

# License Exam Registration (LEXR)

## Table of Contents

ONLY THOSE WITH APPROVED APPLICATIONS CAN REGISTER _____	2
INSTRUCTIONS FOR USING LEXR _____	2
CANCELLING A REGISTRATION _____	8
APPENDIX 1 EMAIL EXAMPLES _____	11
<i>Registration Confirmation</i> _____	11
<i>Cancellation Confirmation</i> _____	11

# Only Those with Approved Applications Can Register

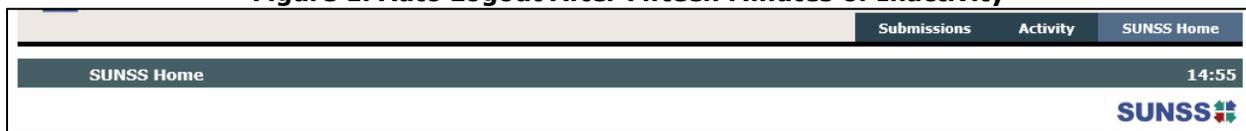
You can only register to take an exam if you have an approved or conditionally approved license application. If you do not have an approved or conditionally approved application (it may be pending review), the system will not let you register to take an exam.

To start an exam registration, you must log into the [TCEQ Single-Use Non-CROMMERR Submission System](#) or SUNSS. No existing login profile is necessary.

## Instructions for Using LEXR

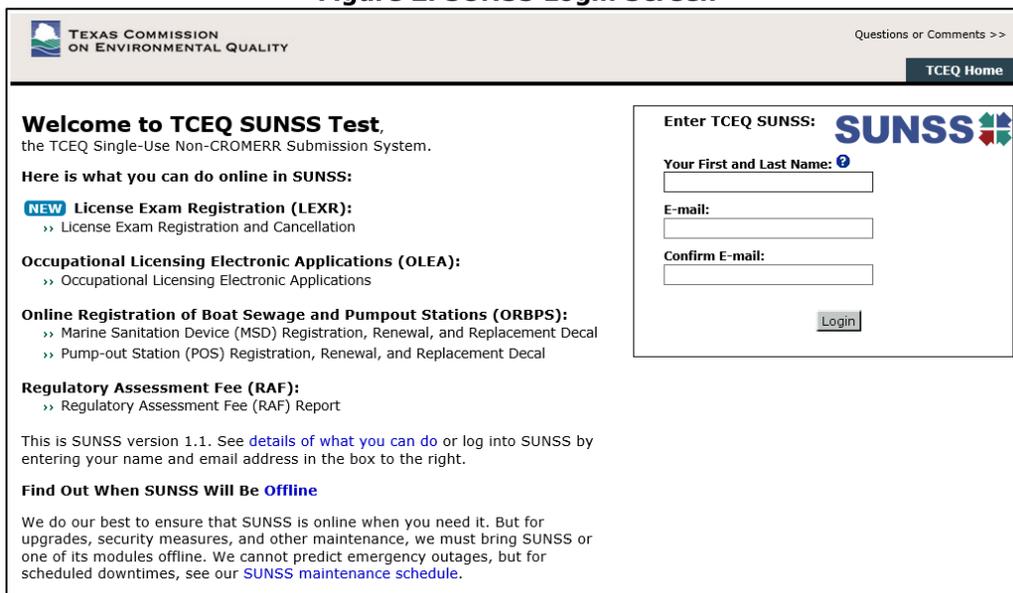
Once you log in to SUNNS, you will notice a timer in the top right of the screen. You have 15 minutes of inactivity before the system will log you out. Every time the screen refreshes however (such as when you hit the “Next” button) the timer will reset.

