

NCOWCICB

North Carolina Onsite Wastewater Contractor Inspector Certification Board

P O Box 132 Lawsonville, NC 27022

Phone: 336-202-3126 Email: csstephens@ncowcicb.info

Welcome to the onsite wastewater industry!

This industry serves a large portion of the citizens of North Carolina and should be entered with a mindset of protecting public health, property and the environment.

The industry is highly regulated via General Statutes and rules. As you enter this industry, you will need to be focused on details and follow instructions completely. What may seem like a small detail can make or break your success in this industry.

The following pages provide the information you will need to complete your certification process and to keep your certification active. Take the time to read the instructions provided for the certification you are seeking.

The certification you will receive is issued and regulated by The North Carolina Onsite Wastewater Contractor Inspector Certification Board (NCOWCICB). Certifications are not issued or regulated by the entity providing classes. Questions you have regarding your certification or any of the certification processes should be directed to NCOWCICB.

NCOWCICB can be contacted several ways:

Phone: 336-202-3126

Text: 336-202-3126

Email: csstephens@ncowcicb.info

Website: www.ncowcicb.info

On behalf of the Board, we wish you great success in this industry!

Connie S. Stephens, Executive Director

Table of Contents

Page 1-2. How to receive certification as an Installer

Page 3. How to receive certification as an Inspector

Page 4-5. Certification Renewal

Page 6. Instructions for Application for Certification

Page 7. Instructions for Exam Application

Page 8. Submission of Application Package

Page 9. Where to Submit Application Package

Page 10-13. Sample Application for Certification

Page 14. Sample Exam Application

Page 15-16. Frequently Asked Questions

Supplemental Documents

Application for Certification (also available under Forms on our website)

Exam Application (current form is available under Forms on our website)

How to Receive Certification as an Installer Effective 9/1/2024

Note: The general statute and rules for NCOWCICB reference the term “contractor” this refers to the more commonly used term of installer.

Installer certification is available in four levels. The level of application is a business decision determined solely by the applicant. Levels are based on the types of systems the certification holder will be able to install.

The grade levels and systems allowed for the levels are as follows:

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, up to 1499 gpd, 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.

Not sure which level to apply for? Grade Level II is held by the highest percentage of certification holders. Grade Level II allows the installation of most “normal residential” systems. Grade Level IV has the second highest percentage of certification holders and allows the installation of any onsite wastewater system. Grade Level I is very limited in that pump systems cannot be installed and no dispersal method other than gravel may be installed. Grade Level III does not allow very large systems, drip dispersal or pre-treatment.

Education Requirements Prior to Application

Grade Level I Requirements: Completion of Introduction Class

Grade Level II Requirements: Completion of Introduction Class

Grade Level III Requirements: Completion of Introduction Class plus additional 3 credit hours of NCOWCICB approved credit hours

Grade Level IV Requirements: Completion of Introduction Class plus additional 6 credit hours of NCOWCICB approved credit hours

NCOWCICB does not offer classes. Class dates, locations, and class provider information is available on our website www.ncowcicb.info under class information.

Exam Requirements

Grade Level III and Grade Level IV require an exam. The exam is offered four times annually in different locations. To qualify for an exam, the applicant must have all required application documents submitted and received by NCOWCICB a minimum of fifteen (15) days prior to the exam date. Dates and locations of exams are on the exam application and listed on our website www.ncowcicb.info under announcements and dates.

The exam contains fifty (50) questions. Multiple choice, true and false questions only. A passing grade is considered 70%. An applicant is allowed up to three attempts to receive a passing grade without having to retake classes and reapply. The exam content is based on information provided at the Introduction class with heavy focus on safety, setbacks, definitions and rules.

How to Receive 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.

Education Requirements Prior to Application

All Inspector applicants must complete the Inspector class and 6 credit hours of NCOWCICB approved credit hours.

NCOWCICB does not offer classes. Class dates, locations, and class provider information is available on our website www.ncowcicb.info under class information.

Exam Requirements

Exam for Inspector is required. The exam is offered four times annually in different locations. To qualify for an exam, the applicant must have all required application documents submitted and received by NCOWCICB a minimum of fifteen (15) days prior to the exam date. Dates and locations of exams are on the exam application and listed on our website www.ncowcicb.info under announcements and dates.

