Application to Obtain a Class I On-Site License

The following information will assist you in applying for an 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.
- 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, examinees are permitted to 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 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

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

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Definitions of Licenses

Class I – Construction Inspector: The Class I license authorizes the inspection of all new, replacement and repairs of small gravity on-site wastewater treatment and disposal systems, gravity on-site system component replacements and cover inspections for above grade gravity on-site wastewater treatment and disposal systems.

Requirement per the Regulations

- 4.5 All applicants for a Class A, B, C, D, E, F, H or I license will be required to pass an examination prepared and administered by the Department to test the competency and knowledge of the applicant regarding pertinent subject matter and the application and use of these Regulations.
- 4.11 With respect to Class I license the following shall constitute the Department's requirements:
 - 4.11.1 A completed qualifications statement, on approved Department forms, which verifies the individual's knowledge and competency of the requirements of these Regulations.
 - 4.11.2 Possess, with a minimum of three (3) years of experience, either a Class B or C license.
 - 4.11.3 Furnish certification of required training completed under the Delaware Technical & Community College Training program or as approved by the Board.
 - 4.11.4 Not inspect any system which the licensee has installed as a Class E system contractor or any Class E system contractor working within the same company as the Class I construction inspector.

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Applications must be typed or printed and completely filled out.

APPLICANT INFORMATION						
Last Name	First Name			Middle Initial		
Street Address						
Mailing Address (if different than Street Address)						
City		State		Zip Code		
Date of Birth	Но	Home Telephone Number				
Class B License Number: Class C License Number:	Date of License Issuance:					
Did you complete the DTCC Certificate Program?						
Yes No	Date of Training:					
		ON MUST BE AT				
	T EMPLO	DYMENT IN	FORMATIO			
Company Name			Date of Employ	ment		
Street Address						
Mailing Address (if different than Street Address)						
City		State		Zip Code		
Business Telephone Number	Bu	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				
То	Telephone Number				
	Address, City, State, Zip				
Description of Experience, Job Responsibilities and Duties					
	PREVIOUS EMPLOY	MENT INFORMATION			
Date of Employment	Employer				
From	Supervisor				
То	Telephone Number				
	Address, City, State, Zip				
D ' ' AE ' T	1.00				
Description of Experience, J	ob Responsibilities and Duties				
1136211616319373	MISC. APPLICAN	T INFORMATION	The Market of the Control		
1. Number of Years	Evnarianaa in:				
1. Number of Years Percolation					
		and Disnosal Systems			
Designing On-Site Wastewater Treatment and Disposal Systems Construction & Installation of On-Site Wastewater Treatment & Disposal Systems					
	Waste Hauling and Pumping				
Inspection of On-Site Wastewater Treatment & Disposal Systems					
2. References: (Give	e the names of three (3) persons	who may be contacted, and w	ho attest to your character		
and business integrity.)					
Reference #1	Referen	ee #2	Reference #3		
Name	Name	Name			
Address	Address	Address			
City, St, Zip	City, St, Zip	City, St, Zip			
Telephone #	Telephone #	Telephone #			

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Application to Obtain a Class I On-Site License

100	MISC. APPLICANT INFORMATION (continued)				
3.	What other on-site system license(s) do you currently hold, if any: Class A (Percolation Tester) Class E (System Contractor) None 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 a 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				
5.	List any other professional licenses you currently hold: Type of License Lic # Issuing Agency Expires 1. 2.				
 Applications for a Class I On-Site License 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.	7. I understand that I may be required to supply additional data if requested by the Board. I also understand that the Board may base its decision on activity associated with my current and/or previous licenses (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 examinations 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. You must obtain a 70% or better to receive a Class I license.

Class I Examination

This examination consists of 35 multiple-choice and true/false questions each worth 2 points and 15 questions relating to a drawing each worth 2 points. The questions are on information contained in **Definitions**, Section 2.0, Section 3.0, Section 4.0, Section 5.0 and Exhibits.

1) With a three (3) inch building sewer line, cleanouts are required every _____ feet.

a. 45b. 10

Typical question:

c. 30

d. 50