

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

**Application to Obtain a Class E (System Contractor) On-Site License**

The following information will assist you in applying for a Class E (System Contractor) On-Site License.

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** (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.
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 each. Make checks payable to the "Division of Water." The Regulations are available electronically free of charge at:  
[http://www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/DelawareFinalOnSiteRegulations\\_01112014.pdf](http://www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/DelawareFinalOnSiteRegulations_01112014.pdf)
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.wr.dnrec.delaware.gov/Information/GWDInfo/Pages/GroundWaterDischargesLicensesandLicensees.aspx>

***Return the original application with the application fee to:***

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

**Definitions of Licenses**

Class E – System Contractor: The Class E license authorizes the construction, repair and installation of on-site wastewater treatment and disposal systems.

**Requirements per the Regulations**

- 4.9 With respect to Class E licenses the following shall constitute the Department's requirements for each tiered classification:
  - 4.9.1 E.1 is licensed to install all conventional on-site wastewater treatment and disposal systems outlined in these Regulations. To qualify for a Class E.1 an individual must have:
    - 4.9.1.1 A completed qualifications statement, on approved Department forms, which verifies the individual's knowledge and competency of the application and requirements of these Regulations.

**PLEASE KEEP PAGES 1, 2 & 7 FOR YOUR REFERENCE**

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- 4.9.1.2 A minimum of two (2) years of experience under the guidance of an experienced supervisor in the construction of on-site wastewater treatment and disposal systems or Class E system contractor. For purposes of these regulations, two (2) years of experience shall be interpreted as full-time employment for a period consisting of two (2) years with proof in writing, from a currently licensed Class E system contractor or experienced supervisor.
- 4.9.1.3 Proof of attendance at training class/certification in basic electricity; and
- 4.9.1.4 Passed a written examination administered by the Department to test the knowledge and competency of these regulations. Upon passing the written examination the applicant may be awarded a Class E.1 license.
- 4.9.1.5 The first six (6) installations must be supervised by the Department.
- 4.9.2 Class E.2 is licensed to install any conventional OWTDS plus Innovative/Alternative systems. To qualify for a Class E.2 an individual must:
- 4.9.2.1 Have one (1) year of full time experience installing conventional OWTDS (as a Class E.1).
- 4.9.2.2 Completion of a qualifications statement on approved Department forms.
- 4.9.2.3 All installations of Innovative/Alternative systems must be under the supervision of the respective manufacturer representative until such time that a written certification has been obtained from the manufacturer representative and submitted to the Department.
- 4.9.3 Class E.3 is licensed to install any system subject to permitting under these Regulations including conventional OWTDS, Innovative/Alternative OWTDS, and large systems, excluding RIBs and spray irrigation. To qualify for a Class E.3 an individual must:
- 4.9.3.1 Meet all licensing requirements of the E.1 and E.2.
- 4.9.3.2 Have three (3) years of full time experience as a Class E.2 in the on-site industry installing on-site wastewater treatment and disposal systems and meeting manufacturer's certification for proper installation of the system type.
- 4.9.3.3 Completion of a qualifications statement on approved Department forms.
- 4.9.4 Class E.4 is licensed to install RIBs and spray irrigation systems only. To qualify for the Class E.4 an individual must:
- 4.9.4.1 Have three (3) years of experience installing these types of systems.
- 4.9.4.2 Completion of a qualifications statement on approved Department forms.
- 4.9.4.3 Present an overview of project construction review procedures including the roles of the design engineer, owner and any third party construction review organizations. The Department will utilize this overview as the written examination.
- 4.9.5 To progress from one tier to the next tier, except the E.4, the Class E licensee must:
- 4.9.5.1 Have served the required amount of time within the previous tier as specified in 4.9.2.1 or 4.9.3.2.
- 4.9.5.2 Complete a qualifications statement on approved Department forms which verifies the individuals experience at the current tier and request for consideration for approval to go to the next tier.
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*All applicants seeking qualification for the E.1 license must complete the application in its entirety.*

