

## **How to Receive Certification for Installer and/or Inspector**

### **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), NCSU (NC State University) and Onsite Wastewater Professionals (OWP). 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) and OWP [info@septicsschool.com](mailto:info@septicsschool.com)

### **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

**Grade Level Details for Installers:**

Grade Level of certification determines the type of system an installer can install. Grade Level II is the most common Grade Level of certification across the state. This is a choice the applicant for certification makes based on types of systems common in the region their installations will be made in.

Grade Levels and system types are covered in the 18 hour class and a decision can be made by the applicant.

Below are the types of systems that can be installed by each Grade Level:

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.

Each grade level includes those levels below it.

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

**Inspector Certification is required to inspect existing onsite wastewater systems when requested for a real estate transaction. This certification is not for inspection at time of installation.**

**All Inspector Applicants must complete the Inspector Class.** This class is offered several times annually and is provided by NCSTA (NC Septic Tank Association), NCSU (NC State University) and OWP (Onsite Wastewater Professionals). 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) and OWP: [info@septicsschool.com](mailto:info@septicsschool.com)

**All Inspector Applicants must complete 6 hours of continuing education in addition to inspector class.**

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 Inspector Certification:**

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