

Instructions

Please read and follow carefully. **KEEP THIS PAGE FOR YOUR REFERENCE**

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 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. This course is offered several times annually. The class dates and locations are listed on the website at www.ncowcicb.info under class info.
- 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
- 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 under Forms and exam dates and locations are listed under Announcements and Dates.

For Inspector:

- Take Inspector course. This course is offered several times annually. The class dates and locations are listed on the website at www.ncowcicb.info under class info.
- Fax a completed exam application to 800-915-0371. Exam applications are available at www.ncowcicb.info under Forms and exam dates and locations are listed under Announcements and Dates. 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 31st of each year. Renewals are due by November 15th 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 _____
STREET, P.O. BOX, OR RURAL ROUTE

CITY STATE ZIP CODE

HOME TELEPHONE ____ / ____ / ____ CELL # ____ / ____

EMAIL _____

COMPANY NAME (will appear on certification card) _____

COMPANY ADDRESS _____
STREET ADDRESS CITY ZIPCODE

MAILING ADDRESS: _____ COUNTY _____

COMPANY TELEPHONE ____ / ____ / ____ COMPANY FAX ____ / ____

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

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 additon to Introductory Course the Applicant shall submit Certificates to the Board of the required intial 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 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 |

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 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 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, INSTALLATION, 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