

**Vermont Department of Environmental Conservation
Drinking Water and Groundwater Protection Division**

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Agency of Natural Resources

MEMORANDUM

TO: Potential Designer License Candidates
FROM: Mary K. Clark, Licensed Designer Program Manager
DATE: May 16, 2016
SUBJECT: 2016 Designer License Program Information and Examination Schedule

Thank you for your inquiry regarding the Designer License Program. Following is a list of materials which are pertinent to the Program. These can be mailed in hard copy upon request. (Please note, there is a \$10.00 fee to have the rules mailed to you.) These items are also available for downloading from our web site at <http://dec.vermont.gov/water/licensed-designers/become-designer>.

1. Application for Designer License
2. Fee Information
3. 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>
4. Unprofessional Conduct 3 V.S.A ss129a.
5. List of Publications
6. Water Supply Rules Appendix A, Part 11
 - <http://dec.vermont.gov/sites/dec/files/dwgrp/dwrules/pdf/vtwsr2010.pdf>
7. Directions to the National Life Building (Montpelier)

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.

The Following Designer examinations will be given once this year.

Exam Description	Exam Date	Prerequisite	Application Period
Class A written	April 14, 2016	Application and \$150.00 fee	January 25 through April 8, 2016
Class A field	June 21, 2016	Successful completion of April 14, 2016 exam	
Class B written	August 3, 2016	Class A license, application and \$75.00 fee	June 7 through July 27, 2016
Class B potable water supply	To Be Determined	Class B License, registration and \$50.00 fee	

To be sure of a place at the exam, please submit a complete application with the appropriate fee at least three weeks in advance. 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 an individual fails either the written or field exam, the application will be denied and 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 14, 2016 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 would include, 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 Class A field exam will be held June 21, 2016 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 start at 8:00 AM and end at 4:30 PM with a half hour break for lunch. **The exam will be held on August 3, 2016 at the National Life Building in Montpelier, VT.**

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 at a later date.**

There is no comprehensive list of references that cover all of 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. If you need additional copies of the rules or the list of references, please refer to our website at <http://dec.vermont.gov/water/licensed-designers> or contact us.

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Please remember,

- Late applications (received after the deadline) will be processed when possible, but there is no guarantee you will be able to sit for the exam.
- Incomplete applications cannot be processed. Make sure the application form is filled out and signed in two places.
- There is a \$150.00 application fee for the Class A exams, a \$75.00 fee for the Class B exam and a \$50.00 fee for the Class B Water Supply Exam. The fee must be included with the 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.

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 802-585-4890 to confirm your status.

If you have any questions, please contact me at mary.clark@vermont.gov or 802-585-4890.

cc: Regional Engineers/Assistant Regional Engineers