



8. Contact Numbers

Primary Telephone

Alternate Telephone

Fax

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 6 Provisional Waterworks Operator** applicants only:

- Have a high school diploma or GED **and** 3 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 6 facility or higher.

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

- Have no high school diploma or GED **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 6 facility or higher.

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

B. **Class 5 Provisional Waterworks Operator** applicants only:

- Have a high school diploma or GED **and** 3 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 5 facility or higher.

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

- Have no high school diploma or GED **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 in a Class 5 facility or higher.

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

C. **Class 4 Provisional Waterworks Operator** applicants only:

- Have a high school diploma or GED **and** 3 months of experience 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 no high school diploma or GED **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**.*

D. **Class 3 Provisional Waterworks Operator** applicants only:

- Have a bachelor's or master's degree **and** 3 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** and an official college transcript.*

- Have an associate's degree **and** 4-1/2 months of experience (with 1-1/2 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 GED **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**.*

- Have no high school diploma or GED, a Provisional Class 4 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 3 facility or higher.

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

E. Class 2 Provisional Waterworks Operator applicants only:

- Have a bachelor's or master'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 3 facility or higher.

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

- Have an associate's degree **and** 9 months of experience (with 4-1/2 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 GED **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**.*

- Have no high school diploma or GED, a Provisional Class 3 license, **and** 2-1/2 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.

Virginia Class 3 Waterworks Operator License 

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

F. Class 1 Provisional Waterworks Operator applicants only:

- Have a bachelor's or master's degree, a Provisional Class 2 license, **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 2 facility or higher.

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

- Have an associate's degree, a Provisional Class 2 license, **and** 1-1/2 years of experience (with 9 months are 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 GED, a Provisional Class 2 license, **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 2 facility or higher.

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

- Have no high school diploma or GED, a Provisional Class 2 license, **and** 4-1/2 years of experience (with 2 years and 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 2 facility or higher.

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

11. For 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 18 VAC 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**.

C. Are you requesting any **experience substitution** to qualify for licensure in accordance with 18 VAC 160-30-130 of the regulations?

No

Yes  If yes, please complete an *Experience Verification 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**? *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 *Waterworks and Wastewater Works Operators Licensing Regulations of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals*.

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