



**Secretary of State
Office of Professional Regulation**

**POLLUTION ABATEMENT FACILITY OPERATORS
Application Instructions**

A. EXAMINATION: First time Applicants

1. Your Vermont online application and pay the Non-refundable application fee
2. Submit Verification of Experience.
3. Submit official school transcripts verifying possession of a degree or doctorate. Must be submitted directly by the institution (if applicable).
4. Successfully pass exam in the Grade for which you have applied.

Note: Applicants have one year to pass the examination from the date you are approved to sit. Once approved to sit, you will receive information from the exam service within a few business days. Please sign up to take your exam as soon as possible after receiving this information. You may re-test every 30 days.

CHANGE IN GRADE

1. Your Vermont online application (Select "Add specialty to license").
2. Submit Verification of Experience. (See note below)
3. Successfully pass exam in the Grade for which you have applied.

B. ENDORSEMENT: Applicants currently licensed from other states

To qualify to be licensed, an applicant must be licensed or certified in good standing in another jurisdiction in which the standards and qualifications required for regulation in that jurisdiction are substantially equivalent to Vermont's.

1. Your Vermont online application and pay the Non-refundable application fee
2. Provide verification and the licensure requirements from your original state of licensure and from your most recent state of licensure, if different.
3. Provide a detailed job description.
4. Provide Verification of Experience.

IMPORTANT NOTE: for initial applicants and changes in grade:

You may apply for any level of grade regardless of the current grade you hold. Due to a system limitation, if the system tells you that you have not met the prerequisite, please go back and select the next level of grade (if you hold a grade 2 select a grade 3). When the application asks you to upload the experience form, also upload a letter stating which grade you are applying for. The office will make the change for you internally.