The exam contains fifty (50) questions. Multiple choice, true and false questions only. A passing grade is considered 70%. An applicant is allowed up to three attempts to receive a passing grade without having to retake classes and reapply. The exam content is based on information provided at the Inspector class with heavy focus on safety, setbacks, definitions and rules.

Certification Renewal

Renewals for all certifications are due each year on or before **November 15.**

Certifications expire on December 31 each year.

Only renewals postmarked on or before the due date of November 15 are guaranteed to be processed prior to expiration of certification. Certifications are not current until processed and logged into the NCOWCICB database. PLAN ACCORDINGLY.

NCOWCICB mails out renewal invoices each year in September and invoices are provided on our website www.ncowcicb.info.

Annual Education Requirements

Annual education is required for all certifications prior to renewing. Educational credit hours are not allowed to be carried from year into the next calendar year.

Annual Education Requirements:

Grade Level I: 3 credit hours

Grade Level II: 3 credit hours

Grade Level III: 6 credit hours

Grade Level IV: 6 credit hours

Inspector: 6 credit hours

Certification holders that have both Inspector and Installer certifications are required to have total of 6 credit hours

Note: Credit hours applied to receive certification cannot be used for required renewal hours

NCOWCICB does not offer classes. Class dates, locations, and class provider information is available on our website www.ncowcicb.info under class information.

Annual Renewal Fees:

All Grade Levels of Installer: \$75.00

Inspector: \$75.00

Certification holder has both Installer and Inspector: \$125.00

Late Payment of Renewals

Renewals postmarked from November 15 – December 31 do not incur an additional late fee however, receipts in this time frame do not have any processing time guaranteed. Keep in mind certifications are not current until processing is complete and contained in NCOWCICB database.

Renewals postmarked from January 1 – March 31 will have a \$25.00 late fee added to renewal fee. Renewals during this time frame do not have any processing time guaranteed.

Renewals postmarked on or after April 1 will be returned and certification holder will be required to go through the re-certification process. The re-certification process is based on certification requirements for each certification.

Extension of Time for Education and Renewal Requirements

NCOWCICB recognizes that occasionally extenuating circumstances will occur that prevent a certification holder from attending required education credit hours to qualify for renewal. Extensions of time will be granted for the following circumstances.

Long term illness of certification holder or that of the immediate family of certification holder

Active military duty

Contact NCOWCICB for required documentation to request extension

Application for Certification Completion Instructions

Application for certification shall be submitted **after** all the educational requirements have been met.

Application must be submitted with all pages and **no blanks** left on form. Incomplete applications will be returned. **Applications must be printed legibly or typed**

Name of Applicant: Enter first, middle and last name as shown on state or federal issued ID

Date of Birth: Month/Day/Year

Social Security Number: Social security number of person seeking certification not the federal identification number of the company

Home mailing address of applicant: Enter the mailing address for person seeking certification

Home telephone: Enter home number of person seeking certification

Cell #: Enter cell number of person seeking certification

Check all that apply: ___ Active Military ___ Veteran

Email: Enter email address of person seeking certification

Company Name: Enter the name of the company the person seeking certification will be performing work for. NCOWCICB does not require the company to be an LLC or Corporation. Sole proprietorships are allowed. If functioning as a sole proprietor, enter the name of person seeking certification.

Company Mailing Address: Enter the mailing address for company listed under company name.

County: Enter the county where the company address is located

Company telephone: Enter the phone number of the company listed under company name.

For Office Use Only: DO NOT WRITE IN THIS SECTION

Second page of Application:

Application Fees: Check box for certification(s) being applied for.

