

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

Application to Obtain a Class H 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, anyone taking the Class H exam should 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

PLEASE KEEP PAGES 1, 2 & 6 FOR YOUR REFERENCE

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Definitions of Licenses

Class H – System Inspector: The Class H license authorizes the inspection, investigation and data collection to make determinations regarding the present operational condition of on-site wastewater treatment and disposal systems.

Requirement per the Regulations

4.10 With respect to Class H license the following shall constitute the Department's requirements:

- 4.10.1 A completed qualifications statement, on approved Department forms, which verifies the individuals knowledge and competency.
- 4.10.2 Furnishes certification of training completed under the National Association of Waste Transporters (NAWT) certification, Pennsylvania Septage Management Association (PSMA) certification, Delaware Technical and Community College (DTCC) certification program or as approved by the Board.
- 4.10.3 Pass a written examination administered by the Department to test the knowledge and competency of the Regulations.
- 4.10.4 The first three (3) inspections must be supervised by the Department.

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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	

PREVIOUS EMPLOYMENT INFORMATION	
Date of Employment	Employer
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Description of Experience, Job Responsibilities and Duties	

MISC. APPLICANT INFORMATION
1. Number of Years Experience in: _____ Percolation Testing _____ 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 the names of three (3) persons (<u>not Class H licensee</u>), who may be contacted, and who 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 #

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MISC. APPLICANT INFORMATION (continued)

3. What other on-site system license(s) do you currently hold, if any:

<input type="checkbox"/> Class A (Percolation Tester)	<input type="checkbox"/> Class E (System Contractor)	<input type="checkbox"/> None
<input type="checkbox"/> Class B (Designer)	<input type="checkbox"/> Class F (Liquid Waste Hauler)	
<input type="checkbox"/> Class C (Engineer)	<input type="checkbox"/> Class H (System Inspector)	
<input type="checkbox"/> Class D (Site Evaluator)	<input type="checkbox"/> 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.	_____			

6. Applications for a Class H 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. 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 H license.**

Class H 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 3.0, Section 4.0, Section 5.0, Section 6.0 and Exhibits.**

Typical question:

- 1) While performing an inspection, you observe that the outlet baffle is severely deteriorated. This system would be considered:
- a) Satisfactory
 - b) Satisfactory w/ Concerns
 - c) Unsatisfactory

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