**Figure 1. Auto Logout After Fifteen Minutes of Inactivity**



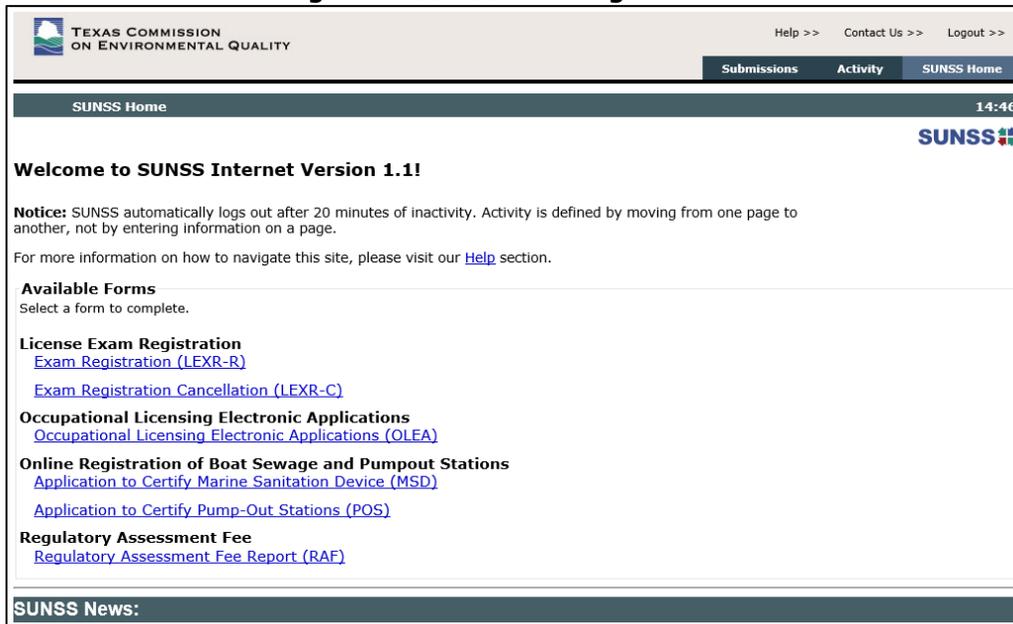
To start an exam registration, you must login using your First and Last Name and your email address.

**Figure 2. SUNSS Login Screen**



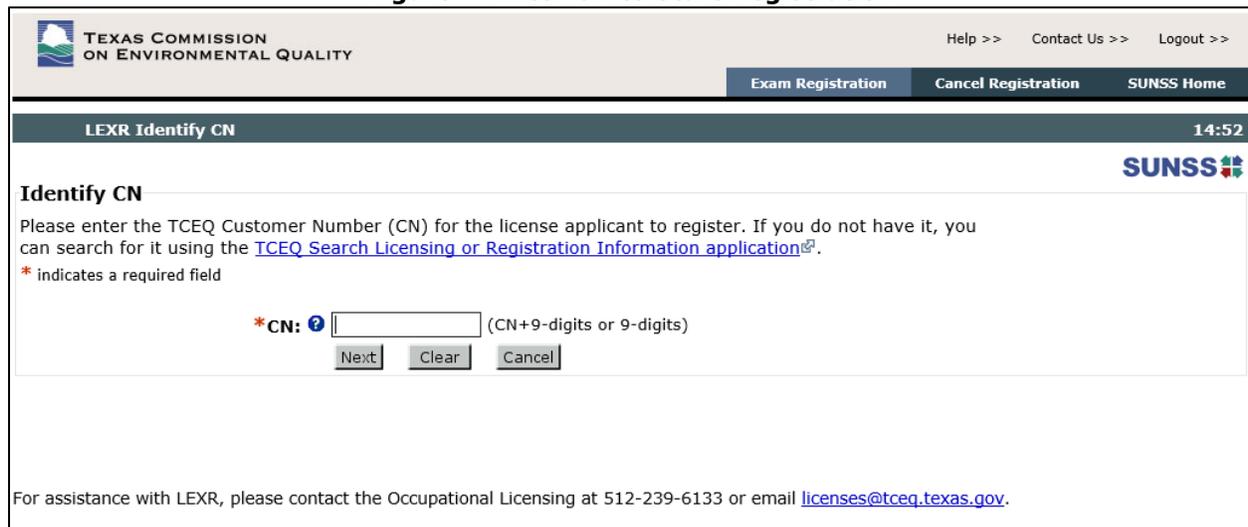
Select “Exam Registration (LEXR-R)” under the License Exam Registration heading.

