



## EXPERIENCE VERIFICATION INSTRUCTIONS

### Procedure for Verification of Actual Operating Experience

1. The beginning time period for calculating the actual operating experience starts on the day the application is accepted. In instances where the applicant has been employed by the facility and has been working in the selected area of the permit sought, up to ninety (90) days of credit are allowable to be considered for prior service credit.
2. This verification form is to provide the documentation for the one year (1) of actual operating experience that is required for each level of progression. It will be the responsibility of the licensed applicants to have their Operator of Record complete and submit the verification form electronically to LLR. This form must be sent electronically to LLR, after the one year of actual operating experience has been completed. Experience verification forms will be required at each level, prior to advancing to the next level license. **A completed experience verification form must be submitted electronically to LLR prior to the issuance of each license.**
3. The required experience verification form will contain the following information:
  - A. Operator's Name
  - B. License Area (Water Treatment, Biological or Physical/Chemical Wastewater, Water Distribution)
  - C. Current License Number and Level
  - D. Name and address of facility where operating experience was gained – include SC DHEC system or permit number associated with referenced facility
  - E. Name and title of immediate supervisor of applicant
  - F. Description of type of work performed at referenced facility
  - G. Requested license level for referenced facility
  - H. Average hours worked per week at referenced facility
  - I. Total time worked at referenced facility – both full time and part time- to be considered for this level of certification
  - J. Dates of employment at above-referenced facility that is to be considered for **the one year's experience** for the requested level of licensure.
  - K. List the name and license number of the facility operator of record certifying that actual operating experience has been obtained. If you are the "Operator of Record" you will need to note this on the form and list the name of your supervisor.
  - L. Please complete the application form, save and email it to [meredith.buttler@llr.sc.gov](mailto:meredith.buttler@llr.sc.gov)
4. An applicant's education, both degree-related and non-degree-related, may be considered by the Board in determining whether the applicant meets the experience requirements for licensure for the A, B, and C levels. However, no applicant shall receive a license without having completed at least one year of actual operating experience. An original college transcript must be submitted to LLR in order to evaluate the educational experience.

