



# Completing the Application

## Start with the Right Application:

- Always get the newest application prior to submitting, it can be found at:  
<http://www.mass.gov/ocabr/docs/dpl/boards/dw/dw-operator-certification.pdf>
- Applications can either be submitted online or mailed in
- Always save a copy of your entire application and backup material...just in case!

## Proof of Education

- Nothing is required for a High School Diploma or equivalent
- A copy of a diploma or a transcript is required for Science Degree (AS, BS or MS)
- Any other education (e.g. Arts related degrees or certificate programs) must include a copy of the transcript to receive credit for relevant courses

## Proof of Experience

- All applicants looking for a license in full must include either:
  - a copy of their job description from their employer, or
  - a letter from their supervisor detailing their duties and responsibilities
- This should be included for each job that would count toward your experience and not just your current position.

# Board of Certification Contact

- Contact the Board Staff with any questions at:  
617.727.9952