Figure 3. SUNSS Post Login Screen



Enter your Customer Number (CN). The CN appears on your Application Approval letter or can be searched for on our [TCEQ Search Licensing or Registration Information web page](#).

Figure 4. Enter CN to Start Registration



Once you enter your CN successfully, the system will display the CN with the associated name and will also display all the approved licensing applications in our system for the entered CN.

**Figure 5. CN Information (Multiple Approved Applications)**

The screenshot shows a web form titled "LEXR CN Information" with a "SUNSS" logo in the top right corner. The form contains the following fields and information:

- CN Information:** Please review the registrant's CN information below. If it is correct, please enter the requested information and press Next. \* Indicates a required field.
- CN/Name:** CN123456789 SMITH, JOHN Q
- Approved Application(s):** LANDSCAPE IRRIGATOR - expires 04/30/2020  
WASTEWATER TREATMENT OPERATOR C - expires 12/18/2019  
WATER OPERATOR A - expires 04/08/2020
- \* Registrant's Company:** [Text input field] (If none, please enter N/A.)
- \* Registrant's Email:** [Text input field]
- \* Registrant's Phone:** [Text input field]
- \* Exam:** WATER OPERATOR A [Dropdown menu]

Buttons: Next, Previous, Cancel

For assistance with LEXR, please contact the Occupational Licensing at 512-239-6133 or email [licenses@tceq.texas.gov](mailto:licenses@tceq.texas.gov).

Enter your information into the following fields:

**Registrant's Company:** Enter the company you work for or if you are unemployed, enter "N/A"

**Registrant's Email:** Enter a valid email address. This will be used to send you confirmation and reminder emails.

**Registrant's Phone:** Enter the best phone number to reach you by. Usually a cellphone number.

**Exam:** If you have multiple exams, like in the example, you will have options to select one.

**Figure 6. Select an Exam**

The screenshot shows a close-up of the "Exam" dropdown menu. The "Exam" label is followed by a dropdown box with the following options:

- Please Select an Exam--
- WATER OPERATOR A (highlighted in blue)
- WASTEWATER OPERATOR C

Buttons: Next, Previous, Cancel

**Note:** In the above example, you will notice that the registrant had 3 approved licensing applications, but only two are options in the Exam dropdown box. This is because the Landscape Irrigator exam is not given at TCEQ Regional Offices or Special Events.

Once you select an exam, select the "Next" button. Now you will select the location and then, the date and time of the desired exam session from the Session list.

**Figure 7. Select a Location to Activate Session Dates and Times**

The screenshot shows a form titled "Select Location and Test Session" with the following fields and information:

- Exam:** WATER OPERATOR A
- \* Location:** [Dropdown menu: --Please Select a Location--] [Update button]
- \* Session:** [Dropdown menu: --Please select a location--]

Buttons: Next, Previous, Cancel

Locations for paper examinations are primarily given in TCEQ Regional Offices and sometimes at a special event where TCEQ is proctoring exams.

After selecting a Location, select the Update button or tab to the Session field. This will refresh the options in the Session field to the available dates and times at the chosen location.

**Figure 8. Updated Location and Session Information.**

**Select Location and Test Session**

Exam: WASTEWATER COLLECTION OPERATOR I

\*Location: ? TCEQ REGION 11 - AUSTIN [Update]

\*Session: 05/13/2019 08:30 AM (46 seats remaining) [v]

[Next] [Previous] [Cancel]

Select the test session you would like to register for. In parenthesis, following the date and time, the current seats remaining to be filled is listed.

**Figure 9. Choose a Session Date/Time**

Exam: WASTEWATER COLLECTION OPERATOR I

\*Location: ? TCEQ REGION 11 - AUSTIN [Update]

\*Session: 05/13/2019 08:30 AM (46 seats remaining)  
05/13/2019 01:30 PM (44 seats remaining)  
06/10/2019 08:30 AM (50 seats remaining)  
07/08/2019 08:30 AM (50 seats remaining)

**Note:** Once a session has no remaining seats, our system will remove it from the dropdown options.

Select the Next button when you have selected the Session.

