

How to Apply for a New Individual Surface Water Discharges (Wastewater Facility Operator) License

Note

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 – Surface Water Discharges and click **Next**

1 Program ✓

Division of Water License - Surface Water Discharges ^

This item is for you, the primary account holder?

☒ Yes

☐ No

CHOOSE YOUR PROGRAM

Division of Water License - Surface Water Discharges

Next

Step 4

Select the surface water discharges exam or license you are applying for.

Note: Surface Water Discharges users must apply to sit for the exam first. Once a user passes the exam, they will be able to apply for the license. Users can only apply for a license without sitting for the exam, if they are currently licensed in another state/jurisdiction and are looking to be licensed under reciprocity.

2 License/Permit

SELECT YOUR LICENSE/PERMIT TYPE

Wastewater Facility Operator Level 3 Exam

\$100.00

can be issued.

This license request requires review before it can be issued.

Wastewater Facility Operator Level 4 Exam

\$100.00

can be issued.

This license request requires review before it can be issued.

Wastewater Facility Operator Level 1 License

\$50.00

can be issued.

This license request requires review before it can be issued.

Wastewater Facility Operator Level 2 License

\$50.00

can be issued.

This license request requires review before it can be issued.

If you are applying under reciprocity – skip to Step 11. Otherwise continue with Step 5.

Step 5

Complete the information to register for the exam.

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

Wastewater Facility Operator Level 1 Exam (\$100.00)

\$100.00

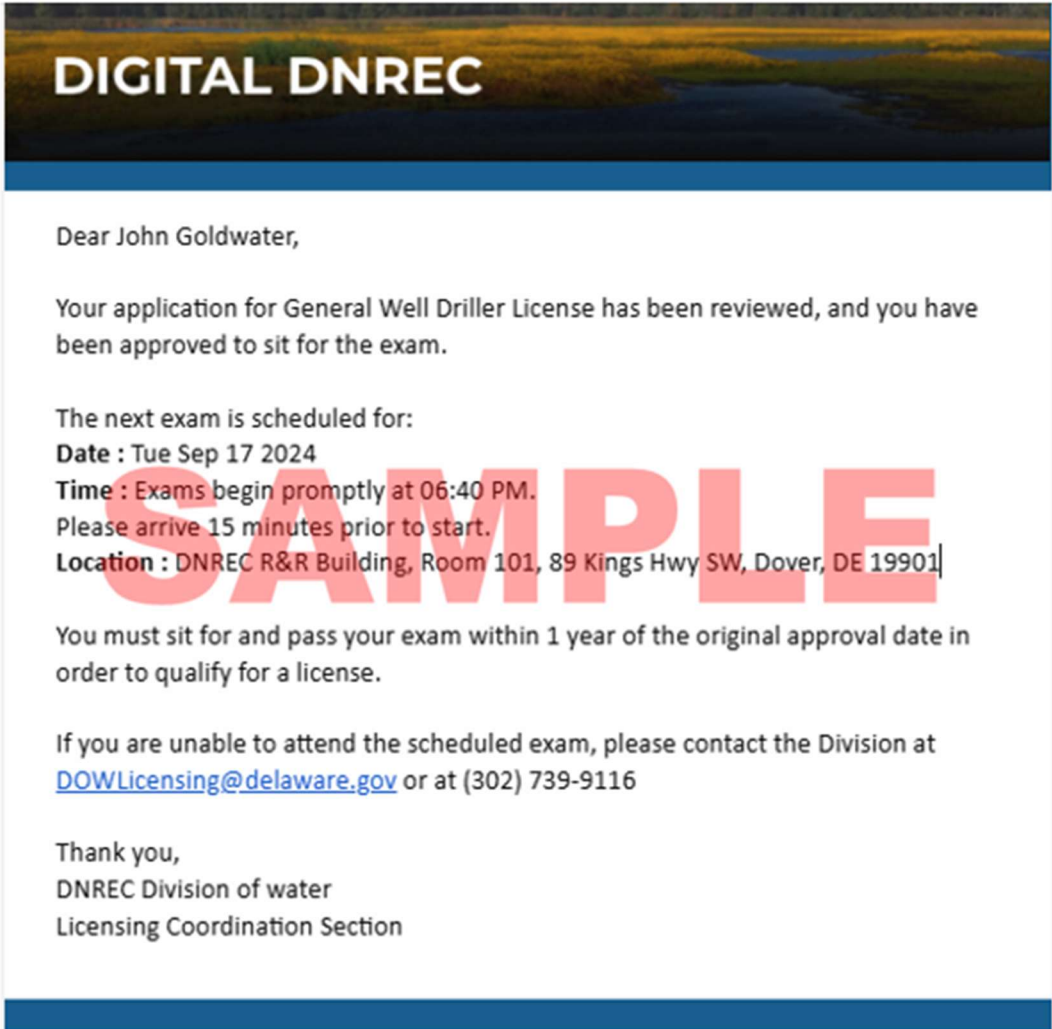
Application Fee

License Fee Upon Approval: \$0.00

Step 7

Once submitted, the Division will review your application and schedule you for the exam. Exams are offered quarterly. Applicants must submit exam application and non-refundable fee no later than 14 calendar days prior to the exam date. Applicants will not be refunded or rescheduled if there is a conflict in exam date.

