

## NCOWCICB

(North Carolina Onsite Wastewater Contractor Inspector Certification Board)

P O Box 132 Lawsonville, NC 27022

Phone (336) 202-3126 Fax 800-915-0371

Email: [CSStephens@ncowcicb.info](mailto:CSStephens@ncowcicb.info)

Please read instructions below before mailing Renewal of Certification

- ) Complete renewal invoice, sign and return it with renewal fee. Incomplete invoices will be returned.
- ) The certification that you now hold will expire on 12/31/17.
- ) Renewals are due by November 15, 2017.
- ) Renewals not received by the due date may not be processed by 1/1/18.
- ) If you do not plan to renew the certification, please check the appropriate block on the invoice and return it.
- ) YOU MUST ENCLOSE THE ATTENDANCE CERTIFICATE FROM C/E CLASS. DO NO STAPLE THE CERTIFICATE TO THE INVOICE.
- ) Remember that you must take continuing education before you renew your certification. In order to renew by the due date you will need to have your continuing education completed before the due date of November 15, 2017.
- ) If at any time you have questions about your certification, the requirements for classes, upgrading, etc contact NCOWCICB directly do not direct these questions to Local Environmental Health Departments or class providers.
- ) NCOWCICB must be notified within thirty (30) days of any change in your mailing address, phone numbers or company name.
- ) DO NOT STAPLE THE CHECK TO THE INVOICE
- ) IF YOU ARE PAYING WITH A TWO PART CHECK PLEASE MAIL ONLY THE CHECK
- ) Renewal can only be done via mail
- ) DO NOT BRING THE RENEWAL TO A CLASS LOCATION.
- ) Return the invoice with the proper fee to the following address:  
NCOWCICB P O Box 132 Lawsonville, NC 27022

# NCOWCICB CERTIFICATION RENEWAL INVOICE

Return this invoice along with fee check made payable to NCOWCICB

Complete the questions at bottom of invoice, incomplete invoices will be returned

Amount Due: Grade Level I, II, III, IV or Inspector \$75    Combo of Any Grade Level & Inspector \$125

**DO NOT STAPLE CHECK TO INVOICE COMPLETE ALL BLANKS BELOW**

<b>Complete the Information Below:</b>	
Name: _____	
Company Name: _____	
Address: _____	
Certification Level: _____	Certification # _____
Inspector Certification # _____	

**\*\*Attendance certificate for required continuing education hours must be enclosed with invoice\*\***

Check the appropriate boxes and sign below:

1. During the past three years, have any judgments, liens, lawsuits, or claims been entered or filed against the certification holder or responsible persons (including partners, officers, major shareholders, and management level employees) in the company listed on the certification?  yes  no
2. Are there any liens for labor or materials filed on any of your projects?  yes  no
3. Have you or any responsible managing employee of the sole proprietorship, member of the partnership, or officers of the corporation listed on the certification ever been convicted of any criminal offense?  yes  no
4. If you answered yes to either question 1, 2, and/or 3 above please attach an additional sheet with explanation
5. I am aware that only the certification holder, company owner(s) or W2 employees may work under the certification held. Furthermore, by my signature below I hereby affirm that no one other than those stated here have been allowed or shall be allowed to install or inspect using this certification.
6.  I DO NOT wish to renew the certification

By signature below, I affirm the above statements are true to the best of my knowledge and hereby acknowledge that I will be subject to discipline if fraudulent information is contained herein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Renewals are due by November 15, 2017**

**Renewals postmarked after 12/31/17 will incur an additional \$25.00 late fee.**

**Renewals received after 3/31/18 will not be processed and former certification holder will have to reapply to NCOWCICB for certification.**