**Note:** The system will not let you register to take the same exam on different dates/times. If you take an exam and do not pass it, the system will let you register to retake the exam.

Once the Submit screen displays, you will verify all the information you entered is correct. Then, enter your legal name as it appears next to the CN and check the electronic signature box. Select the Sign and Submit button to continue.

**Figure 10. Sign and Submit Registration**

LEXR Submit Registration14:40



### License Exam Registration

Please review the data to verify it is correct. Then enter your legal name, check the signature statement, and press the Sign and Submit button to submit your exam registration to TCEQ.

\* indicates a required field

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**-CN Information-**

**CN/Name:** CN123456789 SMITH, JOHN Q  
**Application:** WASTEWATER COLLECTION OPERATOR I - expires 03/03/2020  
**Registrant's Company:** ABC COMPANY, INC  
**Registrant's Email:** JOHN.SMITH@ABCCO.COM  
**Registrant's Phone Number:** 512-239-0000

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**-Exam Information-**

**Exam:** WASTEWATER COLLECTION OPERATOR I  
**Location:** TCEQ REGION 11 - AUSTIN  
**Location Address:** 12100 PARK 35 CIRCLE BUILDING A, ROOM 173  
AUSTIN, TX 78753  
**Location Phone:** 512-239-6133  
**Session:** 05/13/2019 08:30 AM

I certify that I have personally examined and am familiar with the information being submitted in this registration and that the submitted information is true, accurate and complete to the best of my knowledge. By entering my name below and pressing the "Sign and Submit" button, I certify that:

1. I am JOHN Q. SMITH
2. I am knowingly and intentionally submitting a license exam registration.
3. By entering my name below and pressing "Sign and Submit", I am executing an electronic signature equivalent to my written signature.

**Legal Name:**

This constitutes an electronic signature legally equivalent to my written signature.

**Important:** It may take time to submit your data. Please do not click the "Sign and Submit" button again. Thank you.

Once you select the Sign and Submit button, you will have the opportunity to print the registration. The confirmation screen contains a lot of useful information such as the location address and phone number, the Exam Day and Parking Instructions, etc.

There will also be an email confirmation sent to the Registrant's Email.

Figure 11. Registration Confirmation

LEXR Exam Registration Confirmation #41414113:30



Please [print](#) this page.  
This page confirms your submittal to the TCEQ.  
Your registration confirmation number is 414141  
The security data hash code is  
[REDACTED]  
You will also receive a confirmation e-mail.

Your exam registration is listed below.

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**License Exam Registration**

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**-CN Information-**

**CN/Name:** CN123456789 SMITH, JOHN Q  
**Application:** WASTEWATER COLLECTION OPERATOR I - expires 03/03/2020  
**Registrant's Company:** ABC COMPANY, INC  
**Registrant's Email:** JOHN.SMITH@ABCCO.COM  
**Registrant's Phone Number:** 512-239-0000

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**-Exam Information-**

**Exam:** WASTEWATER COLLECTION OPERATOR I  
**Location:** TCEQ REGION 11 - AUSTIN  
**Location Address:** 12100 PARK 35 CIRCLE BUILDING A, ROOM 173  
AUSTIN, TX 78753  
**Location Phone:** 512-239-6133  
**Session:** 05/13/2019 08:30 AM

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**-Exam Day Information-**

**Exam Day Instructions:** Exams are offered on the second Monday of each month. Exams start promptly at 8:30 AM and 1:30 PM (3 hour exams). Please arrive to the exam location 30 minutes prior to the exam time. No one will be allowed to enter the exam room after the start time.

**Parking Instructions:** Visitor parking is available.  
[https://www.tceq.texas.gov/agency/directory/austin\\_offices\\_map.html](https://www.tceq.texas.gov/agency/directory/austin_offices_map.html)

**I certify that I have personally examined and am familiar with the information being submitted in this registration and that the submitted information is true, accurate and complete to the best of my knowledge. By entering my name below and pressing the "Sign and Submit" button, I certify that:**

- I am JOHN Q. SMITH
- I am knowingly and intentionally submitting a license exam registration.
- By entering my name below and pressing "Sign and Submit", I am executing an electronic signature equivalent to my written signature.