Once approved for the exam, you will receive an email like the example below.
**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 20 minutes prior to the start of the exam.
DNREC uses an in person electronic licensing system for testing.

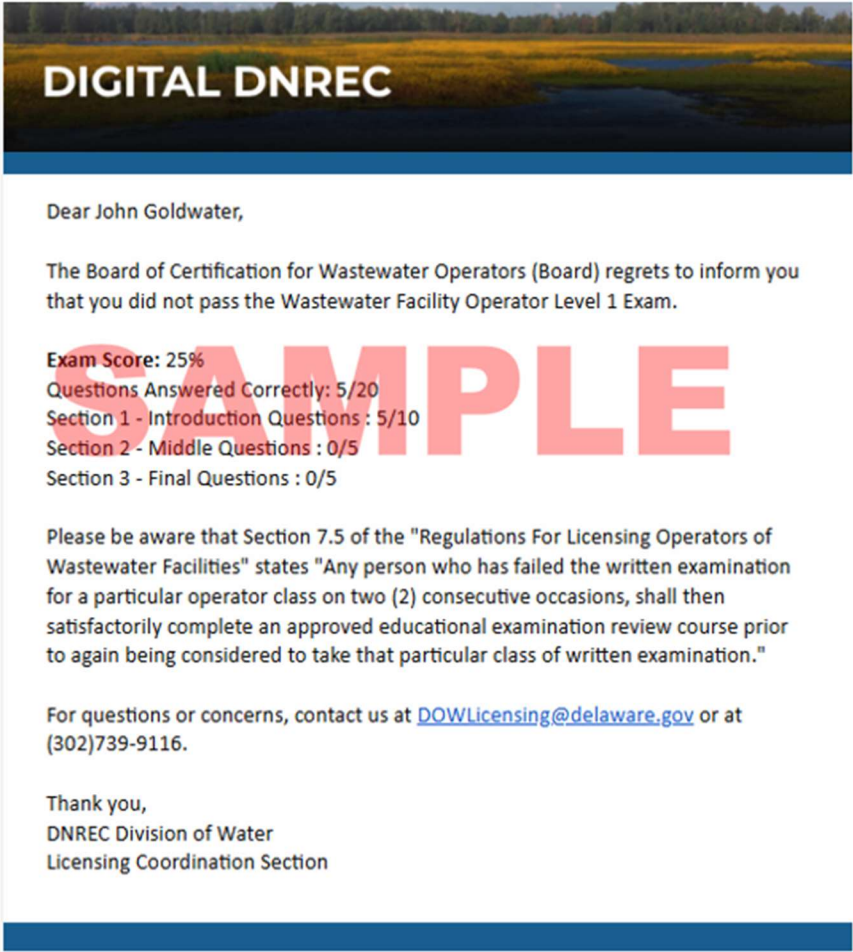
To sit for the exam, users must bring:

- Photo ID
- Their Digital DNREC login and password information.

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 and you will not be given additional time.

Step 9

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



Step 10

Users who did not pass the exam will need to submit a new application/fee to test again. **Please note: According to regulations, “Any person who has failed the examination for a particular operator class on (2) consecutive occasions, shall then satisfactorily complete an approved educational examination review course prior to again being considered to take that particular class of written examination.”*

Step 11:

Users who passed the exam (or users applying under reciprocity) will need to repeat Steps 1 through 4 and select the license they are applying for.

In the application – users who tested should select **No** for applying under reciprocity. Users applying under reciprocity should select **Yes**.

3

Required Questions

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*indicates a required field

Are you applying for a license under reciprocity?*

☐ Yes ☐ No

?

Step 12

Enter all information and upload required documents as indicated. You will also need to indicate who your current employer is, or an employer with whom you have an offer to work. The list of employers can be selected from the drop-down. (Please make sure you complete your application in full detail – all fields are required.)

