

**Requirements for NCOWCICB certification with Business Succession Exemption**  
**Please read and follow carefully.**

To be exempt from taking the 18 hour introductory course, the applicant must provide the following to NCOWCICB:

1. Documentation of being supervised and employed full time with a certified contractor or inspector for the past three years. This may be in form of affidavit or W2's.
2. Three (3) affidavits from local health departments, engineers, or customers showing integral involvement with the installation or inspection of on-site wastewater systems
3. Attendance certificates showing attendance at approved continuing education courses for a minimum of two years prior to application date

**Application process using the Business Succession Exemption. Please read and follow carefully.**

Submit a complete package to NCOWCICB containing the following. Please note incomplete packages will be returned:

1. Completed Application for Certification. Do not leave any blanks. Please print or type application.
2. Check or money order for application fee. Application fee is based on level of certification and amounts are listed on application.
3. Three (3) affidavits from local health departments, engineers, or customers showing integral involvement with the installation or inspection of on-site wastewater systems
4. Attendance certificates showing attendance at approved continuing education courses for a minimum of two years prior to application date
5. Document of being supervised and employed full time with a certified contractor or inspector for the past three years. This may be in form of affidavit or W2's.
6. For Grade Level III, IV, and or Inspector an exam is required. Submit an exam application. The current exam application form is available on our website at [www.ncowcicb.info](http://www.ncowcicb.info)
7. Mail the completed package to: NCOWCICB P O Box 132 Lawsonville, NC 27022

**Required Annual Continuing Education and Renewal**

After certification is received, the following continuing education is required prior to renewal for the upcoming year:

Grade Level I or II 3 hours      Grade Level III, IV, Inspector 6 hours

Renewals are due annually on November 15<sup>th</sup> and continuing education must be received prior to renewal. Renewal fees are as follow: Grade Level I, II, III, IV, Inspector \$75.00  
Combination of any Grade Level and Inspector \$125.00

Please note any and all fees paid to the class provider are for the class only and do not include any fees due NCOWCICB.

**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:**

**NCOWCIB 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 \_\_\_\_\_

PRESENT EMPLOYER/COMPANY NAME \_\_\_\_\_

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

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

EMPLOYER TELEPHONE \_\_\_\_ / \_\_\_\_ EMPLOYER FAX \_\_\_\_ / \_\_\_\_

*FOR OFFICE USE ONLY*

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
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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
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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
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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.
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**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 fee is total of the two fees

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:

Attendance certificates from approved continuing education courses for a minimum of two years prior to application.

## **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
- (6) Combination of any level with 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 ask the Attorney General of North Carolina to seek injunction to restrain any person from violating the provisions of this Article or Rules adopted by the Board. Violators will be guilty of a Class 2 misdemeanor.

**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 FURTHER 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

**North Carolina Onsite Wastewater Contractors Inspectors Certification Board**  
**(NCOWCICB)**  
**Reference Affidavit**

I, \_\_\_\_\_, do hereby give favorable reference for the  
(Printed Name of Person Providing Reference)

below listed applicant for NCOWCICB certification. My contact information is as follows:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

I hereby certify that I am qualified to give this reference based on the following (check all that apply)

I am:

an Environmental Health Specialist and I have personally inspected and passed systems installed by the certified person/company the applicant was/is employed by and that the applicant was a participant in the installation(s).

a past customer of the certified person/company the applicant was/is employed by and that the applicant was a participant in the installation(s) and or inspection(s).

an Engineer and the applicant was a participant in the installation(s) of satisfactorily installed onsite wastewater systems by the certified person/company the applicant was/is employed by.

Name of Applicant: \_\_\_\_\_  
First Middle Last

NCOWCICB Certification Information that applicant has worked under for past three (3) years:

Certification Holder Name: \_\_\_\_\_  
First Middle Last

Company Name: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Date: \_\_\_\_\_  
Signature of Person Providing Reference

\_\_\_\_\_ County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Date: \_\_\_\_\_  
Official Signature of Notary

(Official Seal)

\_\_\_\_\_  
Printed Name of Notary

My Commission Expires: \_\_\_\_\_



**North Carolina Onsite Wastewater Contractors Inspectors Certification Board**  
**(NCOWCICB)**  
**Reference Affidavit**

I, \_\_\_\_\_, do hereby give favorable reference for the  
(Printed Name of Person Providing Reference)

below listed applicant for NCOWCICB certification. My contact information is as follows:

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ST \_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

I hereby certify that I am qualified to give this reference based on the following (check all that apply)

I am:

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a past customer of the certified person/company the applicant was/is employed by and that the applicant was a participant in the installation(s) and or inspection(s).

an Engineer and the applicant was a participant in the installation(s) of satisfactorily installed onsite wastewater systems by the certified person/company the applicant was/is employed by.

Name of Applicant: \_\_\_\_\_  
First Middle Last

NCOWCICB Certification Information that applicant has worked under for past three (3) years:

Certification Holder Name: \_\_\_\_\_  
First Middle Last

Company Name: \_\_\_\_\_

Certification Number: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Date: \_\_\_\_\_  
Signature of Person Providing Reference

\_\_\_\_\_ County, North Carolina

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Date: \_\_\_\_\_  
Official Signature of Notary

(Official Seal)

\_\_\_\_\_  
Printed Name of Notary

My Commission Expires: \_\_\_\_\_

