

To: NC County Environmental Health Supervisors & Staff  
From: Connie S. Stephens, Chairperson NCOWCICB  
Through: Kristopher Joyce, Education and Training, DEH  
Subject: House Bill 688 Contractor (Installer) Inspector Certification  
Date: April 20, 2007

Contractor (Installer) Inspector Certification requirements and steps summary

As you are well aware, House Bill 688 has passed and is now law. In November 2006 the NCOWCICB began the task of meeting the effective date of January 1, 2008 for certification. Below is a brief summary of the requirements and steps necessary for a candidate to receive certification. Please use this when answering questions from potential applicants and share this information with each environmental health specialist in your department so that they will have the correct information when they are in contact with these individuals at the job sites.

If I can be of further assistance or if you have any questions or concerns, please don't hesitate to contact me at (336) 416-6394 or via email at [pepelaapew1@earthlink.net](mailto:pepelaapew1@earthlink.net). Please visit our website at [www.ncowcicb.info](http://www.ncowcicb.info) for forms and a list of current approved education classes.

GRADE LEVEL	AFFIDAVIT REQUIRED*	SYSTEM TYPES	CONTINUING EDUCATION REQUIRED HRS	APPLICATION FEE	EXAM REQUIRED**
GRADE LEVEL I	YES	Single tank, gravity dispersal, dual alternating dispersal without pump	6	\$150.00	NO
GRADE LEVEL II	YES	Grade Level I and any pump or siphon, off-site systems, grinder pumps, dual alternating dispersal with pumps, sand-lined trenches	6	\$200.00	NO
GRADE LEVEL III	YES	Grades I and II, and system flows of 1,500 – 2,999 gpd, low-pressure pipe, flow equalization	9	\$250.00	YES
GRADE LEVEL IV	YES	Grades I, II, III and system flows of 3,000 gpd or greater, industrial process wastewater, aerobic treatment units, pretreatment systems, water reuse systems, sub-surface drip.	12	\$300.00	YES
INSPECTOR	YES	All Grade Levels	12	\$200.00	YES
COMBO IV & INSPECTOR	YES	All Grade Levels	12	\$300.00 <u>+\$200.00</u> \$500.00	YES

\*Affidavits must be on approved forms and notarized. Some county environmental health departments have chosen to submit to the Board a blanket affidavit for all installers registered in their county, if the applicant is registered in one or more of these counties they should submit notification of this with their application. Each county reference counts as one affidavit.

\*\*To qualify for the exam an applicant must have fulfilled BOTH of the following: 1) submitted, and the Board received, a completed application (form, fees, and affidavits) and 2) taken the required educational hours.

Note: This certification does not exempt an installer from having to be certified by any proprietary system. Having received certification for a proprietary system DOES NOT exempt the installer from having to receive NCOWCICB certification.

## **Step by Step Process for Receiving NCOWCICB Certification**

- 1. Complete Application for Certification**
  - a. Clearly complete all blanks on page 1**
  - b. Check the grade level desired on page 2**
  - c. Sign page 3**
  
- 2. Have three (3) affidavits completed and notarized**
- 3. Mail the application, affidavits and proper fee\* to**  
**NCOWCICB**  
**1630 Mail Service Center**  
**Raleigh, NC 27699-1630**
  
- 4. Register for approved education classes\***
- 5. Take required education class hours for selected Grade Level**
- 6. If required, take exam for selected Grade Level**
- 7. Acquire a passing grade on exam\*\***
- 8. Receive certification from NCOWCICB**

**\*The fee paid to NCOWCICB is for registration and certification only. This fee does not include any fees that may be charged for classes. The fees charged for classes are charged by and paid to the class provider and NCOWCICB has no influence or control over these fees. Currently, NC Septic Tank Association (Doug Lassiter (douglassiter@bellsouth.net) at (336) 345-8357) and NC State University (Joni Tanner (joni\_tanner@ncsu.edu) at (919) 513-1678) have had classes approved.**

**\*\*If a failing grade is received on the exam, the exam may be taken up to three (3) times without having to pay any additional fees to NCOWCICB.**