

**Steps for NCOWCICB certification**  
**Please read and follow carefully.**

**Step 1.** Complete Application for Certification. Do not leave any blanks. Please print or type application.

**Step 2.** Mail Application for Certification to NCOWCICB with appropriate fee made payable to NCOWCICB, mail to P O Box 132 Lawsonville NC 27022. **Application shall be received submitted prior to taking class and must contain all four (4) pages.**

**Step 3.** Follow the detailed information below for certification being requested:

**For Installer Certification:**

- Take 18- hour Introduction course, course is offered by NC State University. Contact NCSU at 919 513 1678 and speak to Joni Tanner
- After taking the 18-hour course take the credit hours required for grade level requested on the application as follows:
  - Grade Level I 6 hours
  - Grade Level II 6 hours
  - Grade Level III 9 hours
  - Grade Level IV 12 hoursThese classes are offered by several providers and are posted at [www.ncowcicb.info](http://www.ncowcicb.info)
- Fax in attendance certificates to 800-915-0371 after all required hours are taken
- Grade Level III and IV require an exam. Fax a completed exam application to 800-915-0371. Exam applications are available at [www.ncowcicb.info](http://www.ncowcicb.info) under Forms and contain the dates for the exams.

**For Inspector:**

- Take Inspector Class offered by NCSU contact Joni Tanner to register for Inspector class at 919 513 1678
- Fax a completed exam application to 800-915-0371. Exam applications are available at [www.ncowcicb.info](http://www.ncowcicb.info) under Forms and contain the dates for the exams. Completion certificate for the Inspector Class must be submitted with the Exam Application.

**Continuing Education and Renewal for all Certifications:**

- Once certification has been issued continuing education is required prior to renewal. All certifications expire on December 31<sup>st</sup> of each year. Renewals are due by November 15<sup>th</sup> of each year. Refer to application for continuing education requirement. Continuing education hours are in addition to hours required to receive certification.

**NORTH CAROLINA ONSITE WASTEWATER CONTRACTORS & INSPECTORS  
CERTIFICATION BOARD**

**APPLICATION FOR CERTIFICATION**

**INSTRUCTIONS FOR COMPLETING APPLICATION: PLEASE PRINT CLEARLY AND COMPLETE ALL  
BLANKS IF ANY BLANKS DO NOT APPLY INSERT N/A IN THE BLANK. THE NORTH CAROLINA ONSITE  
WASTEWATER CONTRACTORS AND INSPECTORS CERTIFICATION BOARD RESERVES THE RIGHT TO  
REJECT ANY APPLICATION THAT IS INCOMPLETE. ACCEPTED APPLICATION FOR CERTIFICATION  
AND APPROPRIATE FEE (S) MUST BE RECEIVED PRIOR TO ANY APPLICANT ENROLLING IN  
EDUCATIONAL CERTIFICATION CLASSES. SEND THE COMPLETED APPLICATION WITH THE  
APPLICABLE FEE (BY CHECK OR MONEY ORDER) MADE OUT TO:**

**NCOWCICB P O BOX 132 LAWSONVILLE, NC 27022**

The "Certification" will apply to all persons who wish to become certified as an On-Site Wastewater System Installer or as an On-Site Wastewater System Inspector as defined by Chapter 90A Article 5 of the General Statutes of North Carolina. By definition: "Contractor" means a person who constructs, installs, or repairs, or offers to construct, install, or repair an on-site wastewater system in the State, "Person" means all persons, including individuals, firms, partnerships, associations, public or private institutions, municipalities, or political subdivisions, governmental agencies, or public or private corporations organized and existing under the laws of this State or any other state or country, "Inspector" means a person who conducts an inspection in accordance with rules adopted by the Board. "Inspection" means an examination of an on-site wastewater system permitted under the provisions of Article 11 o Chapter 130A of the General Statutes, when requested by a lending institution, realtor, prospective homebuyer, or other impacted party as a condition of sale, refinancing, or transfer of title, which examination shall meet the minimum requirements established by the Board.

NAME OF APPLICANT \_\_\_\_\_  
FIRST MIDDLE LAST

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_ (MONTH/DAY/YEAR) SOCIAL SECURITY NUMBER \_\_\_\_-\_\_\_\_-\_\_\_\_

HOME MAILING ADDRESS \_\_\_\_\_ COUNTY \_\_\_\_\_  
STREET, P.O. BOX, OR RURAL ROUTE

\_\_\_\_\_  
CITY STATE ZIP CODE

HOME TELEPHONE \_\_\_\_/\_\_\_\_/\_\_\_\_ CELL # \_\_\_\_/\_\_\_\_/\_\_\_\_

EMAIL \_\_\_\_\_

COMPANY NAME (will appear on certification card) \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_  
STREET ADDRESS CITY ZIPCODE

MAILING ADDRESS: \_\_\_\_\_

COMPANY TELEPHONE \_\_\_\_/\_\_\_\_/\_\_\_\_ COMPANY FAX \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
PYMT AMT \$ _____	CERT # _____
GRADE LEVEL APPLIED FOR ____ GL I ____ GL II ____ GL III ____ GL IV ____ INSPECTOR	

PLEASE CHECK APPROPRIATE BLANK (S)

I AM MAKING APPLICATION FOR CERTIFICATION AS AN ON-SITE WASTEWATER SYSTEM INSTALLER IN THE FOLLOWING GRADE LEVEL:

