

## Instructions

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

### **Requirements for Certification as an Installer**

**All Levels must take 18-hour Introduction class.** This class is offered several times annually and is provided by NCSTA (NC Septic Tank Association) and NCSU (NC State University). Send an email to the providers to be placed on the list and notified of availability of these classes. The email addresses are NCSTA: [nseptictank@gmail.com](mailto:nseptictank@gmail.com) and NCSU [soils\\_training@ncsu.edu](mailto:soils_training@ncsu.edu)

### **Additional class hours are required based on level of installer certification**

Grade Level I requires 6 additional hours of approved continuing education

Grade Level II requires 6 additional hours of approved continuing education

Grade Level III requires 9 additional hours of approved continuing education

Grade Level IV requires 12 additional hours of approved continuing education

These classes are offered by several providers in various locations. The schedule of these classes is listed on our website [www.ncowcicb.info](http://www.ncowcicb.info) under class information. The schedule is posted as NCOWCICB is notified of the dates and locations.

**Please note NCOWCICB does not offer the classes. Scheduling, registration and payment of classes is done through the provider.**

### **Exam Requirements:**

Grade Level III and Grade Level IV require an exam. The exam is offered four times annually in different locations. To qualify to take the exam the applicant must have submitted a complete application package including application for certification, certification fee, attendance certificates from required courses and exam application. All required documents must be **received** by NCOWCICB a minimum of fifteen (15) days prior to the exam date. The exam application is available on our website [www.ncowcicb.info](http://www.ncowcicb.info) under forms. The exam dates are posted on our website [www.ncowcicb.info](http://www.ncowcicb.info) under announcement and dates.

**Submission of Application Package:** Mail to NCOWCICB P O Box 132 Lawsonville, NC 27022. Fees are payable to NCOWCICB via check, cashiers check or money order.

It is not required but is strongly recommended that the package be submitted via a form that allows tracking.

Certification fees to be submitted with application package:

Grade Level I \$150.00 Grade Level II \$200.00 Grade Level III \$250.00 Grade Level IV \$300.00

To be considered complete the package shall contain the following:

Completed application for certification

Copies of attendance certificates for required classes

Completed exam application if required, see above for requirements

Certification fee payable to NCOWCICB for correct amount

Incomplete packages will be returned to sender

**Continuing Education and Renewal for all Certifications:**

All certifications expired on December 31<sup>st</sup> of each year. Continuing education is required prior to renewal. Renewals are due by November 15<sup>th</sup> of each year. Continuing education hours are in addition to hours required to receive certification.

Required hours of continuing education to renew certification:

Grade Level I 3 hours

Grade Level II 3 hours

Grade Level III 6 hours

Grade Level IV 6 hours

## **Requirements for Certification as an Inspector**

**All Inspector Applicants must complete the Inspector Class.** This class is offered several times annually and is provided by NCSTA (NC Septic Tank Association) and NCSU (NC State University). Send an email to the providers to be placed on the list and notified of availability of these classes. The email addresses are NCSTA: [ncseptictank@gmail.com](mailto:ncseptictank@gmail.com) and NCSU [soils\\_training@ncsu.edu](mailto:soils_training@ncsu.edu)

### **All Inspector Applicants must complete 6 hours of continuing education.**

These classes are offered by several providers in various locations. The schedule of these classes is listed on our website [www.ncowcicb.info](http://www.ncowcicb.info) under class information. The schedule is posted as NCOWCICB is notified of the dates and locations.

**Please note NCOWCICB does not offer the classes. Scheduling, registration and payment of classes is done through the provider.**

### **Exam Requirements:**

Inspector applicants are required to take the Inspector exam. The exam is offered four times annually in different locations. To qualify to take the exam the applicant must have submitted a complete application package including application for certification, certification fee, attendance certificate from required courses and exam application. All required documents must be **received** by NCOWCICB a minimum of fifteen (15) days prior to the exam date. The exam application is available on our website [www.ncowcicb.info](http://www.ncowcicb.info) under forms. The exam dates are posted on our website [www.ncowcicb.info](http://www.ncowcicb.info) under announcement and dates.

**Submission of Application Package:** Mail to NCOWCICB P O Box 132 Lawsonville, NC 27022. Fees are payable to NCOWCICB via check, cashiers check or money order. It is not required but is strongly recommended that the package be submitted via form that allows tracking.

Certification fee to be submitted with application package: Inspector \$200.00

To be considered complete the package shall contain the following:

- Completed application for certification
- Copy of attendance certificates for Inspector class
- Copy of attendance certificate from 6 hour continuing education class
- Completed exam application
- Certification fee payable to NCOWCICB

Incomplete packages will be returned to sender

### **Continuing Education and Renewal for all Certifications:**

All certifications expired on December 31<sup>st</sup> of each year. Continuing education is required prior to renewal. Renewals are due by November 15<sup>th</sup> of each year. Continuing education hours are in addition to hours required to receive certification.

Required hours of continuing education to renew certification:

Inspector 6 hours

**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 INSPECTOR CERTIFICATION BOARD RESERVES THE RIGHT TO  
REJECT ANY APPLICATION THAT IS INCOMPLETE. SEND THE COMPLETED APPLICATION PACKAGE  
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 # \_\_\_\_ / \_\_\_\_

CHECK ALL THAT APPLY: \_\_\_\_ ACTIVE MILITARY \_\_\_\_ VETERAN

EMAIL \_\_\_\_\_

COMPANY NAME (will appear on certification card) \_\_\_\_\_

COMPANY MAILING ADDRESS:

\_\_\_\_\_  
STREET ADDRESS CITY ZIPCODE COUNTY

COMPANY TELEPHONE (note this number will appear on our website) \_\_\_\_ / \_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
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
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
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
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.

**APPLICABLE FEES**

**PLEASE CHECK THE APPROPRIATE FEE:**

- |  |           |
|--|-----------|
| <input type="checkbox"/> Application for Grade Level I Basic Certification   | \$ 150.00 |
| <input type="checkbox"/> Application for Grade Level II                      | \$ 200.00 |
| <input type="checkbox"/> Application for Grade Level III                     | \$ 250.00 |
| <input type="checkbox"/> Application for Grade Level IV                      | \$ 300.00 |
| <input type="checkbox"/> Application for On-Site Wastewater System Inspector | \$ 200.00 |

NOTE: Application for Installer and Inspector the fee is sum of two fees added together

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 package
- (3) Show completion of introductory class of on-site wastewater program approved by the Board.
- (4) Complete required initial education hours for Grade Level and/or Inspector
- (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:

Certificate of 18 hour approved Introductory Course for Grade Level I, II, III, IV  
Certificate of 24 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): | Certificate of 6 hours of approved continuing education course    |
| (2) | Grade II:        | Certificate of 6 hours of approved continuing education course    |
| (3) | Grade III:       | Certificates of 9 hours of approved continuing education courses  |
| (4) | Grade IV:        | Certificates of 12 hours of approved continuing education courses |
| (5) | Inspector:       | Certificate of 6 hour approved continuing education course        |

## 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. To qualify to renew certification holder shall be required to receive 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 prior to renewal 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.

## 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 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

Complete package must include:

Completed application for certification with no blanks

Certification fee

Copies of required attendance certificates

Exam application if applying for Grade Level III, IV and/or Inspector

Current exam application form is available on website [www.ncowcicb.info](http://www.ncowcicb.info) under forms

Mailing address: NCOWCICB P O Box 132 Lawsonville NC 27022

Incomplete packages will be returned