required Documentation:** Attach a completed **Experience Verification Form**.

\* *Experience Verification Form* must be verified by one or more of the following individuals: onsite soil evaluator, a master onsite sewage system installer, a professional engineer, or an authorized onsite soil evaluator certified by VDH before July 1, 2009.

11. Are you requesting **education** and **training substitution** to qualify for licensure in accordance with 18VAC160-40-70 of the regulations?  
No   
Yes  If yes, complete the **Education & Training Substitution Form**.
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, complete the [Disciplinary Action Reporting Form](#).
13. A. Have you ever been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **felony**? *Any plea of nolo contendere shall be considered a conviction.*  
No   
Yes  If yes, complete the [Criminal Conviction Reporting Form](#).
- B. Have you been convicted or found guilty, regardless of the manner of adjudication, in any jurisdiction of the United States of any **misdemeanor** within the **last three years** (except marijuana convictions)? *Any plea of nolo contendere shall be considered a conviction.*  
No   
Yes  If yes, complete the [Criminal Conviction Reporting Form](#).
14. By signing this application, I certify the following statements:
- I am aware that submitting false information or omitting pertinent or material information in connection with this application will delay processing and may lead to license revocation or denial of license.
  - I will notify the Board of any changes to the information provided in this application prior to receiving the requested license, certification, or registration including, but not limited to any disciplinary action or conviction of a felony or misdemeanor (in any jurisdiction).
  - I authorize the Department to verify information concerning me or any statement in this application from any person, or any source the department may contact. I also agree to present any credentials or documents required or requested by the Department.
  - I authorize any federal, state or local government agency, current or former employer, or other individual or business to release information which may be required for a background investigation.
  - I have read, understand and complied with all the laws of Virginia related to this profession under the provisions of Title 54.1, Chapter 23, of the *Code of Virginia* and the *Onsite Sewage System Professionals Licensing Regulations of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals*.

Signature \_\_\_\_\_ Date \_\_\_\_\_