**Legal Name:** JOHN Q. SMITH

SUNSS Home Exit Application

Once you are finished, you can select either the SUNSS Home button if you are entering exam registrations for multiple people, or the Exit Application to logout.

# Cancelling a Registration

If you registered to take an exam and later find you cannot make the date and time you chose, you should log into LEXR-C to cancel it.

Before logging on to SUNSS, you must have your CN and Registration Confirmation number handy. The confirmation number for the registration appears on the confirmation page you may have printed and/or within the email confirmation sent to you when you successfully registered.

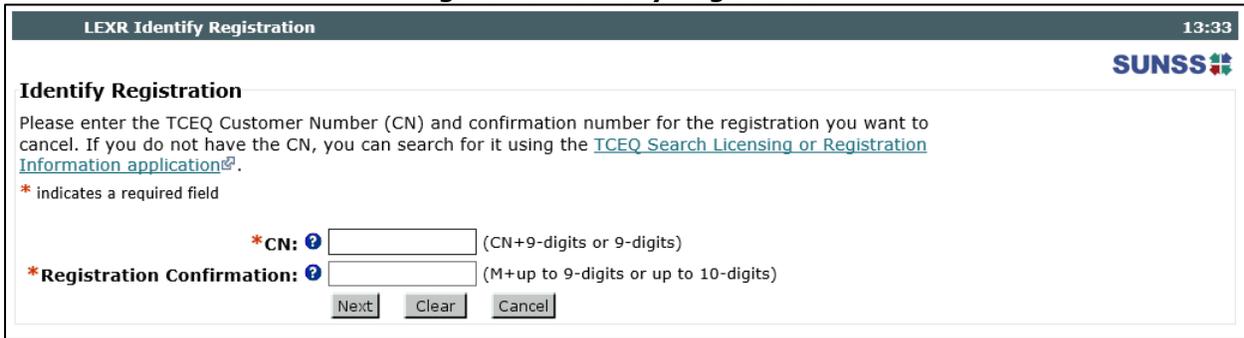
Log on to SUNSS and select Exam Registration Cancellation (LEXR-C).

**Figure 12. License Exam Registration/Cancellation Links**



Enter your CN and Registration Confirmation number and then select the Next button.

