



Board for Waterworks and Wastewater Works Operators and  
Onsite Sewage System Professionals

**Guidance Document**

**Verification of Experience for Conventional  
and Alternative Onsite Sewage System  
Operator Applicants**

**Adopted July 24, 2014**

**I. Background**

Board Regulation 18 VAC 160-20-98.C.2 provides the specific entry requirements for alternative onsite sewage system operators. The regulation requires that applicants for licensure as alternative onsite sewage system operators obtain experience “working under the direct supervision of an alternative onsite sewage system operator licensee or an interim alternative onsite sewage system operator licensee.”

The April 12, 2011, Board meeting minutes indicate that the Board provided an interpretation whereby “a licensed interim alternative onsite sewage system operator who is self-employed (sole proprietor) and has met all other eligibility requirements (education and months of full-time experience) can be approved to sit for the alternative onsite sewage system operator exam provided verification of the individual’s work experience is received from an independent, third-party who has first-hand knowledge of the licensed interim alternative onsite sewage system operator’s experience.”

## **II. Issue**

After reviewing the Board policy in conjunction with practices and processes utilized for boards within the Department of Professional and Occupational Regulation (DPOR), it has been determined that the legal form in which an individual conducts business cannot be the basis for an exemption or privilege in the credentialing processes at DPOR. Historically, DPOR has only required that any business structure be appropriately registered in its own name by the State Corporation Commission, as applicable. Once so registered, it is entitled to all appropriate consideration by DPOR and its Boards.

Asserting a preference for a form of doing business, such as a sole proprietorship, is not permissible in a licensing or regulatory scheme unless the form of doing business itself is relevant to protecting the public's health, safety and welfare.

## **III. Policy**

The Board rescinds the previous policy allowing third-party verification of experience for licensed interim alternative onsite sewage system operators who are sole proprietors and are applying for licensure as alternative onsite sewage system operators. The Board institutes the following policy:

An applicant for an alternative onsite sewage system operator license who has met all other eligibility requirements may be approved to sit for the alternative onsite sewage system operator examination provided verification of the requisite experience engaged in operation and maintenance of alternative onsite sewage systems is verified by one or more of the following:

- a. VDH Authorized Onsite Soil Evaluator (AOSE) for work performed prior to July 1, 2009;
- b. Licensed (interim or non-interim) alternative onsite soil evaluator;
- c. Licensed (interim or non-interim) alternative onsite sewage system operator; or
- d. Virginia licensed professional engineer.

Additional information may be requested from the applicant to confirm the requisite experience has been obtained and all eligibility criteria has been met.