



On-Site Wastewater Treatment Systems Inspector Certificate of Competency Experience Verification



One year of practical work experience showing how you have become proficient in, and have successfully worked with, the on-site wastewater industry.



Your one year of practical work experience must be under the supervision of a certificate of competency holder or one year of previous work under a licensed on-site designer or professional engineer.

The approval of the experience is based on the verification provided by you, the level of independent judgments and decisions, and demonstration of the ability to work within the regulatory structure.

Missing information and/or poor explanations will delay the review of your application.

- Do not assume that there is a universal understanding by reviewers as to how your experience satisfies requirements.
- Do not use business or industry related jargon or acronyms.

For questions or help call: 360-664-1575 or email: engineers@brpels.wa.gov

Applicant: must complete sections 1 and 2

Verifier: must complete section 3

Applicant instructions

- Complete sections 1 and 2.
- Send a copy of the completed form to your verifiers.
- Your verifiers should complete section 3 and send it back to you in a sealed envelope. Do not open or review their comments.
- Verifiers may also choose to email the completed verification directly to engineers@brpels.wa.gov.
- When you have all your forms back from your verifiers, mail the completed sections 1 and 2 along with the sealed envelopes to:

Board of Registration for Professional Engineers and Land Surveyors
PO Box 9025
Olympia WA 98507-9025

Section 1 - Work experience information—Applicant completes this section

TYPE or PRINT Applicant name (<i>First, Middle initial, Last</i>)	
Employed by	
Dates of employment (<i>From, To</i>)	Average hours worked per week
Supervisor name and title	

Applicant name _____

Section 2 - Work experience descriptions—Applicant completes this section.

Describe your duties, responsibilities and work performed in each of the listed topics along with specific examples of the on-site septic systems projects you have worked on. If your responses to A-G come from multiple projects, provide additional details of each project. Include extra pages as needed.

- Do not use general statements in your responses.
- When describing your experience, be specific about how you have become proficient in, and successfully worked with, the wastewater treatment system industry. State exact duties performed.
- One sentence descriptions are not acceptable.
- Explain your experience in chronological order; demonstrate your experience progression over time.

A. Review of soils and water tables

B. Review of septic system designs.

C. Review of system troubleshooting and operations and maintenance.

Applicant name _____

Work experience descriptions - Continued

D. Review of system installation and construction.

E. Review of platting and subdivisions.

F. Review of well sitting, testing and construction.

G. Understanding of WAC 246-272A and associated WA State Dept. of Health RS&G's.

Applicant name _____

Verifier Instructions

Refer to applicant's information in sections 1 and 2 to answer the questions below. When you are done:

- Put the form in an envelope.
- Seal the envelope and sign across the flap
- Return the sealed envelope to the applicant
- Or you can scan and email it directly (not to the applicant) to engineers@brpels.wa.gov.

Section 3 - Work experience verification - Supervisor/Verifier complete this section.

TYPE or PRINT Name of person completing this verification		Title
(Area code) Phone number	Email address	

Describe your level of supervision over the applicant's work.

If you are not the applicant's supervisor, please explain your working relationship to the applicant and how you are able to provide this verification.

- Check the work experience categories in which you believe the applicant is competent and prepared to be examined for admission to the profession:
- A. Review of soils and water tables
 - B. Review of septic system designs
 - C. Review of system troubleshooting and operations and maintenance
 - D. Review of system installation and construction
 - E. Review of platting and subdivisions
 - F. Review of well sitting, testing and construction
 - G. Understanding of WAC 246-272A and associated WA State Dept. of Health RS&G's.

Applicant name _____

How does the applicant's description of experience, including the scope and complexity of the work, match your evaluation?

Give a brief description of a typical project for which the applicant made independent judgments and decisions and demonstrated the ability to work within the regulatory structure.

I declare under penalty of perjury under the law of Washington that the statements and answers contained in this verification are true and correct to the best of my knowledge and the statements given regarding myself are true and correct.

TYPE or PRINT Name

X

Signature

Date and place