



State of Vermont
Office of the Secretary of State

Office of Professional Regulation
89 Main St., 3rd Floor
Montpelier, VT 05620-3402

[fax] 802-828-2465
www.sec.state.vt.us

James C. Condos, Secretary of State
Christopher D. Winters, Deputy Secretary
Colin R. Benjamin, Director

APPLICATIONS ARE NOW AVAILABLE ONLINE!

November 8, 2016

To: Currently Licensed Potable Water Supply and Wastewater System Designers:

On January 1, 2017, regulation of Wastewater/Water System Designers will move to the Office of Professional Regulation (OPR).

Your current license will remain valid through the regular expiration date of December 31, 2016. You must complete your renewal with OPR by December 31, 2016. *Beyond that date, it is considered unprofessional conduct to practice without a valid current license.* Remember that it is solely your responsibility to renew on time.

To assure a smooth transition, we encourage you to complete and submit the renewal application to OPR as soon as possible. Follow the instructions below to create an on-line account and fill out the OPR application. Please be aware that your record will not appear on the OPR Licensee Lookup until after your renewal is complete. See the [FAQ](#) page for more information

A \$100.00 fee is required. This will complete the transition to OPR and renew your license through January 31, 2018. The renewal fee thereafter will be \$200.00 for a two year license. The expiration date will appear on the license OPR issues.

OPR is paperless! All correspondence will be sent to the email address you provide.

Details and updates are available on our [website](#).

1. Using Internet Explorer, navigate to our [Registration](#) page.
2. Register as an *individual*.
3. Create your username and password. **(Please retain this information to access our system to check your status online and renew in the future.)**
4. The system validates your account and will send a verification email. You must access your email account and click on the link provided within the validation email. Once clicked, you will be provided access to the online application.
5. Enter the username and password you created in Step 3. Click on the tab **“Apply for New License.”**
6. Scroll down and select your profession Wastewater/Water System Designers.



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7. Click **“Start.”** Verify information and answer all questions, proceeding through screens by selecting **“Next”** in the bottom-left corner of each completed screen.
8. When you are asked “how are you are applying for licensure?” You will select **“Transitional”**
9. Click **“Add To Invoice.”**
10. Click **“Pay Invoice”** and enter payment information. *(Fees are non-refundable.)* The name and address entered on the payment screen must match the form of payment being used. Account type is *personal*.
11. Click **“Submit Payment”** to complete the process. A payment receipt will be sent to the e-mail address you entered at the bottom of the payment screen.
12. Once the application has been received you will receive a confirmation by email.

Application Status: The status of your application will be available by logging into your online account with the credentials you created. Notifications regarding your application will be sent to your email.

If you need assistance, we will be happy to help! Please contact Kara Shangraw at kara.shangraw@sec.state.vt.us or (802) 828-5434. Thank you.