*All applicants seeking qualification for the E.2, E.3 or E.4 license must complete the following sections:*

*Applicant Information;*

*Current Employment Information; and*

*Miscellaneous Applicant Information – questions 1(A thru D & F), 6 and 7*

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**Applications must be typed or printed and completely filled out. Incomplete applications will be returned.**

CHECK WHICH ON-SITE LICENSE YOU ARE APPLYING FOR			
___ E.1	___ E.2	___ E.3	___ E.4
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	
Date & Location of Basic Electricity training/certification: <i>(Certification &amp; Course Documentation must be accompanied)</i>			
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	
Description of Experience, Job Responsibilities and Duties (use additional pages if necessary)			
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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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Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip

Description of Experience, Job Responsibilities and Duties

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**MISCELLANEOUS APPLICANT INFORMATION**

1. Verification of Experience

A. \_\_\_\_\_ Number of years' experience in the construction & installation of on-site wastewater treatment & disposal systems ("Systems")

B. \_\_\_\_\_ Approx. number of systems you have assisted in installing during the time frame indicated above (1a)

C. Provide verifiable information regarding systems you have assisted in installing. Minimum of three required, however additional sheets may be attached. **Please provide copies of the permits and associated inspection reports.**

	System #1	System #2	System #3
Permit Number			
Owner's Name			
Tax Map Number			
State & County Installed			
Approx. Date			

Description of Experience, Job Responsibilities and Duties

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D. Approx. number of specific system types you have assisted in installing.

\_\_\_\_\_ Full Depth Gravity                      \_\_\_\_\_ Elevated Sand Mound  
 \_\_\_\_\_ Capping & Fill Gravity                      \_\_\_\_\_ Innovative/Alternative  
 \_\_\_\_\_ Low Pressure Pipe                      \_\_\_\_\_ Other

E. Provide names and telephone numbers of Class E (System Contractors) that you have worked with during the time frame indicated above (1a). Additional sheets may be attached.

	Name	Telephone Number
1)		
2)		
3)		

F. Provide detailed description of tasks you performed as it relates to the construction and installation of on-site wastewater treatment and disposal systems.

2. References: (Provide three (3) persons, who may be contacted to 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 #
Class E Lic #:	Class E Lic #:	Class E Lic #:

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)                      \_\_\_\_\_ Class I (Construction Inspector)

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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5. List any other professional licenses you currently hold:				
	Type of License	Lic #	Issuing Agency	Expires
1.				
2.				
3.				
<p>6. Applications for a Class E (System Contractor) On-Site License must include:</p> <ul style="list-style-type: none"> <li>• 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, <b>OR</b></li> <li>• 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. <span style="background-color: yellow; display: inline-block; width: 50px; height: 1em; vertical-align: middle;"></span> (initials)</li> </ul> <p>7. I understand that I may be required to supply additional data, if requested, by the Board. <span style="background-color: yellow; display: inline-block; width: 50px; height: 1em; vertical-align: middle;"></span> (initials)</p> <p><b>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 <u>Regulations Governing the Design, Installation, and Operation of On-Site Wastewater Treatment and Disposal Systems</u>.</b></p> <p><b>I also understand that I am required to pass an examination before a license can be issued.</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Date</p> </div> <div style="width: 45%; text-align: center;"> <p>_____</p> <p>Signature</p> </div> </div>				

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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 receive a Class E (System Contractor) license.**

**Class E Examination**

This examination consists of 64 multiple-choice and true/false questions worth 1.25 points each and 10 questions relating to a drawing worth 2 points each. Test questions are on information contained in the Definitions, Sections 3.0, 4.0, 5.0, 6.0 and Exhibits.

Typical question:

- 1) The slope of the sand fill in a sand mound not directly beneath the filter aggregate shall be:
  - a. 2 to 1
  - b. 5 to 1
  - c. 3 to 1
  - d. 1 to 2

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