

# OSSF Apprentice Registration Form

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



**TCEQ**

## APPRENTICE REGISTRANT

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Email Address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Mailing Address (or PO Box)

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Daytime Phone (home or cell)

\_\_\_\_\_  
Work Phone

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](mailto: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](mailto:licenses@tceq.texas.gov)

# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

## CRIMINAL CHARGES/CONVICTION ATTESTATION

*(attach additional pages as necessary)*

### SECTION I: BASIC INFORMATION

TCEQ License #	Last Name	First Name	Middle Name	Suffix
Last 4 of SSN	Email Address	Date of Birth / /	Maiden/Other Names	

**PLEASE CHECK ONE OF THE FOLLOWING BOXES:**

- I attest that I have no record of arrest with any law enforcement agency nor have I ever received a criminal conviction, deferred adjudication, or dismissal from any court for charges above a Class C Misdemeanor. *(If this box is checked, skip Sections II & III and sign and date the form.)*
- I have previously submitted a Criminal Charges/Conviction Attestation **with the TCEQ** and my criminal history has not changed since the last submission.
- I have been arrested or received a criminal conviction and my history is listed in Section II/III.
- I have been arrested or received a criminal conviction and have attached a Texas DPS or F.A.S.T. report attesting to the criminal history.\*

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### SECTION II: CONVICTION INFORMATION\*

**(List all convictions, including deferred or dismissed cases, regardless of age.)**

Date Convicted (Required) / /	Offense(s) Convicted of (Required)		
Docket Number (if known)		Trial Date (if known) / /	
Court Where Convicted (if known)		Court Mailing Address (if known)	
City (Required)	State (Required)	County (if known)	

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### SECTION III: ARREST INFORMATION\* **(List all arrests, regardless of age)**

Date Arrested/Charged (Required) / /	Charged Offense(s) (indicate felony or misdemeanor and class) (Required)		
Docket Number (if known)		Trial Date (if known) / /	
Name of Arresting Agency (if known)		Arresting Agency Mailing Address (if known)	
City (Required)	State (Required)	County (if known)	

I affirm that the above information is true and correct. I understand that fraudulent or falsified information could result in denial of this application pursuant to Tex. Admin. Code §30.33 or revocation of my license pursuant to Tex. Water Code §7.303.

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Name (Type or Print) Signature Date

# CRIMINAL CHARGES/CONVICTION NOTIFICATION INSTRUCTIONS

## SECTION I: BASIC INFORMATION

**TCEQ License #** – TCEQ License type for which you want to apply  
**Last Name/First Name** - as it appears on your Government-issued ID  
**Middle Name** - as it appears on your Government-issued ID  
**Suffix** - Jr., Sr., III, etc., as it appears on your Government-issued ID  
**Last 4 of SSN** - Last 4 digits of your Social Security Number  
**Email Address** - email address at which we can contact you  
**Date of Birth** - MM/DD/YYYY (ex: 04/01/1978), as it appears on your Government-issued ID  
**Maiden/Other Names** – Maiden name or other names you are known by

## SECTION II: CONVICTION INFORMATION

**Date Convicted** - date of conviction (MM/DD/YYYY)  
**Offense(s) Convicted of** - List all convictions, dismissals, and deferred cases. Include the class and level of charge – for example, First Degree Felony or Class B Misdemeanor.  
**Docket Number** - the docket number of your court proceedings  
**Trial Date** – date of your trial (MM/DD/YYYY)  
**Court Where Convicted** - ex: Travis County Court # 3  
**Court Mailing Address/City/State/County**

## SECTION III: ARREST INFORMATION

**Date Arrested or Charged** - date of arrest or court appearance (MM/DD/YYYY)  
**Charged Offense(s)** - List all offenses you have been charged with here. Include the class and level of charge – for example, First Degree Felony or Class B Misdemeanor  
**Docket Number** - the docket number of your court proceedings  
**Trial Date** – date of your trial date (MM/DD/YYYY)  
**Name of Arresting Agency** – the name of the law enforcement agency  
**Arresting Agency Mailing Address/City/State/County**

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\* If you cannot recall arrest(s) or conviction(s), you may go to one of the websites below and purchase a report to submit along with this signed form. You must also attest to any criminal arrest or conviction outside the state of Texas.

- TxDPS Public Criminal History Search:  
<https://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/>
- Fingerprint Applicant Services of Texas (F.A.S.T):  
[http://www.txdps.state.tx.us/administration/crime\\_records/pages/applicantfingerprintservices.htm](http://www.txdps.state.tx.us/administration/crime_records/pages/applicantfingerprintservices.htm)

Other helpful website:

- To locate Conviction Docket Numbers, etc., you will need to contact the court in which you were convicted: <http://www.courts.state.tx.us/>

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## CONTACT INFORMATION:

**Mailing Address:**  
Occupational Licensing Section, MC-178  
P.O. Box 13087  
Austin, TX 78711-3087

**Phone:** (512) 239-6133  
**Fax:** (512) 239-6272  
**Email:** [licenses@tceq.texas.gov](mailto:licenses@tceq.texas.gov)  
**Webpage:** [www.tceq.texas.gov/licensing](http://www.tceq.texas.gov/licensing)