

Instructions

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

Requirements for Certification as an Installer

All Levels must take Installer 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). Visit our website www.ncowcicb.info click on class information

Additional credit hours are required based on level of installer certification

Grade Level III requires 3 additional hours of approved continuing education

Grade Level IV requires 6 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 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 under forms. The exam dates are posted on our website www.ncowcicb.info under exam information.

Submission of Application Package: Mail to NCOWCICB P O Box 132 Lawsonville, NC 27022.

Fees are payable to NCOWCICB via check, cashier's 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

Certification Renewal and Credit hours required to Renew:

All certifications expired on December 31st of each year. Continuing education is required prior to renewal. Renewals are due by November 15th 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), NCSU (NC State University) and OWP (Onsite Wastewater Professionals). Visit our website www.ncowcicb.info click on class information.

All Inspector Applicants must complete additional 6 hours approved credit hours.

These classes are offered by several providers in various locations. The schedule of these classes is listed on our website 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 under forms. The exam dates are posted on our website www.ncowcicb.info exam information.

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 additional 6 hour approved credit hours

- 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 31st of each year. Credit hours are required annually and prior to renewal. Renewals are due by November 15th of each year. These annual credit hours are in addition to hours required to receive certification.

Required credit hours to renew certification:

- Inspector 6 hours

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 BOX(ES):

- Application for Grade Level I \$ 150.00
- Application for Grade Level II \$ 200.00
- Application for Grade Level III \$ 250.00
- Application for Grade Level IV \$ 300.00
- Application for On-Site Wastewater System Inspector \$ 200.00

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.

EDUCATION REQUIREMENTS

The Applicant shall submit necessary Certificates to the Board of the required education as follows:

- Certificate of Installer Introduction Class for Grade Level I, II, III, IV
- Certificate of Inspector Class for Inspector Certification

In additon to Introduction Installer Class or Inspector Class the Applicant shall submit Certificates to the Board of the required intial education as shown below:

- (1) Grade III: Certificates of 3 hours of approved credit hours
- (2) Grade IV: Certificates of 12 hours of approved credit hours
- (5) Inspector: Certificate of 6 hours of approved credit hours

CONTINUING EDUCATION REQUIREMENTS

All certifications expire on December 31st of each year. Renewals are due by November 15th 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 credit hours taken prior to renewal and Renewal Fee for applicable certification(s). Renewal fees are due by November 15th of each year. Certified persons seeking upgrade in Grade Level or Inspector certification shall submit the necessary attendance certificate(s), pass the exam for the upgrade, and pay specific upgrade 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, Certification(s) issued, 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. I further acknowledge and affirm that I have received and read the guide to certification booklet.

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 of 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 under forms

Mailing address: NCOWCICB P O Box 132 Lawsonville NC 27022

Incomplete packages will be returned