

Reimbursement Procedures

Class VI Operators are entitled to get reimbursed for the following:

1. The application fee (\$85) for each Restricted (grandparented) Class VI license they possess, and
2. The first regular Class VI license obtained (\$84 for the exam fee and \$100 for the application fee or the fees current at the time you received your first license. Exam fee is only reimbursed if passed, that is, once.

In order to receive your reimbursement check, all of the following procedures **must** be completed:

1. Email or fax the registration form to address listed below. Be sure to fill out all sections. Forms can be filled out online or downloaded at www.vaclassix.com
2. Fax or mail a copy of each of your Class VI licenses to the number listed below.

Please note, you will not receive your reimbursement check until we have received both sets of information!

Any questions should be directed to Renata Fonville
Class VI Water Systems Coordinator
VDH Office of Drinking Water
109 Governor Street, Room 622
Richmond, Virginia 23219
Phone: 804-864-7516
Fax: 804-864-7521 (Attention: Renata Fonville)

Please note, reimbursement procedures will shortly be published for expenses incurred during training and educational workshops to become certified.

**Registration Form
VDH Division of Drinking Water
Reimbursement for Class VI License**

Please complete this entire form along with mailing or faxing a copy of your license to:

Renata Fonville
Class VI Water Systems Coordinator
VDH Office of Drinking Water
109 Governor Street, Room 622
Richmond, Virginia 23219
Phone: 804-864-7516
Fax: 804-864-7521 (Attention: Renata Fonville)

1. Name: _____

2. Social Security Number or Federal Id # (FIN): _____
(If reimbursement needs to be paid to the company, not the individual, please give
FIN instead of SSN. This is used for processing only)

3. Address: _____

4. City: _____ State: _____ Zip: _____

5. Phone Number (include area code): _____

6. I am applying for reimbursement for a (check only one):

___ Restricted (grandparented) Class VI license (list all PWSID that
may apply below)

___ Regular Class VI license (only one PWSID is required below)

7. List the Public Water System Identification Number (PWSID #), Waterworks
Name, and License number for each facility where you are licensed (attach
additional sheet if needed):

PWSID #	Waterworks Name	License Number

8. Total Amount Paid for Class VI License(s): _____

9. Email address: _____