



Massachusetts Department of
Environmental Protection

Commonwealth of Massachusetts
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ADA Coordinator at
(617) 574-6872

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fact sheet

Drinking Water Program

How to Apply for a Combination Certification (Backflow Tester + Cross-connection Surveyor)

The Commonwealth of Massachusetts is pleased to offer access to many licensing, permitting and certificate services online. With this Portal, the Commonwealth hopes to deliver more efficient, convenient, and interactive e-government services.

Individuals holding a valid Backflow Prevention Device Tester Certification and have passed the Cross-connection Surveyor examination or individuals holding a valid Cross-connection Surveyor Certification and have passed the Backflow Prevention Device Tester examination are eligible to receive a Cross-connection Combination Certification (Backflow Tester + Cross-connection Surveyor).

To apply for a Combination Certification individuals must use the option “Amendment” on the online application.

First Step: First time users of the Online Application: ePLACE Portal
You must register, or create, an account in the Massachusetts eLicensing, if you haven't done yet: <https://permitting.state.ma.us/citizenaccess/>

1. In the Login box, click “New Users: Register for an Account”
2. Click the checkbox “I have read and accepted the above terms” and click “Continue Registration >>”
3. Provide the Login Information: username, password, security question and your e-mail address for future contacts and click “Add New” to add “Contact Information” and click “Save and Close” or “Clear”

Second Step: Applying for a Combination Certification using the Amendment Option

1. **You have to link your existing certification information to your ePlace account, if you have not done yet:**
2. Once you are registered and have logged in, click “File an Online Application.”
3. Read and accept the “General Disclaimer.”
4. Click on “Link Your Account” then select “Link your online account to an existing record” option and press “Continue.”
5. You must select “Agency” as “EEA - Energy and Environmental Affairs” and “Apply for DEP Authorization.”
6. Enter your “**Record Identification Code and Authorization Code**” provided to you on a separate correspondence on May 2017. If you don't have those information contact Mr. DePaula-Santos at Otavio.Paula-Santos@state.ma.us Your personal “Authorization Code” should be kept confidential.
7. Select “Drinking Water (DW)” and “WS10 – Cross-connection Certification Application”
8. Click the “Continue” button.
9. Review the information entered is correct.
10. Click “Continue” button to complete the linking process.
11. Click on “My Records” and the ► in front of “DEP” on the next screen and you will see your “Authorization”
12. Click on “Instructions” for more information about this certification
13. You may Renew/Amend the type of certification you are applying for
14. Enter the information and attach the supporting documentation for the last examination that you took and pass.

Applicant Information:

1. Click on “Instructions” for more information about this certification and provide all the require information, data and supporting documentation.
2. Select the type of certification: Backflow Prevention Device Testing, Cross-connection Surveyor or Combination Certification (Backflow Tester + Cross-connection Surveyor)
3. Click “Continue Application” or you can always “Save and resume later”

Review your Application:

1. Review your application and click “Edit Application” if you need to update or change any section

2. Click "Continue Application" or you can always "Save and resume later"

Pay Fees: There is no permit fee to apply for a **Combination Certification**.

Record Issuance:

1. After you finish your application, the screen indicates the application has been successfully completed
2. **Take note of your *Record Number (18-WS10-XXXXXX-AMD)* for this online application.**
3. You will receive the following emails:
 - ✓ Authorization PIN (personal identification number) that allows you to share your application for any reason;
 - ✓ Proof of Record: is a receipt of your application confirmation, your record number will be include;

Check Your Status: Login to ePLACE Portal and click "**My Records**" and click on the symbol (▶) in front "**DEP**"

ATTENTION APPLICANTS FOR THE COMBINATION CERTIFICATION

Please be aware:

- ✓ Your CC Certification ID# will remain the same, and
- ✓ The expiration date of your CC Certification, as a tester or cc surveyor, will remain the same
- ✓ There is no permit fee for a combination certification.

Note:

- If you have any questions regard, please contact Mr. Otavio DePaula-Santos at 617-556-1085 or at Otavio.Paula-Santos@state.ma.us.
- If you have any technical issues while creating an account and registering for ePLACE, call 844- 733-7522 between the hours 7:30AM-5:00PM Monday-Friday or e-mail us at ePLACE_helpdesk@state.ma.us