

From the MD Licensing Board of Waterworks and Waste System Operators:

Dear Operators and Prospective Applicants,

The Board is experiencing a delay in processing certifications. Normal delays are exacerbated when the applications submitted are incomplete. **In an effort to reduce turn-around times for all applications, the Board recommends the following:**

For Temporary Applications:

- Make certain the application package is complete and submitted in full.
- Include your full social security number.
- Have the application signed by an operator in responsible charge, including their certification number.
- Include payment for all applicable fees. Pursuant to COMAR 26.06.01.07 there is a cost of \$50 for each category of certification you are applying for.

For Renewal Applications:

- Make certain the application package is complete and submitted in full.
- Include all continuing education documentation.
- Submit the package in its entirety. Do not submit an incomplete or partial application.
- Include payment for all applicable fees, if your application is late please include the late fee required under COMAR 26.06.01.07.

For Temporary to Full Certification Applications:

- Make certain the application is complete and submitted in full.
- Make certain that you have fulfilled all requirements for the position.
- Pass the corresponding examination.
- Fulfill the minimum time requirement. Passing the examination alone is not enough.
- Include your certification number on the application.
- Include payment for all applicable fees.

The most current application must be used. Applications, as well as the link to COMAR can be found on the Board's webpage here:

<https://mde.maryland.gov/programs/Permits/EnvironmentalBoards/Pages/BWW.aspx>

Once your completed application has been recorded in the accounts receivable, it will be processed in the order it was received. Every effort will be made to meet the 60-day turn-around time. Bear in mind it may take up to two weeks after your check is processed for your application to reach the person who will process it.