

STATE OF DELAWARE
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL CONTROL
DIVISION OF WATER
GROUND WATER DISCHARGES SECTION

Application to Obtain a Class A, B and F On-Site License(s)

The following information will assist you in applying for an On-Site License(s).

1. Applications must be received by the Department at the address below, no later than the last day of the month **with a \$40.00 non-refundable application fee per on-site license** (cash or check made payable to "Division of Water" is accepted). The completed application will be forwarded for review by the On-Site Systems Advisory Board (Board) on the first Wednesday of the next month. Applications are valid for six (6) months from date received.
2. Upon application approval by the Board, written, closed-book examinations are given once a month, on the third Thursday of each month at 9:00 A.M. All exams are given in the Richardson and Robbins Building Auditorium, 89 Kings Highway, Dover, DE 19901. If the applicant receives a passing score on their examination (70% or better), the \$40.00 non-refundable application fee (per on-site license) will be applied to the annual \$40.00 license fee.
3. All materials required to take the exam(s) will be furnished. However, anyone taking the Class B exam should bring a calculator.
4. Applicants are required to show photo identification prior to testing. A driver's license is acceptable.
5. Anyone conducting business in the State of Delaware must have a Delaware Business License. Contact the Division of Revenue: New Castle County (302) 571-8200, Kent County (302) 744-1085 or Sussex County (302) 856-5358. Toll free for Delaware only (800) 292-7826.
6. The State of Delaware Regulations Governing the Design, Installation and Operation of On-Site Wastewater Treatment and Disposal Systems (Regulations) are available in either the Dover or Georgetown Office for \$6.50 per copy. Make checks payable to the "Division of Water." The Regulations are available electronically free of charge at:
7. If you require any further information, please contact the On-Site Licensing Coordinator at (302) 739-9948. Other information regarding Licensing is available via the internet:

http://www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/DelawareFinalOnSiteRegulations_01112014.pdf

<http://www.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

Return the original application with the application fee to:

DNREC – Division of Water
Ground Water Discharges Section
Attn: On-Site Licensing Coordinator
89 Kings Highway, Dover, DE 19901

Definitions of Licenses

Class A - Percolation Tester: The Class A license authorizes the performance of percolation tests and other types of infiltrometer testing.

Class B – Designer: The Class B license authorizes the design of conventional on-site wastewater treatment and disposal systems which utilize gravity distribution systems for seepage beds and seepage trenches and lift pump stations as provided for in these Regulations.

Class F – Liquid Waste Hauler: The Class F license authorizes the removal or disposal of the solid and liquid contents of septic tanks, cesspools, seepage pits, holding tanks or other wastewater treatment or disposal facilities as specified and required under these Regulations.

PLEASE MAINTAIN PAGES 1 & 5 FOR YOUR REFERENCE

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Applications must be typed or printed and completely filled out.

CHECK WHICH ON-SITE LICENSE(S) YOU ARE APPLYING FOR		
Class A - Percolation Tester		Class F - Liquid Waste Hauler
Class B - Designer		
APPLICANT INFORMATION		
Last Name	First Name	Middle Initial
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Date of Birth	Home Telephone Number	
CURRENT EMPLOYMENT INFORMATION		
Company Name		Date of Employment
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Business Telephone Number	Business Fax Number	
County (ies) in the State of Delaware in which you do business or will do business:		
Description of Experience, Job Responsibilities and Duties (use additional pages if necessary)		

PREVIOUS EMPLOYMENT INFORMATION		
Date of Employment	Employer	
From	Supervisor	
To	Telephone Number	
	Address, City, State, Zip	
Description of Experience, Job Responsibilities and Duties		

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PREVIOUS EMPLOYMENT INFORMATION (continued)	
Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip
Description of Experience, Job Responsibilities and Duties	

MISC. APPLICANT INFORMATION

1 Number of Years Experience in:

_____ Percolation Testing

_____ Designing On-Site Wastewater Treatment and Disposal Systems

_____ Waste Hauling and Pumping

2 References: (Give the names of three (3) persons, who may be contacted, and who attest to your character and business integrity.)

