

## **Texas Commission on Environmental Quality (TCEQ) Occupational Licensing Exam Day Procedures**

Effective January 1, 2012, the TCEQ Central Office located at 12100 Park 35 Circle in Austin, Texas, will no longer accept walk-in applicants on the day of the exam.

In August, 2011, TCEQ Central Office implemented an online exam registration process for all applicants to pre-register for the exam sessions held at the Austin location. This was done to facilitate registration on exam day and to minimize the number of applicants turned away at each session due to over-crowding in the examination rooms.

The Central Office offers exams on the second Monday of each month. There is a morning session at 8:30am and an afternoon session at 1:30pm. Along with those sessions, there is an 8:30am session for those applicants pre-approved to sit for the Water and Wastewater 'A' exams.

Currently, walk-in applicants are allowed, on a first come-first served basis, as room allows. Since the implementation of the online registrations, however, this has become more difficult to maintain as staff must wait to make sure all pre-registered applicants are seated before walk-in applicants.

We encourage all applicants wishing to take their exam at the Austin Central Office to register online at <http://www.tceq.texas.gov/licensing> under the Exam Schedules and Registration page. If you have any questions regarding this process, contact the Occupational Licensing Section at (512) 239-6133.