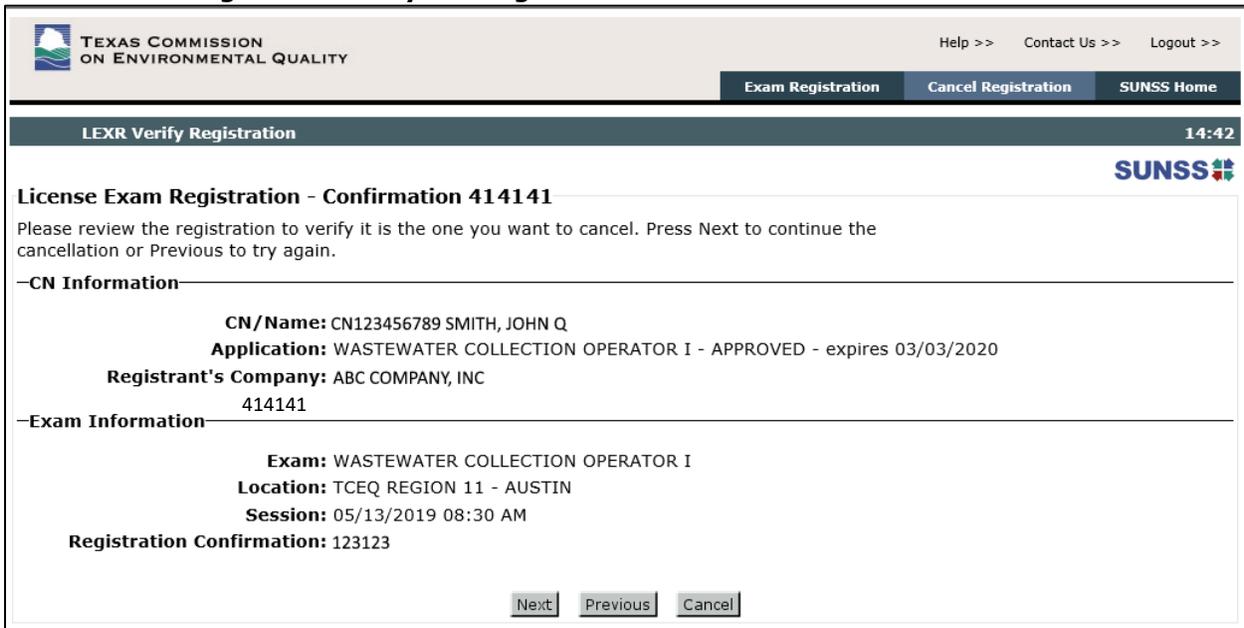
**Figure 13. Identify Registration**



The screenshot shows a web form titled "LEXR Identify Registration" with a timestamp of 13:33. The SUNSS logo is in the top right. The main heading is "Identify Registration". Below it, the text reads: "Please enter the TCEQ Customer Number (CN) and confirmation number for the registration you want to cancel. If you do not have the CN, you can search for it using the [TCEQ Search Licensing or Registration Information application](#)". A note states "\* indicates a required field". There are two input fields: "\*CN:" followed by a text box and "(CN+9-digits or 9-digits)", and "\*Registration Confirmation:" followed by a text box and "(M+up to 9-digits or up to 10-digits)". At the bottom are three buttons: "Next", "Clear", and "Cancel".

The system will display your registration for you to verify it is the correct registration to cancel. Select the Next button to continue.

**Figure 14. Verify the Registration is the One You Want to Cancel**



The screenshot shows a web page titled "LEXR Verify Registration" with a timestamp of 14:42. At the top left is the Texas Commission on Environmental Quality logo. At the top right are links for "Help >>", "Contact Us >>", and "Logout >>". Below these are three buttons: "Exam Registration", "Cancel Registration", and "SUNSS Home". The main heading is "License Exam Registration - Confirmation 414141". The text reads: "Please review the registration to verify it is the one you want to cancel. Press Next to continue the cancellation or Previous to try again." The registration details are organized into two sections: "CN Information" and "Exam Information".

**—CN Information—**

- CN/Name:** CN123456789 SMITH, JOHN Q
- Application:** WASTEWATER COLLECTION OPERATOR I - APPROVED - expires 03/03/2020
- Registrant's Company:** ABC COMPANY, INC
- 414141

**—Exam Information—**

- Exam:** WASTEWATER COLLECTION OPERATOR I
- Location:** TCEQ REGION 11 - AUSTIN
- Session:** 05/13/2019 08:30 AM
- Registration Confirmation:** 123123

At the bottom are three buttons: "Next", "Previous", and "Cancel".

You will now need to sign and check the electronic signature check box. Once finished, you may select the Sign and Submit button to cancel the registration.

**Figure 15. Submit the Cancellation**

LEXR Submit Cancellation14:50



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**License Exam Cancellation**

To Cancel the registration, enter your legal name, check the signature statement, and press the Sign and Submit button to submit your exam registration to TCEQ.

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**-CN Information-**

**CN/Name:** CN123456789 SMITH, JOHN Q  
**Application:** WASTEWATER COLLECTION OPERATOR I - APPROVED - expires 03/03/2020  
**Registrant's Company:** ABC COMPANY, INC

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**-Exam Information-**

**Exam:** WASTEWATER COLLECTION OPERATOR I  
**Location:** TCEQ REGION 11 - AUSTIN  
**Session:** 05/13/2019 08:30 AM  
**Registration Confirmation:** 414141

**I certify that I have personally examined and am familiar with the information being submitted in this cancellation and that the submitted information is true, accurate and complete to the best of my knowledge. By entering my name below and pressing the "Sign and Submit" button, I certify that:**

1. I am **John Q Smith**
2. I am knowingly and intentionally submitting a license exam cancellation.
3. By entering my name below and pressing "Sign and Submit", I am executing an electronic signature equivalent to my written signature.

