

**Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals**  
**PROVISIONAL WASTEWATER WORKS OPERATOR LICENSE APPLICATION**  
**Fee \$100.00**

**PROVISIONAL WASTEWATER APPLICANTS ONLY**

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 class type you are requesting:

License Type	Initial	Trans	Upgrade	Trans
Provisional Wastewater Works Operator - Class 4	<input type="checkbox"/>	1005		
Provisional Wastewater Works Operator - Class 3	<input type="checkbox"/>	1006	<input type="checkbox"/>	5006
Provisional Wastewater Works Operator - Class 2	<input type="checkbox"/>	1007	<input type="checkbox"/>	5007
Provisional Wastewater Works Operator - Class 1	<input type="checkbox"/>	1008	<input type="checkbox"/>	5008

1. Provide your current or expired Virginia Provisional Wastewater Works Operator license (if applicable):

Virginia License Number 

1	9	6	5						
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 Expiration Date \_\_\_\_\_

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

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

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

☐ **Social Security Number** and/or

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☐ **Virginia DMV Control Number**

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➤ 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.

4. Date of Birth \_\_\_\_\_ (Must be at least 18 years of age.)

MM/DD/YYYY

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

6. Mailing Address (PO Box accepted)

The mailing address will be  
 printed on the license.

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

7. Street Address (PO Box not accepted)

**PHYSICAL ADDRESS REQUIRED**

☐ Check here if Street Address is the same as the Mailing Address listed above.

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

8. Contact Numbers

\_\_\_\_\_  
 Primary Telephone

\_\_\_\_\_  
 Alternate Telephone

\_\_\_\_\_  
 Fax

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					<b>1965</b>	

9. Email Address

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

10. Which of the following education and experience requirements are you using to qualify for the examination? All experience shall be from a **NON-CLASSIFIED** facility.

A. **Class 4** Provisional Wastewater Operator applicants only:

- ☐ Have a high school diploma or equivalent **and** 6 months of experience working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 4 facility or higher.

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

- ☐ Have a high school diploma **and** at least 3 months of experience as a licensed **master** alternative onsite sewage system operator license. Provide your license information below:

VA Alternative License No. 

1	9	4	2						
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 Expiration Date \_\_\_\_\_

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

- ☐ Have no high school diploma or equivalent **and** 1 year of experience (with 6 months allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 4 facility or higher.

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

- ☐ Have no high school diploma **and** at least 6 months of experience as a licensed **master** alternative onsite sewage system operator license. Provide your license information below:

VA Alternative License No. 

1	9	4	2						
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 Expiration Date \_\_\_\_\_

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

B. **Class 3** Provisional Wastewater Operator applicants only:

- ☐ Have a bachelor's, master's, or associate's degree **and** 6 months of experience (with 3 months allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 4 facility or higher.

**Required Attachments:** Attach a completed **Experience Verification Form** and an official college transcript.

- ☐ Have a high school diploma or equivalent **and** 1 year of experience (with 6 months allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 4 facility or higher.

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

- ☐ Have no high school diploma or equivalent **and** 1-1/2 years of experience (with 9 months allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 4 facility or higher.

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

C. **Class 2** Provisional Wastewater Operator applicants only:

- ☐ Have a bachelor's, master's, or associate's degree **and** 1 year of experience (with 6 months allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 3 facility or higher.

**Required Attachments:** Attach a completed **Experience Verification Form** and an official college transcript.

- ☐ Have a high school diploma or equivalent **and** 2 years of experience (with 1 year allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 3 facility or higher.

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

- ☐ Have no high school diploma or equivalent, a Provisional Class 3 license, **and** 3 years of experience (with 1-1/2 years allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 3 facility or higher.

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

D. **Class 1 Provisional Wastewater Operator applicants only:**

- ☐ Have a bachelor's, master's, or associate's degree, a Provisional Class 2 license, **and** 1-1/2 years of experience (with 9 months allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 2 facility or higher.

**Required Attachments:** Attach a completed **Experience Verification Form** and attach an official college transcript.

- ☐ Have a high school diploma or equivalent, a Provisional Class 2 license, **and** 3 years of experience (with 1-1/2 years allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 2 facility or higher.

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

- ☐ Have no high school diploma or equivalent, a Provisional Class 2 license, **and** 4 years of experience (with 2 years allowed for substitutions) working as an operator or operator-in-training of a non-classified facility that is comparable in size and treatment process as a Class 2 facility or higher.

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

11. **For Provisional Class 3, Class 2, or Class 1 applicants only:**

- A. Have you completed any board approved **training** courses, seminars, workshops or similar training relevant to the category and classification of the license being applied for? (Exceptions noted in the Boards regulations 18VAC 160-30-280.)

No ☐

Yes ☐ If yes, please complete an [Education & Training Substitution Form](#).

- B. Have you completed any **education** courses at a post-secondary level in a related physical, biological, environmental, or chemical science; engineering or engineering technology; waterworks or wastewater works operation?

No ☐

Yes ☐ If yes, please complete an [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**?

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)?

No ☐

Yes ☐ If yes, complete the [Criminal Conviction Reporting Form](#).

(Continue to attestation)

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 *Waterworks and Wastewater Works Operators Licensing Regulations of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals*.

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