

**FROM THE TCEQ WEBSITE – REGARDING NEW MSW “A”
AND MSW “B” SUPERVISOR LICENSE:**

TCEQ Pre-Approval is Required BEFORE Exam Registration

As of September 9, 2016, your license application must be preapproved before you can register to take an exam. Once approved, you will receive an **approval letter** in the mail. This letter must be brought with you when you take your exam. A 6-month grace period will be granted to comply with this new policy. **NO APPLICANT WILL BE ALLOWED TO SIT FOR AN EXAM AFTER MARCH 1, 2017 UNLESS PREAPPROVED.**

Approval of an application takes approximately 6-8 weeks (if all supporting documentation is provided and there are no deficiencies). **To get preapproved by the March 1, 2017 deadline, applications must be submitted to TCEQ Occupational Licensing prior to January 1st, 2017.**

<https://www.tceq.texas.gov/licensing/licensing/exams/registration/#exams>

If you are seeking a **MSW A Supervisor License** you are required to:

- Complete the MSW A Course;
- Complete the MSW B Course;
- Pass the MSW A Exam – min. 70%*

* In order to take the “A” Exam – you must be “pre-approved” by TCEQ (See above instructions). You will be required to present your Pre-approval Letter to the Exam Proctor, along with the other required documentation. As stated above, this process takes 6-8 weeks. Once you receive the “pre-approved” letter, it is good for **one year**. The cost of the exam is \$111 dollars – payable to TCEQ. You can bring a check/money order/cashiers’ check with you at the time of the exam or you may pay on-line at:

<https://www.tceq.texas.gov/licensing/eapp>

The pre-approval process can also be “conditionally approved” (still called an approval letter) if you have proof of payment from the training provider for the course that you plan on taking, then sitting for the exam afterwards. You cannot be pre-approved without the course.

There is **NO** requirement on the **order** in which you take these courses – **HOWEVER**, if you complete the MSW A course before you complete the MSW B course, then a “clock” of **120 days** begins to complete the B course – this is TCEQ’s Policy. If you do **not** complete the B course within 120 days – a “Provisional A” License will be issued upon request – this provisional license is good for a period of two (2) years and is not eligible for renewal (ref. 30 TAC §30.211).

If you take the MSW B course **before** the MSW A course, there is **no** time frame in which to complete the A course and pass the A exam. Again, you **must** obtain your “pre-approval letter” **prior** to taking the Exam.

If you have completed both the MSW A and the MSW B course and you have not yet received your “pre-approval letter” from TCEQ to take the Exam – **you may not take the exam until you receive your letter.**

Documents required to take the MSW A Supervisor Exam include:

- MSW Supervisor Application Supplement Form (TCEQ Form -20760); <https://www.tceq.texas.gov/licensing/eapp>
- Criminal Conviction Attestation; https://www.tceq.texas.gov/assets/public/licensing/CRIMINAL%20CHARGES%20NOTIFICATION_APPLICATION_VERSION_04242014.pdf
- Pre- Approval Letter from TCEQ to take the Exam;
- Receipt of payment of \$111 to take the Exam or Check/Money Order/Cashiers’ Check;
- Proof of course completion from OCG.

OCG will provide the MSW Supervisor Application Supplement Form, Criminal Attestation at the beginning of class and the course completion certificate on the last day of class. You will turn all these documents in to the TCEQ Exam Proctor.

You do not need to obtain approval from TCEQ to attend a License course.

If you are seeking a **MSW B Supervisor License** you are required:

- Complete the MSW B course;
- Pass the MSW B Exam – min. 70%*;
- If you are a supervisor of a Medical Waste Facility or a Composting facility, you are required to complete eight (8) additional TCEQ approved CEUs in that particular practice in order to obtain your Supervisor License.**

* In order to take the “B” Exam – you must be “pre-approved” by TCEQ (See above instructions). You will be required to present your Pre-approval Letter to the Exam Proctor, along with the other required documentation. As stated above, this process takes 6-8 weeks. The cost of the exam is \$111 dollars – payable to TCEQ. You can bring a check/money order/cashiers’ check with you at the time of the exam or you may pay on-line at:

<https://www.tceq.texas.gov/licensing/eapp>

The pre-approval can also be “conditionally approved” (still called approval letter) if you have proof of payment from the training provider for the course that they plan on taking, then sitting for the exam afterwards. You cannot be pre-approved without the course.

**Individuals managing or supervising medical waste or compost facilities requiring a registration or permit, shall complete a TCEQ recognized or approved specialized training course that is applicable to that facility before being issued the class “B” License. Individuals not completing the specialized course will be issued a provisional “B” license. The completion of the specialized course must be before the expiration date of the provisional license (ref. 30 TAC §30.210).

Documents required to take the MSW B Supervisor Exam include:

- MSW Supervisor Application Supplement Form (TCEQ Form -20760); <https://www.tceq.texas.gov/licensing/eapp>
- Criminal Conviction Attestation; https://www.tceq.texas.gov/assets/public/licensing/CRIMINAL%20CHARGES%20NOTIFICATION_APPLICATION_VERSION_04242014.pdf
- Pre- Approval Letter from TCEQ to take the Exam;
- Receipt of payment of \$111 to take the Exam or Check/Money Order/Cashiers’ Check;
- Proof of course completion from OCG.

You do not need to obtain approval from TCEQ to attend a License course.

OCG will provide the MSW Supervisor Application Supplement Form, Criminal Attestation at the beginning of class and the course completion certificate on the last day of class. You will turn all these documents in to the TCEQ Exam Proctor.

Every effort will be made to ensure that a TCEQ Exam Proctor will be at the course on the last day. **However**, in the event that a Proctor cannot be there, you are responsible for contacting the TCEQ (any office) and making your own arrangements to take the exam.

FINALLY - If you are seeking Renewal hours/CEUs for either the MSW A or the MSW B License:

- You are required to complete 16 hours/CEUs **BEFORE** your License expiration in order to renew either License;
- No TCEQ pre-approval is required;
- Call Jennifer and she will get you signed up for one of our courses!

Jennifer Arnold
OCG Operations Guru
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