Step 13:

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

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Wastewater Facility Operator Level 1 License (\$0.00)

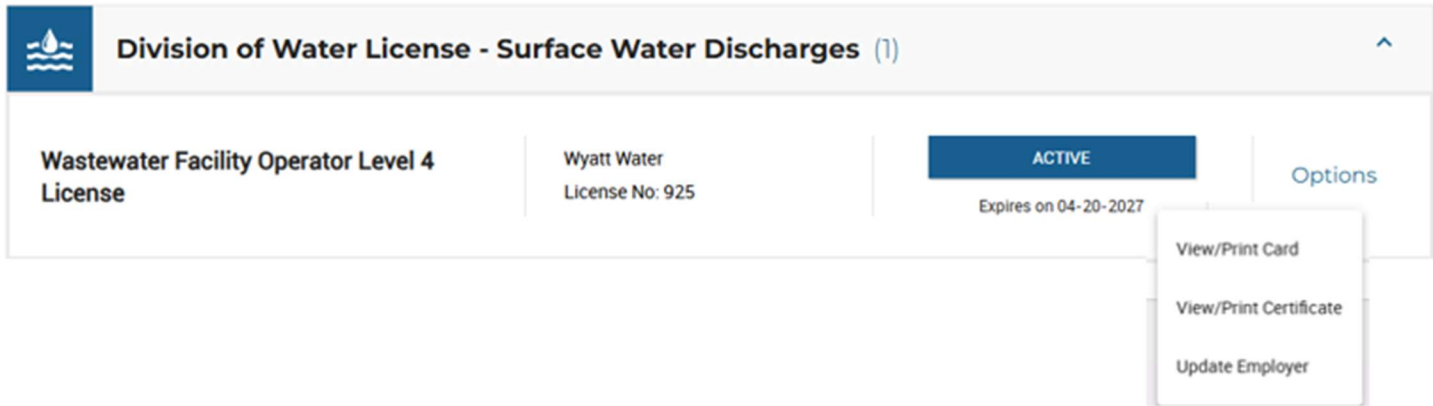
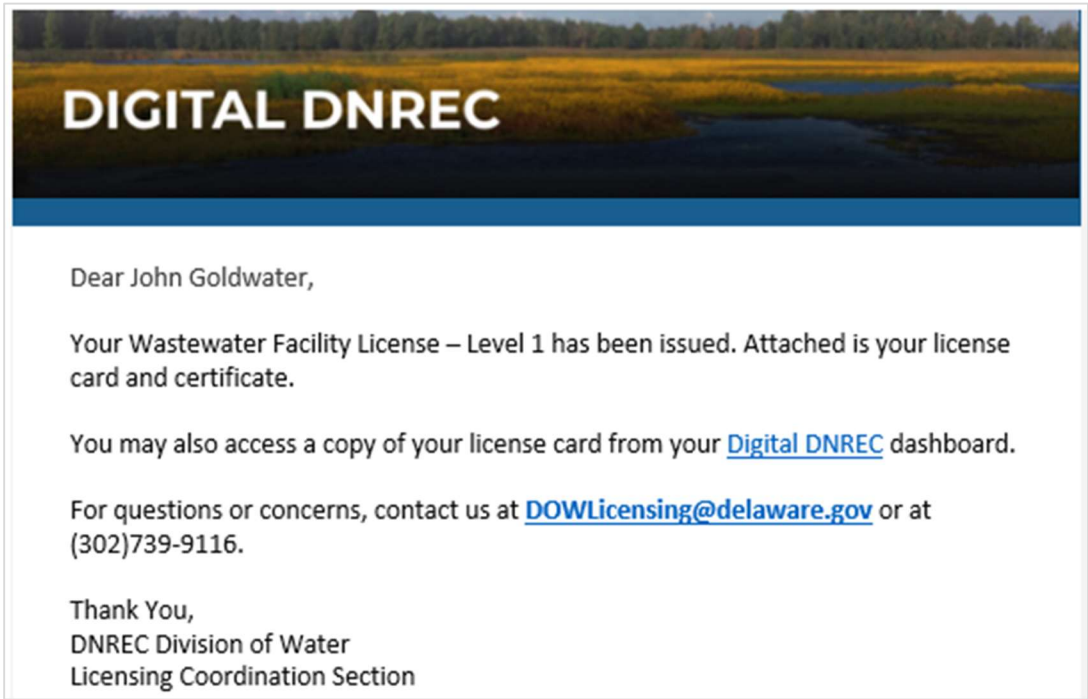
\$0.00 Application Fee

Step 14

Once submitted, the Division will accept your application and then forward it to the Board of Certification (BOC) for review. If your application is deemed incomplete, or is not approved, you will be notified by email with the reason for rejection.

Step 15

Once approved, you will be notified by email. The license will be emailed to you and will also be accessible from your dashboard.



Your license is valid for two (2) years from the date issued.

Note about Employers/Employment:

If during the license term, your employer changes, it is your responsibility to update this information in your Digital DNREC personal account, immediately.

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 new employer.