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Department of Environmental Conservation
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MEMORANDUM

TO: Potential Designer Exam Candidates
FROM: Graham Bradley, Licensed Designer Program Manager
DATE: March 3, 2017
SUBJECT: 2017 Wastewater System Designer Examination Schedule

Thank you for your inquiry about the Designer examinations. Please note that from January 2017, the Vermont Secretary of State is now administering all Designer Licenses:

<https://www.sec.state.vt.us/professional-regulation/list-of-professions/wastewaterwater-system-designers.aspx>

The Agency of Natural Resources will continue to administer the exams. Following completion of these exams, successful candidates may apply for Licensure through the Office of Professional Registration who will collect the License fee. The fees quoted in this document are to cover the cost of exams only.

The following is a list of materials which are pertinent to the Designer program. These can be mailed in hard copy upon request, but please note, there is a \$10.00 fee to have the Rules mailed.

- Designer Exam Application Form

<http://dec.vermont.gov/sites/dec/files/dwgwp/designerlicense/pdf/examapplicationform2017.03.03.pdf>

- Wastewater System and Potable Water Supply Rules effective September 29, 2007 and Guidance Documents. These items are available for downloading from our web site at:

<http://dec.vermont.gov/water/laws/ww-systems-rules>

<http://dec.vermont.gov/water/laws/ww-systems-guidance>

- Unprofessional Conduct 3 V.S.A ss129a

<https://www.ccef.org/wp-content/uploads/2016/12/VT-OPR-Disclosure.pdf>

- List of Publications

<http://dec.vermont.gov/sites/dec/files/dwgwp/designerlicense/pdf/listofpublications.2015.02.04.pdf>

- Water Supply Rules Appendix A, Part 11

<http://dec.vermont.gov/sites/dec/files/dwgwp/dwrules/pdf/vtwsr2010.pdf>

Further information can also be found at the following web pages:

<http://dec.vermont.gov/water/licensed-designers>

<http://dec.vermont.gov/water/licensed-designers/become-designer>

The Designer License Program is described in Section 1, Subchapter 7 of the Wastewater System and Potable Water Supply Rules. Class A certification consists of a written exam and a field exam. The Class B and Class B potable water supply exams are written exams.

EXAM NAME	EXAM DATE	LOCATION	PREREQUISITE	APPLICATION PERIOD
Class A written	Thursday, April 13, 2017	Agency of Natural Resources Annex Building, Berlin VT	Application form and \$75 exam fee	February 20 to April 7, 2017
Class A field (soils)	To be confirmed (week of June 19 to 23, 2017)	To be confirmed (Mt. Ascutney State Park, VT)	Successful completion of April 2017 Class A written exam	
Class B written	Wednesday, August 2, 2017	Agency of Natural Resources Annex Building, Berlin VT	Class A License, and \$50 exam fee	June 5 to July 28, 2017
Class BW (potable water supply)	Fall 2017	To be determined	Class B License, and \$50 exam fee	Please inquire.

To be sure of a place at the exam, please submit a complete application with the appropriate fee well in advance of the exam date. Registration is limited. We will accept applications up until the day of the exam to the extent possible or until the session(s) are full.

The field exam for Class A, offered once per application, can be taken only after the successful completion of the Class A written exam. If a candidate fails either the written or field exam, they will not be eligible to apply to the Office of Professional Registration for Licensure. The applicant must start from the beginning by submitting a new application and fee and re-taking the exams.

Exam day: The Class A written exam will begin at 8:00 AM and end at 4:30 PM, with a half hour break for lunch. The exam will be held on April 13, 2017 at the ANR Annex Building in Berlin, VT. The exam will be open-book covering the Wastewater System and Potable Water Supply Rules and applicable portions of the Water Supply Rules. To successfully complete the exam, a candidate will need to possess the necessary skills in performing soil and site evaluation for on-site sewage disposal systems, design of sewage disposal systems and private water supplies, locating private water supplies, understanding property deeds, preparing and reading site plans and contour maps, determining land areas, drafting and mathematics. The exam will cover all aspects of work sufficient to demonstrate ability to submit a Wastewater System and Potable Water Supply Permit Application to the State of Vermont Department of Environmental Conservation.

For the written exams you will be expected to bring tools required for the designing and drafting of on-site systems; this includes, but is not limited to, a calculator, protractor, scale, compass, lined and graph paper, etc. The field exam consists of soil and site evaluations of five to seven test pits. In addition to the written exam one must also pass the field exam to receive a Class A license. The date of the Class A field exam is to be confirmed, but will likely be held during the week of June 19 to 23, 2017 from 12-4pm at Mt. Ascutney State Park.

Anyone who has passed both Class A exams is eligible to apply for the Class B exam. The Class B license will qualify you to design site modifications as identified in Section 1-912 of the Wastewater System and Potable Water Supply Rules. The Class B exam will be an open-book written exam, which will consist of questions concerning site modifications. Included in the test are problems on sizing pumps, design, and layout of a mound system under various conditions. There are questions on mound construction, on design of a pressure distribution system, and on at grade systems. Also included are other aspects of the Rules applicable to site modifications such as curtain drains, excessive slope sites, and rapidly permeable soils. The Class B exam will be held on August 2, 2017 at ANR Annex Building in Berlin, VT. It will start at 8:00 AM and end at 4:30 PM with a half hour break for lunch.

A licensed Class B Designer is not eligible to design potable water supplies that serve anything other than single family residences on their own lots until he or she has taken and passed the Class B potable water supply exam. This exam will be an open book written exam which will consist of the design, construction, and operation of potable water supplies. The date of the Class B potable water supply exam will be determined based upon demand.

There is no comprehensive list of references that cover all the interdisciplinary aspects of a Designer's responsibilities, however, a brief list of some publications and sources of publications for some of these topics are available. We recommend that you gain experience with an active Class 1 or Class B Designer.

Please remember:

- Late applications will be processed when possible, but there is no guarantee.
- Incomplete applications cannot be processed.
- The exam fee must be included with the Exam application form.
- Refunds will only be made if an application is withdrawn prior to the day of the exam.
- To be eligible to sit for the Class B exam you must hold a Class A license which requires taking and passing the Class A written and field exams.
- To be eligible to sit for the Class B potable water supply exam you must hold a Class B license.
- Candidates who successfully pass the relevant exam may then apply to the Office of Professional Registration to become a Licensed Designer of the appropriate class.

It is our practice to confirm receipt of your application and fee. If you don't receive correspondence from us within 10 days of submittal of your application, please call to confirm your status. If you have any questions, please contact Graham Bradley at grahame.bradley@vermont.gov or 802-622-4129.