

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

**Application to Obtain a Class E (System Contractor) On-Site License**

The following information will assist you in applying for a Class E (System Contractor) 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 Resources" 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 twelve (12) months from date received.
2. Upon application approval by the Board, written, closed-book examinations are given once a month, on the third Thursday of each month at 8:30 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.
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 \$5.00 each. Make checks payable to the "Division of Water Resources." The Regulations are available electronically free of charge at:  

<http://www.dnrec.state.de.us/water2000/Sections/GroundWat/GWDSRegulations.htm>
7. If you require any further information, please contact the On-Site Licensing Coordinator at (302) 739-9948.

***Return the original application with the application fee to:***

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

**Definitions of Licenses**

Class E – System Contractor: The Class E license authorizes the construction, repair and installation of on-site wastewater treatment and disposal systems.

**Requirements per the Regulations**

4.06000 With respect to Class E licenses the following shall constitute the Department's requirements:

- (a) A completed qualifications statement, on appropriate Department forms, which verifies the individual's knowledge and competency of the application and requirements of these Regulations; and
- (b) A minimum of two (2) years experience in the construction of on-site wastewater treatment and disposal systems.

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**Applications must be typed or printed and completely filled out. Incomplete applications will be returned.**

APPLICANT INFORMATION		
Last Name	First Name	Middle Initial
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Date of Birth	Home Telephone Number	
CURRENT EMPLOYMENT INFORMATION		
Company Name		Date of Employment
Street Address		
Mailing Address (if different than Street Address)		
City	State	Zip Code
Business Telephone Number	Business Fax Number	
Federal Identification Number	State of Delaware Business License Number	
County (ies) within the State of Delaware in which you do business or will do business:		
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	
To	Telephone Number	
	Address, City, State, Zip	
Description of Experience, Job Responsibilities and Duties		
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PREVIOUS EMPLOYMENT INFORMATION (continued)	
Date of Employment	Employer
From	Supervisor
To	Telephone Number
	Address, City, State, Zip
Description of Experience, Job Responsibilities and Duties	

MISC. APPLICANT INFORMATION
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1. Verification of Experience
- a. \_\_\_\_\_ Number of years experience in the construction & installation of on-site wastewater treatment & disposal systems ('Systems')
  - b. \_\_\_\_\_ Approx. number of systems you have assisted in installing during the time frame indicated above (1a)
  - c. Provide verifiable information regarding systems you have assisted in installing. Minimum of three required, however additional sheets may be attached.

	System #1	System #2	System #3
Permit Number			
Owner's Name			
Tax Map Number			
State & County Installed			
Approx. Date			
Task(s) Performed			

- d. Approx. number of specific system types you have assisted in installing.

_____ Full Depth Gravity	_____ Elevated Sand Mound
_____ Capping & Fill Gravity	_____ Innovative & Alternative
_____ LPP	_____ Other
- e. Provide names and telephone numbers of Class E (System Contractors) that you have worked with during the time frame indicated above (#1a). Additional sheets may be attached.

	Name	Telephone Number
1)		
2)		
3)		

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**MISC. APPLICANT INFORMATION (CONT.)**

f. Provide detailed description of tasks you performed as it relates to the construction and installation of on-site wastewater treatment and disposal systems.

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2. References: (Give the names of three (3) persons, 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 #

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

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

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.	-----	-----	-----
3.	-----	-----	-----

6. Applications for a Class E (System Contractor) 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)

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7. I understand that I may be required to supply additional data if requested by the Board. \_\_\_\_\_ (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 examination 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. Therefore, the examination for Class B and E licenses do not contain questions concerning percolation testing and the Class B examination does not contain questions covering the installation of on-site wastewater treatment and disposal systems. However, the Class E examination does cover some of the same information as the Class B examination, because some of the same knowledge needed to design systems is needed to install them. **You must obtain a 70% or better to receive a Class E (System Contractor) license.**

**Class E Examination**

This examination consists of 64 multiple-choice and true/false questions worth 1.25 points each and 10 questions relating to a drawing worth 2 points each. Test questions are on information contained in **Definitions, Section 4.00000, Section 5.00000, Section 6.00000, and Exhibits.**

Typical question:

- 1) The slope of the sand fill in a sand mound not directly beneath the filter aggregate shall be:
  - a. 2 to 1
  - b. 5 to 1
  - c. 3 to 1
  - d. 1 to 2

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