**Legal Name:**

**This constitutes an electronic signature legally equivalent to my written signature.**

**Important:** It may take time to submit your data. Please do not click the "Sign and Submit" button again. Thank you.

Once you select the Sign and Submit button, the system will display a confirmation page. You may print this page by selecting the "print" link at the top of the page. The system will also email you a cancellation confirmation email.

Figure 16. Cancellation Confirmation

LEXR Cancellation Confirmation #19	14:53
	
<p>Please <a href="#">print</a> this page. This page confirms your submittal to the TCEQ. Your cancellation confirmation number is 19. The security data hash code is [REDACTED] You will also receive a confirmation e-mail.</p>	
<p>The cancelled exam registration is listed below.</p>	
<b>License Exam Registration</b>	
<b>-CN Information-</b>	
<p><b>CN/Name:</b> CN123456789 SMITH, JOHN Q <b>Application:</b> WASTEWATER COLLECTION OPERATOR I - APPROVED - expires 03/03/2020 <b>Registrant's Company:</b> ABC COMPANY, INC</p>	
<b>-Exam Information-</b>	
<p><b>Exam:</b> WASTEWATER COLLECTION OPERATOR I <b>Location:</b> TCEQ REGION 11 - AUSTIN <b>Session:</b> 05/13/2019 08:30 AM <b>Registration Confirmation:</b> 414141</p>	
<p>I certify that I have personally examined and am familiar with the information being submitted in this cancellation and that the submitted information is true, accurate and complete to the best of my knowledge. By entering my name below and pressing the "Sign and Submit" button, I certify that:</p>	
<ol style="list-style-type: none"><li>1. I am JOHN Q. SMITH</li><li>2. I am knowingly and intentionally submitting a license exam cancellation.</li><li>3. By entering my name below and pressing "Sign and Submit", I am executing an electronic signature equivalent to my written signature.</li></ol>	
<p><b>Legal Name:</b> JOHN Q SMITH</p>	
<p><a href="#">SUNSS Home</a> <a href="#">Exit Application</a></p>	

# Appendix 1 Email Examples

## **Registration Confirmation**

JOHN Q SMITH (CN123456789),

Thank you for registering for your license exam at the following test session.

Test Date: 05/13/2019 08:30 AM

License Exam Type: WASTEWATER COLLECTION OPERATOR I

Location: TCEQ REGION 11 - AUSTIN

Address: 12100 PARK 35 CIRCLE, BUILDING A, ROOM 173, AUSTIN, TX 78753

Phone: 512-239-6133

Exam Day Instructions: Exams are offered on the second Monday of each month. Exams start promptly at 8:30 AM and 1:30 PM (3 hour exams). Please arrive to the exam location 30 minutes prior to the exam time. No one will be allowed to enter the exam room after the start time.

Parking Instructions: Visitor parking is available.

[https://www.tceq.texas.gov/agency/directory/austin\\_offices\\_map.html](https://www.tceq.texas.gov/agency/directory/austin_offices_map.html)

To Cancel electronically - Go to <https://www3tst.tceq.texas.gov/sunss/>. You MUST have your confirmation number and customer number (CN) to cancel. You have until 05/13/2019 to cancel this registration electronically. You may also contact the location by phone up to the test date.

Confirmation Number: 414141

If you have any questions or find this is an error, please contact the exam location listed above.

Your submission was received at 04/25/2019 08:29:58 AM.

The confirmation number for this registration is 414141.

The data hash code is 

You may access the copy of record from the submissions search which is available from the Home page of SUNSS Internet Version 1.1.

This e-mail transmission and any attachments are believed to have been sent free of any virus or other defect that might affect any computer system into which it is received and opened. It is, however, the recipient's responsibility to ensure that the e-mail transmission and any attachments are virus free, and the sender accepts no responsibility for any damage that may in any way arise from their use.

## **Cancellation Confirmation**

JOHN Q SMITH (CN123456789),

You have been removed from the following exam session due to the cancellation request that was submitted for registration confirmation 414141.

Test Date: 05/13/2019 08:30 AM

