

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

1. Complete Application for Certification
2. Submit Application for Certification to NCOWCICB with appropriate fee made payable to NCOWCICB, mail to P O Box 132 Lawsonville NC 27022.  
Application needs to be received prior to taking class.
3. **For Installers:**
  - Take 18- hour Introduction course, courses are 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. Grade Level I or II requires 6 hours, Grade Level III requires 9 hours, and Grade Level IV requires 12 hours. These classes are offered by several providers and are posted on the Board website as they are scheduled. NCSU and NCSTA are the providers that offer the most frequently scheduled classes.  
Contact NCSU at (919) 513 1678 or [www.soil.ncsu.edu/training](http://www.soil.ncsu.edu/training)  
Contact NCSTA at (336) 416 -3564 or [www.ncsta.net](http://www.ncsta.net)
  - Fax in attendance certificates to 866 851 8102
  - After taking the hours required for Grade Level of choice Grade Level III or IV will require an exam. Exams are offered 4 times a year. If the exam is needed, submit an exam application seven (7) days prior to exam.
4. **For Inspectors:**
  - Take Inspector Class, contact Joni Tanner to register for Inspector class at 919 513 1678
  - After taking the inspector class, fax in certificate of attendance and exam application to 866 651 8102
5. **For Combination of Grade Level IV and Inspector:**
  - Follow the guidelines listed for Grade Level IV Installer, this is referred to as COMBO.
6. **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.