GRADE LEVEL I     GRADE LEVEL II     GRADE LEVEL III     GRADE LEVEL IV

I AM MAKING APPLICATION FOR CERTIFICATION AS AN ON-SITE WASTEWATER SYSTEM INSPECTOR

**GRADE LEVEL DESCRIPTIONS**

Grade I      Single Septic tank, Conventional (Gravel) Gravity System

Grade II      Grade I plus:  
Multiple tanks, Grease traps, Single Pump or Single Siphon, Fill Systems, Sand Lined Trench, and any approved gravity or single pump dispersal system not specified in Grade Level III or Grade Level IV

Grade III      Grades II plus:  
Dual Pumps or Dual Siphons, Systems of greater than 1500 gpd to less than 3000 gpd, Low Pressure Dispersal, Flow Equalization, and any system requiring ground water lowering device with a pump

Grade IV      Grades III plus:  
Systems equal to or greater than 3000 gpd, Multiple Off-Site Systems, Industrial Process Wastewater, Residential Wastewater Treatment Systems (RWTS), TS-I and TS-II System, Drip Dispersal Systems, and Wastewater Reuse Systems or any Pretreatment Component.

**APPLICABLE FEES**

PLEASE CHECK THE APPROPRIATE FEE:

- Application for Grade Level I Basic Certification      \$ 150.00
- Application for Grade Level II      \$ 200.00
- Application for Grade Level III      \$ 250.00
- Application for Grade Level IV      \$ 300.00
- Application for On-Site Wastewater System Inspector      \$ 200.00

NOTE: Application for Installer and Inspector the fee is sum of two fees added together

Total Fee Amount Due and Enclosed      \$ \_\_\_\_\_

**NOTE: ALL FEES ARE NON-REFUNDABLE**

## INITIAL CERTIFICATION REQUIREMENTS

The Applicant shall:

- (1) Be at least 18 years of age.
- (2) Submit a properly completed Application prior to attending any required education classes.
- (3) Show completion of introductory class of on-site wastewater program approved by the Board.
- (4) Completes required initial education hours for Grade Level applied for
- (5) Pays the applicable fee for Certification Application.
- (6) Satisfactorily complete a written or oral examination approved by the Board for Grades III, IV, and/ or Inspector.  
For this test, the applicant's knowledge shall be examined in the following areas:
  - (a) Principles of environmental health associated with on-site wastewater systems.
  - (b) Principles of construction and safety.
  - (c) Technical and practical knowledge of on-site wastewater systems typical of the grade level desired.
  - (d) Laws and Rules related to On-Site Wastewater Systems.
- (8) Submit certificates for all proprietary systems held by applicant.

## EDUCATION REQUIREMENTS

The Applicant shall submit necessary Certificates to the Board of the required education as follows:

Certificate of 18 hour approved Introductory Course for Grade Level I, II, III, IV  
Certificate of 12 hour approved Inspector Class for Inspector Certification

**In addition** to Introductory Course the Applicant shall submit Certificates to the Board of the required initial education as shown below:

- |                      |  |
|----------------------|--|
| (1) Grade I (Basic): | Certificates of 6 hours of approved Grade I-level courses.   |
| (2) Grade II:        | Certificates of 6 hours of approved Grade II-level courses.  |
| (3) Grade III:       | Certificates of 9 hours of approved Grade III-level courses. |
| (4) Grade IV:        | Certificates of 12 hours of approved Grade IV-level courses. |

## CONTINUING EDUCATION REQUIREMENTS

All certifications expire on December 31<sup>st</sup> of each year. Renewals are due by November 15<sup>th</sup> of each year. In the year prior to renewal of certification the Applicant shall be required to submit necessary Certificates to the Board of the following education hours:

- |                |  |
|----------------|--|
| (1) Grade I:   | Certificate of 3 hours of approved courses |
| (2) Grade II:  | Certificate of 3 hours of approved courses |
| (3) Grade III: | Certificate of 6 hours of approved courses |
| (4) Grade IV:  | Certificate of 6 hours of approved courses |
| (5) Inspector: | Certificate of 6 hours of approved courses |

**RENEWAL OR CERTIFICATION IMPROVEMENTS**

Applicants seeking renewal of Certificates shall submit evidence of required continuing education taken in the prior year and Renewal Fee for applicable Grade-level fee. Renewal fees are due by November 15<sup>th</sup> of each year. Certified persons seeking improvement or upgrade in Grade levels shall submit the necessary CE Certificate, submit proof of course completion for desired grade level, pass the exam for that grade level, and pay specific Grade level fee. Renewals postmarked after December 31<sup>st</sup> shall incur a late fee of \$25.00. Renewals postmarked after March 31<sup>st</sup> will not be processed and the certification holder must apply for re-certification.

**ISSUANCE OF CERTIFICATION CARD**

Upon submittal of complete Application, payment of applicable fees, certificate of approved education, and passing score on applicable exam the Board shall issue a Certification Card in the name of the Applicant, Company Name, Certification Number, Grade Level, and Expiration Date. The Card shall bear the Great Seal of the State of North Carolina and be signed by the Board Chair.

**REVOCAION OR DENIAL OF CERTIFICATION**

The Board may suspend or deny any Applicant or Certificate Holder upon findings of misconduct, violation of Laws and Rules of the State, misappropriation, or falsification of information. The Board may seek injunction to restrain any person from violating the provisions of this Article or Rules adopted by the Board.

**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 application?  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 application ever been convicted of a felony offense in the past three years?  yes  no**
- 4. If you answered yes to either question 1, 2, and/or 3 above please attach an additional sheet with explanation**

**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 shall be allowed to install or inspect using this certification.**

**I AFFIRM THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE AND HEREBY AGREE UPON CERTIFICATION TO ABIDE BY THE LAWS AND RULES OF THE STATE GOVERNING ON-SITE WASTEWATER CONSTRUCTION, INSTALLTION, REPAIR, AND/ OR INSPECTION.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date