

INSTRUCTIONS FOR APPLICANTS - WTS LICENSE:

First visit the TCEQ website: <https://www.tceq.texas.gov/>

Choose Licenses—once on the TCEQ Occupational Licensing page you will choose New Licenses or Registrations



- Apply and Pay for a License
- Criminal History Requirements
- Licensed in Another State?
- Get a Replacement License or Registration

Look for Individual Licenses and click on Apply for an Individual Occupational License Online

Individual Licenses

Requirements for Each License Type

Links to requirements for each type of license the TCEQ provides, how to comply with TCEQ, and maintain your license.



Apply for an Individual Occupational License Online

Find out how to apply and pay for an occupational license with e-Application.

On this page, scroll down until you see:

Choose a License To Find Out Which Documents You Will Need To Upload in e-Application:

Click on the link Water Treatment Specialist (WTS) and scroll down to find the supplement form and criminal history notification form.





[Water Treatment Specialist \(WTS\)](#)

Requirements for a Water Treatment Specialist License

Review the [requirements to obtain a Water Treatment Specialist license](#). Your application may be delayed or denied if all requirements are not met prior to submitting.

Required License-specific Documentation

These completed forms are *required to be uploaded as part of the online application*. Please download these forms, complete and save to a storage device (personal computer, thumb drive, etc).

- **Water Treatment Specialist I**
 - [Water Treatment Specialist Supplemental Form](#) 
 - [Criminal History Notification form](#) 
- **Water Treatment Specialist II and III**
 - [Water Treatment Specialist Supplemental Form](#) 
 - [Criminal History Notification form](#) 
 - Educational Transcripts
 - Official College Transcripts (online print outs are not acceptable), if substituting experience with college.

Next-save the documents on your computer to upload in the e-Application—both the supplemental form and the criminal history notification form.

Make your payment using e-Pay: This is the third bullet under “What do I Need to Do to Complete an e-Application”

- Submit payment via **e-Pay**, our electronic payment system, with a Credit/Debit card, Electronic Funds Transfer (EFT) or ACH one-time payment (electronic check). All licenses available on e-App require a fee of \$111.00.
 - If you have already paid the license fee(s) using **ePay**, please have your voucher numbers available as these will have to be entered into e-App.
 - Retain the voucher number(s) received after payment is completed on e-Pay.
 - You can pay at any time, however you will need the voucher number to submit your e-Application. (Required for all non-exempt applicants.)

Finally, at the bottom of the page, [Start your e-application today!](#)

Once in the e-Application you will upload the documents in the Supporting Documents section and use the e-Pay receipt Voucher number in the Fee section.

Remember you will receive **two** email confirmations notices:

1. First the e-Payment notification and
2. Second for submitting the e-Application.

Please allow 3 to 4 weeks to process your application.

Occupational Licensing,

Phone: 512-239-6133

Fax: 512-239-6272

Email: licenses@tceq.texas.gov