

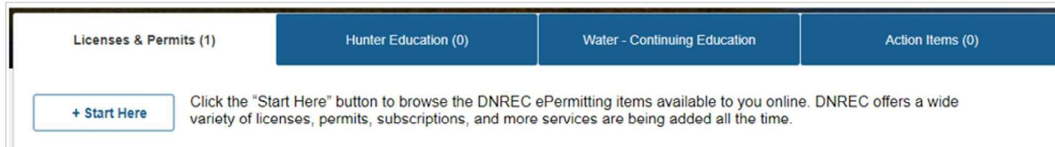
How to Apply for a New Individual Ground Water Discharges (On-Site Wastewater) License

Step 1

Create or log in to your **Personal** account at <https://de.gov/DigitalDNREC>

Step 2

Click **+ Start Here**

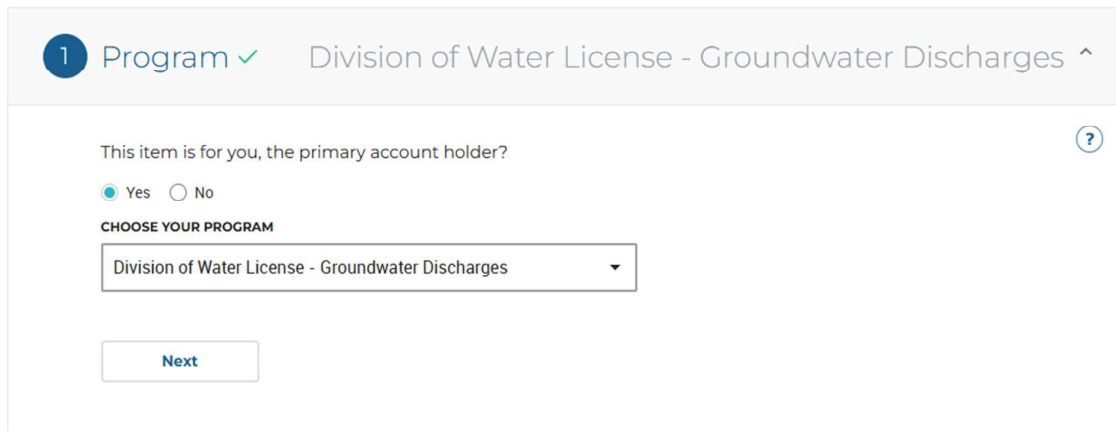


Licenses & Permits (1) Hunter Education (0) Water - Continuing Education Action Items (0)

+ Start Here Click the "Start Here" button to browse the DNREC ePermitting items available to you online. DNREC offers a wide variety of licenses, permits, subscriptions, and more services are being added all the time.

Step 3

Select Division of Water License – Ground Water Discharges and click **Next**



1 Program ✓ Division of Water License - Groundwater Discharges ^

This item is for you, the primary account holder? ?

☒ Yes ☐ No

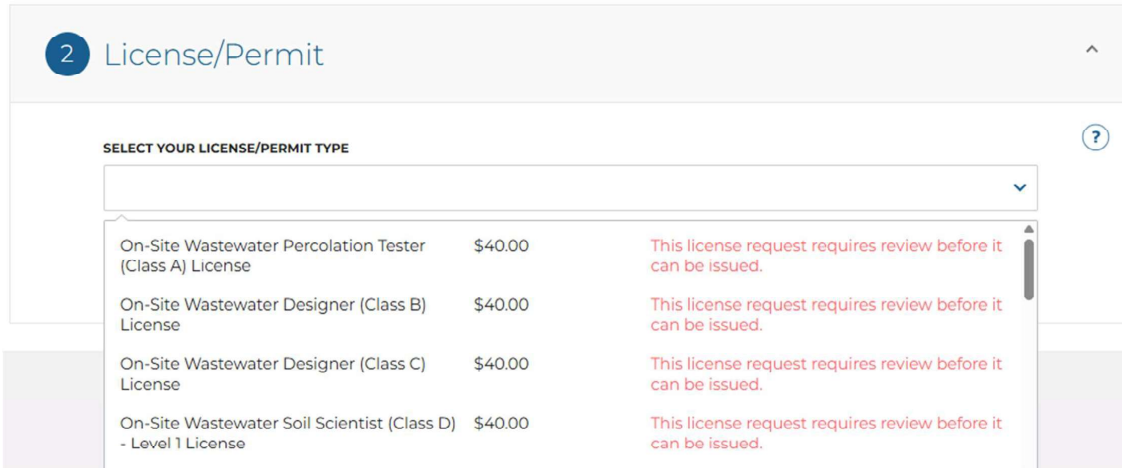
CHOOSE YOUR PROGRAM

Division of Water License - Groundwater Discharges ▼

Next

Step 4

Select the ground water discharges license you are applying for and click Next.



2 License/Permit ^

SELECT YOUR LICENSE/PERMIT TYPE ?

On-Site Wastewater Percolation Tester (Class A) License	\$40.00	This license request requires review before it can be issued.
On-Site Wastewater Designer (Class B) License	\$40.00	This license request requires review before it can be issued.
On-Site Wastewater Designer (Class C) License	\$40.00	This license request requires review before it can be issued.
On-Site Wastewater Soil Scientist (Class D) - Level 1 License	\$40.00	This license request requires review before it can be issued.

