

## **NCOWCICB**

### **REQUIREMENTS FOR EDUCATION PROVIDERS AND CLASS CONTENT**

- Provider must apply to NCOWCICB for approval of classes
- Provider shall submit the NCOWCICB Approval of Continuing Education Classes Application attached to these requirements
- Application for class approval must be received by NCOWCICB at least thirty (30) days prior to Board meeting. NCOWCICB meets twice annually visit [www.ncowcicb.info](http://www.ncowcicb.info) and click on announcements and date page
- Request for class approvals from an Environmental Health Department must include a signed statement from the Environmental Health Supervisor confirming the daily operations of the county environmental health department will continue on the day of class without any disruption to services including permitting, inspections of systems and the protection of public health.
- Approvals shall be issued for the classes only, blanket approvals for providers shall not be issued
- Approvals shall be issued annually and will expire on 12/31 each year
- Approval for classes shall not be retroactive. To receive credit class must be approved prior to being held
- Provider shall submit to NCOWCICB class location and date a minimum of thirty (30) days prior to class being held
- Providers may apply for approval of classes that are less than total hours required for grade levels, however Provider must notify student, in writing, that full hour requirement for grade levels will not be met. A copy of said notification must be forwarded to NCOWCICB.
- Classes shall be held in person
- Continuing education class requirements:
  1. Minimum of one (1) hour of safety
  2. Information regarding continuing education requirements, renewal requirements, and NCOWCICB rules and regulations regarding certification
  3. Minimum of one (1) hour of NC on-site wastewater rules review
  4. The above requirements may be mixed in with other topics as they pertain to the topic
  5. Class presentations must be based on NC statewide rules and regulations. Content based on local rules shall not receive any credit hours.
- Provider of class shall present each attendee with an attendance certificate listing attendees name, provider's name, credit hours received, and date of class.

- Approval or denial of request shall be done in writing to Provider within thirty (30) days of decision by the board
- Class must be attended by the certification holder or person seeking certification. If the attendee is not recognized or known by the provider of the class, the provider must request a picture ID issued by state or federal authority to verify the identity of the person attending
- Provider must submit attendance records to NCOWCICB within two weeks after class is held. These attendance records must be submitted in excel format with the following column headings: Last Name, First Name, Company, Certification Number, Grade Level, Number of Hours received. The excel sheet shall have in the header the name of the provider and the date of the class. The excel sheet should be emailed to [csstephens@ncowcicb.info](mailto:csstephens@ncowcicb.info)
- Special requirements for the 18-hour introductory class and the Inspector class
  1. Representatives of proprietary products may participate in the class presentations however they shall not present on the products that they represent
  2. The 18-hour class is a foundation class with emphasis on rules and the basics of onsite wastewater therefore the content presented for advanced systems, pretreatment, etc shall be limited to a brief description of these systems
  3. The 18-hour class shall have hands on training and include system layouts and tank installation. The tank installation shall not be of a propriety type as the installation requirements vary by manufacturer
  4. The Inspector class shall be a 24 hour class
  5. The Inspector class shall cover requirements and rules for Inspections of existing systems and shall not include soils education
  6. Inspector class shall cover system types used in North Carolina
  7. The Inspector class shall include an inspection of an actively in use onsite wastewater system including pumping of the tank. This inspection shall include attendees locating the system components and uncovering the septic tank inlet and outlet.
  8. Class provider shall direct attendees of either 18-hour or Inspector class to [www.ncowcicb.info](http://www.ncowcicb.info) and the link for how to receive certification for details on requirements of certification
  9. Minimum of one (1) hour of NCOWCICB requirements and NCOWCICB rules. This presentation must be presented by NCOWCICB Chair or Executive Director. Provider shall coordinate class dates based on availability of the Chair or Director
  10. The 18-hour and Inspector class shall have maximum of 30 attendees

11. The 18-hour and Inspector class shall not be used for continuing education credit hours

- Evaluator Class Requirements and Information:

Required hours: 30 hours

The focus for the class shall not be soils as a prerequisite for the Evaluator certification is a minimum of 5 years as licensed soil scientist. The soil types shall be referenced as they pertain to permitting rules.

