Requirements for NCOWCICB Re-certification
Please read and follow carefully.

1. The re-certification process is required for certification holders that did not renew a certification by March 31st of the year following expiration on December 31st. Continuing education hours for classes attended prior to application for re-certification do not count towards re-certification and required hours must be received for re-certification.

2. Complete Application for Re-Certification. You must complete the former certification information at the top of application. Do not leave any blanks. Please print or type application.

3. The following hours are required for re-certification (approved courses are listed on our website at www.ncowcicb.info class info):

<table>
<thead>
<tr>
<th>Grade Level I</th>
<th>6 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level II</td>
<td>6 hours</td>
</tr>
<tr>
<td>Grade Level III</td>
<td>9 hours</td>
</tr>
<tr>
<td>Grade Level IV</td>
<td>12 hours</td>
</tr>
<tr>
<td>Inspector</td>
<td>12 hours</td>
</tr>
</tbody>
</table>

4. Submit Application for Re-Certification, appropriate fee, and course attendance certificate to:

   NCOWCICB, mail to P O Box 132 Lawsonville NC 27022.
   DO NOT FAX ANY DOCUMENTS FOR RE-CERTIFICATION

5. Applicants for Re-certification of Grade Level III, IV, and/or Inspector will be required to re-take the exam. Complete the exam application and fax in a minimum of fifteen (15) days prior to exam. Exam applications are available at www.ncowcicb.info under the forms tab.

6. After receiving a new certification number, the following continuing education hours will be required:

<table>
<thead>
<tr>
<th>Grade Level I</th>
<th>3 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Level II</td>
<td>3 hours</td>
</tr>
<tr>
<td>Grade Level III</td>
<td>6 hours</td>
</tr>
<tr>
<td>Grade Level IV</td>
<td>6 hours</td>
</tr>
<tr>
<td>Inspector</td>
<td>6 hours</td>
</tr>
<tr>
<td>Combo of Installer and Inspector</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

7. After receiving continuing education hours mail in renewal to NCOWCICB by November 15th for the following year’s certification.
NORTH CAROLINA ONSITE WASTEWATER CONTRACTORS & INSPECTORS CERTIFICATION BOARD

APPLICATION FOR RE-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 of 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.

FORMER CERTIFICATION NUMBER ISSUED BY NCOWCICB: _______________  GRADE LEVEL __________ Year Expired: ___________

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   CELL#

HOME TELEPHONE _______ / _________________EMAIL__ __________________________________________

COMPANY NAME (will appear on certification card)______________________________________________________ __

COMPANY ADDRESS ___________________________________ _____   ______________________  ______________

COMPANY TELEPHONE _______/____________________    COMPANY 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 RE-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 RE-CERTIFICATION AS AN ON-SITE WASTEWATER SYSTEM INSPECTOR

GRADE LEVEL DESCRIPTIONS

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade I</td>
<td>Single Septic tank, Conventional (Gravel) Gravity System</td>
</tr>
<tr>
<td>Grade II</td>
<td>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</td>
</tr>
<tr>
<td>Grade III</td>
<td>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</td>
</tr>
<tr>
<td>Grade IV</td>
<td>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</td>
</tr>
</tbody>
</table>

APPLICABLE FEES

PLEASE CHECK THE APPROPRIATE FEE(s):

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

Total Fee Amount Due and Enclosed $__________

NOTE: ALL FEES ARE NON-REFUNDABLE

RE-CERTIFICATION REQUIREMENTS

The Applicant shall:
(1) Be at least 18 years of age.
(2) Submit a properly completed Re-Certification Application.
(3) Complete required education hours for Grade Level re-applied for.
(4) Pay the applicable fee for Re-Certification Application.
(5) Satisfactorily complete a written or oral examination approved by the Board for Grades III – IV, 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.

EDUCATION REQUIREMENTS

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

(1) Grade I: 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.
(5) Inspector: Certificates of 12 hours of approved Inspector courses.
CONTINUING EDUCATION REQUIREMENTS
All certifications expire on December 31st of each year. Renewals are due by November 15th 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) Combo of Installer 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 15th 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 31st shall incur a late fee of $25.00. Renewals postmarked after March 31st will not be processed and the certification holder must apply for re-certification.

ISSUANCE OF CERTIFICATION CARD
Upon submittal of complete Re-Certification 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.

REVOCATION 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.

X________________________________________  _________ ___________
Signature of Applicant                      Date

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE “PUBLIC NOTICE STATEMENT” MAINTAINED BY THE N.C. INDUSTRIAL COMMISSION, EMPLOYEE CLASSIFICATION SECTION ON THEIR WEBSITE.

FURTHER, I HAVE ________ HAVE NOT ________ BEEN INVESTIGATED FOR EMPLOYEE MISCLASIFICATION WITHIN THE PAST TWELVE (12) MONTHS.

X________________________________________  __________________
Signature of Applicant            Date