



## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

*Protecting Texas by Reducing and Preventing Pollution*

**Subject: On-Site Sewage Facility (OSSF) Registered Maintenance Provider conversion to OSSF Maintenance Provider license**

Pursuant to agency rules adopted September 11, 2008, relating to OSSF licenses and registrations, the classification of OSSF Maintenance Provider (MP) registration was reclassified to an OSSF MP license. The registered MPs not meeting the exemption detailed below, were converted to a Maintenance Technician registration.

### Exemption:

Individuals who hold a MP registration had their existing MP registration reclassified as an MP license if the individual met the following criteria:

- Had obtained an OSSF Maintenance Provider (MP) registration issued prior to December 31, 2009, and holds a current OSSF Installer II license and MP registration; or
- Had obtained a MP registration issued prior to December 31, 2009, and holds a current Class 'C' or higher Wastewater Treatment license and MP registration; or
- Had three years of experience as an OSSF registered MP issued prior to December 31, 2009, and holds a current MP registration.

The current licensed MPs should have received a new license certificate and pocket card (approximately 1,133).

### MP License Conversion Summary:

- License has the same expiration date and number as registration
- No Continuing Education Unit's (CEU's) or renewal hours required until after current expiration date
- 24 hours CEU's required for next renewal cycle Note: MP licensees renewing their license after January 1, 2014, will need to have obtained 24 continuing education hours prior to the expiration date of their license.
- Training approved for other OSSF licenses will apply towards renewal of the Maintenance Provider license.

If you have any questions regarding OSSF licensing issues, please contact the Occupational Licensing Section at (512)239-6133 or email us at [licenses@tceq.texas.gov](mailto:licenses@tceq.texas.gov).

If you have questions regarding OSSF technical requirements contained in 30 TAC, Chapter 285 which include OSSF MP and MT duties, contact the OSSF Program at (512)239-3799 or by email at [install@tceq.texas.gov](mailto:install@tceq.texas.gov).

## **I. Requirements to Obtain Maintenance Provider (MP) License**

- Training Requirements
  - Basic Maintenance Provider course (16 hours)
  - Advanced Aerobic Maintenance course (16 hours)
- License Requirements
  - OSSF Installer II or Class C or higher Wastewater Treatment Operator license; or
  - Three years experience as MP or MT registrant
- Testing Requirements
  - Pass the OSSF Maintenance Provider Examination-70%
- Regulatory Requirements
  - Submit a completed application form
  - Submit \$111.00 application fee at the time of the exam

## **II. MP License Examination**

- Test Categories
  - Safety 8%
  - Troubleshooting 48%
  - Disinfection 4%
  - Disposal System Maintenance 18%
  - Business Practices 12%
  - OSSF Rules 10%
- Sources for the examination questions include the approved Texas On-Site Association (TOWA) training manuals for the Basic and Advanced courses, the slide presentation for the Advanced Aerobic Maintenance course, and the TCEQ Chapters 30 and 285 rules related to MT and MP responsibilities and duties.

## **III. MP Exam Availability**

- Directly after initial AMP courses (as resources allow)
- 15 TCEQ Regional Offices (available Summer 2011) and the Central Office in Austin (available now)
- Computer Based Testing (available now)
  - Instant Exam Results
  - The convenience of numerous CBT exam sites
  - Proctoring fee varies by site.

### **Payment Options:**

Check or Money order made payable to TCEQ (no cash or credit cards will be accepted on-site or over the phone)

ePay is available at - <https://www6.tceq.state.tx.us/epay/> - if the individual chooses to use ePay, they will need to bring a printed receipt that contains the voucher number.

### **Testing Options:**

An individual has the choice to take the exam by paper-based or computer-based.

If they choose to take a paper-based test, they will fill out the application and pay the fee at the time of the exam.

If they choose to take a computer-based test, they must first mail in the application and fee, get an approval letter then schedule with an approved computer-based proctor location. To view available computer-based testing locations and more information, please see the information beginning on Page 5 of this document.

### **Frequently Asked Questions**

#### **What to bring to the exam site?**

1. Application fee (only check or money order or printed EPay voucher accepted),
2. A photo I.D. card (driver's license).