Reference #1	Reference #2	Reference #3
Name	Name	Name
Address City, St, Zip	Address City, St, Zip	Address City, St, Zip
Telephone #	Telephone #	Telephone #

3 What other on-site system license(s) do you currently hold, if any:

_____ Class A (Percolation Tester) _____ Class E (System Contractor)

_____ Class B (Designer) _____ Class F (Liquid Waste Hauler)

_____ Class C (Engineer) _____ Class H (System Inspector)

_____ Class D (Site Evaluator) _____ None

4 Have you ever had an on-site license surrendered, denied, suspended or revoked?

_____ Yes If yes, give dates and reason: -----

_____ No -----

Have you *previously* held an on-site license?

_____ Yes If yes, give dates: -----

_____ No -----

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MISC. APPLICANT INFORMATION (continued)

5. List any other professional licenses you currently hold:

	Type of License	Lic #	Issuing Agency	Expires
1.	-----	-----	-----	-----
2.	-----	-----	-----	-----
3.	-----	-----	-----	-----

6. Applications for a Class A, B and F On-Site License(s) must include:

- An attachment listing all past or outstanding civil, administrative, or criminal proceedings instituted against the applicant (including any form of permit suspensions or revocations) for any environmental or regulatory violations over the past five (5) years, regardless of location. Include details of the violation, the proceedings, and the outcome of the proceedings **OR**
- The applicant states that he/she has not had any civil, administrative, or criminal proceedings for any environmental or regulatory violations filed against him/her over the past five (5) years.
 _____ (initials)

7. I understand that I may be required to supply additional data if requested by the Board. _____
(initials)

I certify that the information contained herein is true, factual and complete, and I understand that fraudulent, erroneous or incomplete information shall render any license issued as a result of this application void. I further certify that I will conduct my duties in accordance with the State of Delaware's Regulations Governing the Design, Installation, and Operation of On-Site Wastewater Treatment and Disposal Systems. I also understand that I am required to pass an examination before a license can be issued.

_____ Date

_____ Signature

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The purpose of the examination is to test the applicant's knowledge of the sections of the Regulations, which pertain directly to the type of license for which the applicant is applying. Therefore, the examination for Class B and E licenses do not contain questions concerning percolation testing and the Class B examination does not contain questions covering the installation of on-site wastewater treatment and disposal systems. However, the Class E examination does cover some of the same information as the Class B examination, because some of the same knowledge needed to design systems is needed to install them. **You must obtain a 70% or better to have a Class A, B and/or F license issued.**

Class A Examination

This examination consists of 20 multiple-choice questions each worth 5 points. The questions are on information contained in **Definitions, Section 4.0, Section 5.0 and Exhibit Y.**

Typical question:

- 1) The depth to the limiting zone is determined _____.
 - a. From the approved site evaluation
 - b. By conducting a soil boring to 8 feet, or to the water table if encountered at less than 8 feet
 - c. By consulting the S.C.S. Soil Survey
 - d. All of the above

Class B Examination

This examination consists of 50 multiple-choice and true/false questions worth 1.2 points each and 20 questions relating to a drawing worth 2 points each. The questions are on information contained in **Definitions, Sections 3.0, Section 4.0, Section 5.0, and Exhibits.**

Typical question:

- 1) With a three (3) inch building sewer line, cleanouts are required every ____ feet.
 - a. 45
 - b. 10
 - c. 30
 - d. 50

Class F Examination

This examination consists of 25 multiple-choice and true/false questions each worth 4 points. The questions are on information contained in **Definitions, Section 3.0, Section 4.0, and Exhibits.**

Typical question:

- 1) Copies of the grease and holding tank pumping contracts must be submitted to DNREC within 15 days of signing.
 True
 False

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