The 30-hour requirement can be separated into any number of days or configuration as the class provider so chooses so long as minimum requirements set forth below are met. Certificates of attendance shall not be issued until the full 30 hours have been completed.

The evaluator class shall not qualify as continuing education for any other certification issued by NCOWCICB. The evaluator class shall not be used in total or portion thereof to satisfy any other course required to receive certifications from NCOWICB.

A definitive skill set is needed for the Evaluator to be successful in the occupation and to protect public health and safety therefore the class and instruction shall be targeted to these skill sets:

- System Design. The evaluator must have a command of system design and instruction shall include the following:

Design of:

Gravity: Trench, Bed, Conventional, Accepted, Innovative

Pump to Gravity: Trench, Bed, Conventional, Accepted, Innovative

Fill Systems

Panel Block

Sand Lined Trench

Anaerobic Drip

## Aerobic Drip

## Steep Slopes

The instruction of design shall not be presented in only a power point presentation but shall include a field exercise i.e. hands-on where the class is given a set of soil notes, a proposed facility (4 bedroom home, 10 employee office, or 40 seat restaurant for example), and a lot with approved soil area. The class would determine which “tool” to use for the given lot and then lay out the proposed system on the ground. Once they have selected the appropriate system and laid it out they would then put the design on paper.

This section shall include the use of laying out/flagging the system and how to do systems on contour. Hands-on training

- System Installation. One of the biggest weaknesses of the current permitting system is the lack of installation knowledge. It is virtually impossible to properly permit a wastewater system if there is not complete understanding of installation considerations.

The evaluator course shall include content similar to that presented in the 18- hour new installer course and contain the following:

### Installation Basics

- a. Rules including setbacks, design flows...
- b. Tanks
- c. Gravity
  - Parallel
  - Serial
  - Beds
- d. Pump to Gravity
- e. Control Panels
- f. Pressure manifolds
- g. Sapro-lite
- h. Sand-lined Trench
- i. Fill Systems
- j. Panel Block
- k. Accepted

- l. Innovative
- m. Drip

- System Inspection. This is a particular area that many in the LSS community may not currently have experience in. It is vital that the Evaluator know what to look for during the inspection to ensure the process is a success.

Inspection Basics need to be covered for all the system types and this portion of training shall include a hands-on system inspection

Inspection standards shall be covered

Cover in detail how to find solutions to challenges during inspections . . . how to find a way to fix an issue not to just say no it doesn't pass inspection

- Course shall cover all the current rules in place regarding subsurface wastewater systems
- Timeline guidance: 10 hours for design, 10 hours for installation, 6 hours for inspection with pertinent rules in each section
- Representatives of proprietary products may participate in the class presentations however they shall not present on the products that they represent.
- This course shall have a heavy focus on hands-on training
- Packet shall be provided to each attendee containing required documents for evaluator certification and forms required on each system from LEH.
- Class providers and instructors for the Evaluator class shall keep in mind that the attendees may be from a specific region of the state, however, the Evaluator will be certified for the entire state and certified to do systems across the state
- Maximum number of attendees for evaluator class shall be 15 attendees

**NCOWCICB**

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

**[WWW.NCOWCICB.INFO](http://WWW.NCOWCICB.INFO) EMAIL: [csstephens@ncowcicb.info](mailto:csstephens@ncowcicb.info)**

**FAX: 800-915-0371**

**COVER SHEET FOR REQUEST FOR CLASS APPROVAL**

COMPLETE ALL BLANKS AND SUBMIT WITH APPROVAL REQUEST

CLASS PROVIDER NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

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

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**GRADE LEVEL REQUESTING APPROVAL FOR:**

GL I  GL II  GL III  GL IV  INSPECTOR  ALL LEVELS

**TYPE OF CLASS REQUESTING APPROVAL FOR:**

Continuing Education  18-hour class  Inspector class  Evaluator class

Attached to cover sheet details of class being offered including, but not limited to, class content, instructor name and qualifications, location of class (if not offered at set site list as various), title/name of class, etc.

Email completed application and supporting documents to [csstephens@ncowcicb.info](mailto:csstephens@ncowcicb.info)

In the event that provider wishes to seek class approval in person at a NCOWCICB Board of Directors meeting, provider must make a request to be added to the meeting agenda a minimum of thirty (30) days prior to board meeting.