**Note:** Cell phones are not permitted in the examination room (including the calculator function).

Information related to the following questions can found on the **TCEQ website** at <http://www.tceq.texas.gov> and then selecting **Licensing** in the list on the left.

#### **Where can I find my license Exam Results and when will the score be available?**

Your test score will be available within 30 to 45 days from the date of the exam. Please check the TCEQ website at:

- [License Exam Results](http://www5.tceq.state.tx.us/lic_dpa/) at [http://www5.tceq.state.tx.us/lic\\_dpa/](http://www5.tceq.state.tx.us/lic_dpa/)

#### **I passed the test; when will my license be issued?**

A review of your application will be completed within 30-45 days from the date of the exam. Applications are processed in the order they are received. If your application is approved and you passed the exam, the license will be issued no later than 45 days from the date of the exam.

You can check the status of your license at:

- [Search Individual Licensing Information](http://www5.tceq.state.tx.us/lic_dpa/) at [http://www5.tceq.state.tx.us/lic\\_dpa](http://www5.tceq.state.tx.us/lic_dpa/)

#### **What if my application is deficient?**

If your application is deficient, you will be mailed a deficiency letter within 30-45 days from the date of the exam. You will have 120 days (4 months) from the date of the letter to clear up any deficiencies. If you fail to respond or meet the requirements after the 120 days, your application, fee and any exams (pass or fail) will become invalid. You will then be required to submit a new application, fee, and retake the exam.

#### **I received a deficiency letter and I sent in my corrections; how long will it be before I receive my license OR how long will it be before I receive my fail notice?**

Once we have received your corrections to clear up any deficiencies, please allow 14 business days for a re-review of your application.

**What if I change my address or phone number?**

You must notify the TCEQ of changes in your address or phone number, **in writing** either by mail, fax, or completing the online [information update form](#) from the TCEQ website. Please make sure you include your name, contact information, license number or social security number.

**I lost my license or pocket card-how do I replace it?**

To obtain a replacement license, fill out the [duplicate license request form](#) from the TCEQ website. Complete and submit the form and a \$20 payment to the address listed on the form.

**If I did not pass my exam, how long do I have to wait to re-test?**

You must wait 60 days if you will be re-testing via written exam. You only need to wait 30 days if you will be re-testing via the TCEQ computer-based testing (CBT) system.

# TCEQ Computer-Based Testing for Occupational Licenses

## COMPUTER-BASED TESTING (CBT) OFFERS:

- More convenient testing sites, daily access, and expanded hours
- Immediate test score and printed analysis
- User-friendly computer screens
- Immediate retest option after the first of four attempts
- Only a 30-day waiting period for second and third retests via CBT
- License issued to applicants passing CBT within one week of test date

## **Examinations currently available as computer-based test OSSF Maintenance Provider**

### **\*\*Pre-approval of your licensing application is required \*\***

- Complete the licensing requirements [education, experience, training] and submit a completed application with the \$111 license fee to the TCEQ Central Office.
- To obtain blank application forms, please send your request to [licenses@tceq.state.tx.us](mailto:licenses@tceq.state.tx.us) or phone 512-239-6133.
- Applicants will be notified of approval status in writing within 30–45 days (either an approval or deficiency letter).

### **Upon receiving an approval letter, the applicant will need to:**

- make an appointment with a registered Test Center to take the exam
- pay a nominal fee to the Test Center

Retesting via CBT after failing a written test is allowed, so long as your application is approved, your date of birth was provided on your application, and you have waited at least 30 days after failing the test.

Retesting via written test after failing a CBT is allowed provided you have waited 60 days since the failed CBT.

Revised 3/24/2011

## Registered Test Centers

- |    |   |                  |
|----|---|------------------|
| 1. | Amarillo College  | Ph. 806-371-5452 |
| 2. | Austin Community College  | Ph. 512-223-7763 |
| 3. | El Paso Community College   | Ph. 915-831-2224 |
| 4. | Midwestern State University<br>3410 Taft Blvd<br>Hardin Administration Building | Ph. 940-397-4676 |

