



TCEQ

OSSF Apprentice Registration Form

Please *type* or *print in ink*. For more information, see page 2.

APPRENTICE REGISTRANT

Name:		Social Security No:	
Mailing Address		Date of Birth:	
No. & Street (or PO Box)	City	State	Zip
Home Phone:		Work Phone:	
Email:			

As the registrant, I certify that all of the information on this form and all of its attachments are true and correct to the best of my knowledge and belief. I acknowledge that I must operate under the direct supervision of a licensed Installer.

Signature: _____ Date: _____

If you have questions on how to fill out this form or about the On-site Sewage Facility program, please contact us at 512/239-6133.

Social Security Number (SSN) Statement: The Texas Family Code requires the disclosure of your SSN for purposes of assisting in the collection of Child Support obligations. In compliance with the TGSL program, your SSN may also be used to verify eligibility to renew a license.

Mail completed application and \$111 registration fee (payable to TCEQ) to:

Texas Commission on Environmental Quality
On-Site Sewage Facility Program, MC 214
PO Box 13088
Austin TX 78711-3088

TCEQ USE ONLY				
Received By:		Method of Payment:		Fee Received Date:
Registration Effective Date:		Registration Expiration Date:		

Guidelines for Completing This Form

Who must submit this form?

The apprentice must submit this completed application and the apprenticeship registration fee to the Texas Commission on Environmental Quality (TCEQ) at the address shown on page 1.

Who needs to be registered as an apprentice?

Any individual who represents a licensed Installer at a job site during the construction of an on-site sewage facility must be registered as an apprentice. The supervising Installer no longer needs to sign the apprentice registration because the apprentice is no longer required to be tied to just one installer.

Also, any individual who is considering becoming a licensed Installer II without obtaining an Installer I license must operate as an apprentice in order to gain the required experience.

How long must this apprenticeship last?

For the apprentice to meet the experience requirements to apply for an Installer II license, the apprenticeship must last for at least two years and be able to show proof of at least 6 installations under the supervision of a licensed installer.

Is it possible to remain an apprentice for more than two years?

Yes. The apprentice may continue in the apprenticeship indefinitely. To do so, the apprentice must renew this registration every three years.

Once the apprentice obtains an Installer I or II license, does the individual need to continue to be registered as an apprentice?

No. By rule, an individual cannot have both an installer's license and an apprentice registration. If the individual has obtained an Installer I or II license, they can still work under another licensed installer.

How is this registration renewed?

The apprentice must renew their own apprentice registration. Either, go online to <http://www.tceq.texas.gov/licensing/renew> and renew your license on-line or request a renewal application form at licenses@tceq.texas.gov or call 512-239-6133. The renewal fee will be \$111.

Is renewal automatically approved?

Normally, yes. However, under state law, **a registration is nonrenewable if the applicant is:**

- in default on loans guaranteed by the Texas Guaranteed Student Loan Corporation;
- indebted to the state for a fee, payment of a penalty, or a tax imposed by a statute within the TCEQ's jurisdiction or a rule adopted under such a statute; or
- in violation of Chapter 366 of the Health and Safety Code or a rule adopted under that chapter.
- Has obtained an Installer I or Installer II license.

If any of the above applies to you, please contact the appropriate agency to resolve the issue before applying for renewal. If you choose to apply for renewal anyway, application fees are **not** refundable.

How do we end this apprenticeship?

To end this apprenticeship, the apprentice may allow the apprenticeship to expire (not renew).

For answers to other questions about this form or these apprenticeships, contact the TCEQ OSSF program:

Phone: 512/239-6133

Fax: 512/239-6272

E-mail: licenses@tceq.texas.gov