

## **NCOWCICB**

North Carolina Onsite Wastewater Contractor Inspector Certification Board

**P O Box 132 Lawsonville, NC 27022**

Phone: 336-202-3126 Fax: 800-915-0371 Email: [csstephens@ncowcicb.info](mailto:csstephens@ncowcicb.info)

### **2021 NCOWCICB Renewal Information and Extension Due to COVID-19**

**In response to COVID-19, the North Carolina Onsite Wastewater Contractor Inspector Certification Board has put into place a ninety (90) extension on all expirations and dates pertaining to renewal.**

**The following extensions apply for 2020 certifications:**

**Expiration date for 2020 certifications extended to: 3/31/2021**

**Last postmark date for renewal without late charge: March 31, 2021**

**Late fee charged on renewals postmarked 4/1/2021 – 6/30/2021**

**Renewals postmarked after 6/30/2021 will need to reapply for re-certification**

**This extension does not waive the requirement for continuing education. The required continuing education hours must be received prior to submitting a renewal of certification**

## NCOWCICB

(North Carolina Onsite Wastewater Contractor Inspector Certification Board)

P O Box 132 Lawsonville, NC 27022

Phone (336) 202-3126 Fax 800-915-0371

Email: [CSStephens@ncowcicb.info](mailto:CSStephens@ncowcicb.info)

### Please read instructions below before mailing Renewal of Certification

- Complete renewal invoice, sign and return it with renewal fee. Incomplete invoices will be returned.
- The certification that you now hold will **expire on 3/31/2021.**
- Renewals period without late fee ends 3/31/2021.
- If you do not plan to renew the certification, please check the appropriate block on the invoice and return it.
- **YOU MUST SUBMIT A COPY OF ATTENDANCE CERTIFICATE FROM CONTINUING EDUCATION.**
- Remember that you must take continuing education before you renew your certification.
- If at any time you have questions about your certification, the requirements for classes, upgrading, etc contact NCOWCICB directly do not direct these questions to Local Environmental Health Departments or class providers.
- NCOWCICB must be notified within thirty (30) days of any change in your mailing address, phone numbers or company name.
- **DO NOT STAPLE THE CHECK TO THE INVOICE**
- **IF YOU ARE PAYING WITH A TWO PART CHECK PLEASE MAIL ONLY THE CHECK**
- Renewal can only be done via mail
- **DO NOT BRING THE RENEWAL TO A CLASS LOCATION.**
- Return the invoice with the proper fee to the following address:  
NCOWCICB P O Box 132 Lawsonville, NC 27022

**NCOWCICB CERTIFICATION 2021 RENEWAL INVOICE**

**Return this invoice along with fee check made payable to NCOWCICB**

**MAIL TO: NCOWCICB P O BOX 132 LAWSONVILLE NC 27022**

**Complete the questions at bottom of invoice, incomplete invoices will be returned**

**Amount Due: \$75 GRADE LEVEL I, II, III, IV OR INSPECTOR**

**\$125 FOR ANY LEVEL COMBINED WITH INSPECTOR**

**DO NOT STAPLE CHECK TO INVOICE**

**Check here if any information below is a change from 2020**

**PRINT CLEARLY**

**NAME:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**GRADE LEVEL:** \_\_\_\_\_ **CERT. #** \_\_\_\_\_ **INSPECTOR #** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**\*\*COPY OF ATTENDANCE CERTIFICATE FOR CONTINUING EDUCATION MUST BE ENCLOSED\*\***

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 certification?  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 certification ever been convicted of any criminal offense?  yes  no
4. If you answered yes to either question 1, 2, and/or 3 above please attach an additional sheet with explanation
5. 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 have been allowed or shall be allowed to install or inspect using this certification.
6.  I DO NOT wish to renew the certification
7. 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  I have not been investigated for employee misclassification within the past twelve (12) months.

By signature below, I affirm the above statements are true to the best of my knowledge and hereby acknowledge that I will be subject to discipline if fraudulent information is contained herein.

X: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Certification Holder

**Renewals postmarked after 3/31/2021 will incur an additional \$25.00 late fee.**

**Renewals postmarked after 6/30/2021 will not be processed and former certification holder will have to reapply to NCOWCICB for certification.**