Step 5

Your ground water discharges license application includes both the exam registration request and license application. Enter all information and upload required documents as indicated (including two professional references from the current calendar year). You will also need to indicate your current employer.

Step 6

Review the Terms of Service and then add the application to your cart to review and pay. Payment is due on application submission and is non-refundable. You will need a valid credit card to pay for the license fee.

5 Review & Pay

On-Site Wastewater Designer (Class B) License (\$100.00)

\$100.00 Application Fee

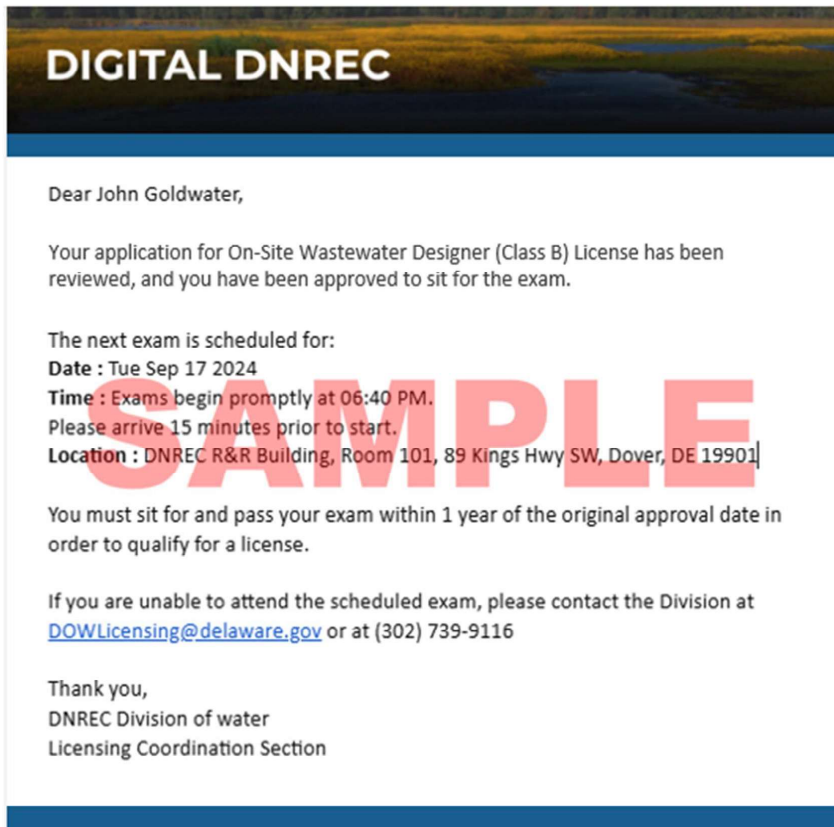
License Fee Upon Approval: \$0.00

Step 7

Once submitted, the Division will accept your application, then forward it to the board for review. In order to sit for the exam, your application requires review and approval by the Onsite Systems Advisory Board. If your application is deemed incomplete, or is not approved, you will be notified by email of the board's decision.

If approved for the exam, you will receive an email like the example below. Exams are offered quarterly.

**Please note: The verbiage below is an example. It is important for you to thoroughly read all emails received.*



Step 8

Arrive at the exam location at least 15 minutes prior to the start of the exam. DNREC uses an in person electronic licensing system for testing.

To sit for the exam, **users must bring:**

- **Photo ID**
- **Their Digital DNREC login and password**

If you do not have this information, this may prevent you from sitting for the exam or may cause you to begin the exam late. You will not be given additional time to complete the exam.

Step 9

Within 5 business days, users will receive an email with their exam results.

DIGITAL DNREC

Dear John Goldwater,

Your application for Wastewater Facility Operator Level 1 Exam has been reviewed, and you have been approved to sit for the exam.

The next exam is scheduled for:

Date : Tue Sep 17 2024

Time : Exams begin promptly at 06:40 PM.

Please arrive 15 minutes prior to start.

Location : DNREC R&R Building, Room 101, 89 Kings Hwy SW, Dover, DE 19901

You must sit for and pass your exam within 1 year of the original approval date in order to qualify for a license.

If you are unable to attend the scheduled exam, please contact the Division at DOWLicensing@delaware.gov or at (302) 739-9116

Thank you,
DNREC Division of water
Licensing Coordination Section

Step 10:

Users who did not pass the exam will need to submit a new application (and begin the process over again). Applicants are only permitted to sit for the exam (2) times within the same 12 months.

Step 11:

Users who passed the exam will receive their license approximately 1-2 weeks from the date they received their exam results.

The license will be emailed to you and is also accessible from your dashboard.

Division of Water License - Groundwater Discharges (1)

On-Site Wastewater Percolation Tester (Class A) License	Wyatt Water License No: 5678A	ACTIVE Expires on 12-31-2022	Options
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- View/Print Card
- View/Print Certificate
- Update Employer

Your license is valid through December 31st of the year it was issued.

Note about Employers/Employment:

If your employer changes, it is your responsibility, to update your employer.

To update your employer, navigate to your Digital DNREC dashboard, locate your license and select **Update Employer** from the **Options** menu. Then enter all information for your employer.