

OSSF Apprentice Registration Form

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



TCEQ

APPRENTICE REGISTRANT

Name: _____ Social Security No: _____

Mailing Address: _____

No. & Street (or PO Box)

City

State

ZIP

As the registrant, I certify that all of the information on this form and all of its attachments is true and correct to the best of my knowledge and belief.

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 512/239-0914.

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.

SUPERVISING LICENSED ON-SITE SEWAGE FACILITY INSTALLER

Name: _____ Social Security No.: _____

Mailing Address: _____
No. & Street (or PO Box) City State ZIP

Business Name: _____ Business Phone: (____) _____ License No.: _____

Describe this training program briefly (attach additional sheets if needed): _____

As the supervising licensed installer, I certify that all of the information on this form and all of its attachments is true and correct to the best of my knowledge and belief, and that the registrant named above will be engaged in an apprenticeship under my direct supervision as defined in the rules found in Title 30 Texas Administrative Code Chapter 285. I agree to accept any and all financial and legal obligations for his or her activities associated with this apprenticeship, to verify the work performed by the apprentice at least once each work day, and to inform the Commission, in writing, of any changes of address or employment status of the apprentice.

Signature: _____ Date: _____

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

This box for TCEQ use only

The starting date of the apprenticeship program is: _____

Date Received: _____ Date Expires: _____ Date Fee Paid: _____ Date Issued: _____

Guidelines for Completing This Form

Who must submit this form?

The supervising installer 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 to that installer. ***This would include an Installer I or Installer II working under the other Installer's license.***

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

How long must this apprenticeship last?

For the apprentice to meet the experience requirement to apply for an Installer II license, the apprenticeship must last for at least two years.

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 supervising installer must renew this registration each year.

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

Maybe. If the individual continues to represent the supervising installer during an OSSF installation, then the individual must be registered as an apprentice to the other installer. This registration can be a continuation of the original apprenticeship.

How is this registration renewed?

Currently, only the supervising installer can renew this registration. To do so, write the name and social security number of each registered apprentice on the back of your installer license renewal application. Submit a \$111 renewal fee for each apprentice whose registration is being renewed.

In the near future, the apprentice will receive a renewal application that will need to be submitted along with the installer's renewal application.

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.

If any of the above applies to you or your apprentice, please contact the appropriate agency to resolve that 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 supervising installer or apprentice must inform the TCEQ ***in writing*** at the address shown on page 1 or by fax or e-mail.

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

phone: 512/239-0914

fax: 512/239-6272

e-mail: install@tceq.state.tx.us