Certification fee amounts: Grade Level I \$150.00 Grade Level II \$200.00

Grade Level III \$250.00 Grade Level IV \$300.00 Inspector \$200.00

Total Fee Amount Enclosed: Enter Amount Enclosed

Last page of Application:

Answer yes or no to questions 1-3. If you answered yes to any question attach explanation sheet

Sign and date

Answer last question regarding employee classification Sign and date

Instructions for Exam Application

Name: Enter complete name as listed on application for certification

Date of Birth: Enter MM/DD/YEAR

Company Name: Enter company name as list on application for certification

Company Address: Enter company address as listed on application for certification

Company Phone: Enter company phone as listed on application for certification

Cell Phone: Enter cell phone as listed on application for certification

Email Address: Enter email address as listed on application for certification

Exam being requested: Check box(es) that apply

Exam Location: Check only one

If you need the exam administered orally this box must be checked. This service is available only to those that check the box at the point of submission of form.

Sign and date

Submission of Application Package

Application for certification shall be submitted after all required education class(es) are taken

Contents of complete package:

Grade Level I or II:

Completed Application for Certification

Copies of attendance certificate for Installer Introduction Class

Certification fee payable to NCOWCICB via company check, personal check, cashier's check or money order. The name of the applicant must be printed in memo section of the payment.

Grade Level III or IV:

Completed Application for Certification

Copies of attendance certificates for Installer Introduction Class and additional required credit hours

Completed Exam Application: (Note: This booklet contains a sample exam application. The current form is available on our website www.ncowcicb.info under forms)

Certification fee payable to NCOWCICB via company check, personal check, cashier's check or money order. The name of the applicant must be printed in memo section of the payment.

Inspector:

Completed Application for Certification

Copies of attendance certificates for Installer Introduction Class and additional required credit hours

Completed Exam Application: (Note: This booklet contains a sample exam application. The current form is available on our website www.ncowcicb.info under forms)

Certification fee payable to NCOWCICB via company check, personal check, cashier's check or money order. The name of the applicant must be printed in memo section of the payment.

Note: In the event you are making application for an installer and an inspector **at the same time**, you may submit only one application. Be sure to check both boxes on page two of application and include correct payment amount.

DO NOT STAPLE, CLIP OR OTHERWISE ATTACH DOCUMENTS OR PAYMENT

Where to Submit Package

Mail completed package to:

NCOWCICB

P O Box 132

Lawsonville NC 27022

It is not required but strongly recommended that you submit package with tracking.

Incomplete packages will be returned to applicant.

Note: Please allow a minimum of three weeks after receipt of package for processing.

**NORTH CAROLINA ONSITE WASTEWATER CONTRACTORS & INSPECTORS
CERTIFICATION BOARD**

APPLICATION FOR CERTIFICATION (SAMPLE)

**INSTRUCTIONS FOR COMPLETING APPLICATION: PLEASE PRINT CLEARLY AND COMPLETE ALL
BLANKS. 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 John Andrew Smith
FIRST MIDDLE LAST

DATE OF BIRTH 12 / 1 / 1972 (MONTH/DAY/YEAR) SOCIAL SECURITY NUMBER 987 - 00 - 1111

HOME MAILING ADDRESS 123 Main Street
STREET, P.O. BOX, OR RURAL ROUTE

First Town NC 12345
CITY STATE ZIP CODE

HOME TELEPHONE 467 / 644-9099 CELL # 467 / 648-1087

CHECK ALL THAT APPLY: ACTIVE MILITARY VETERAN

EMAIL youremail@internet.com

COMPANY NAME (will appear on certification card) Best Septic Ever

COMPANY MAILING ADDRESS:

1999 South St First Town 12345 Stokes
STREET ADDRESS CITY ZIPCODE COUNTY

COMPANY TELEPHONE (note this number will appear on our website) 467 / 648-1243

FOR OFFICE USE ONLY

PYMT AMT \$ _____

CERT # _____

GL Applied for GL I GL II GL III GL IV 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, up to 1499 gpd, 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

APPLICABLE FEES

PLEASE CHECK THE BOX(ES):

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

Total Fee Amount Due and Enclosed

\$ 300

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 addition to Introduction Installer Class or Inspector Class the Applicant shall submit Certificates to the Board of the required initial 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.

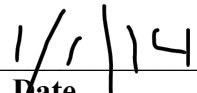
Check the appropriate boxes and sign below:

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 MISCLASSIFICATION WITHIN THE PAST TWELVE (12) MONTHS.

X  _____
Signature of Applicant

 _____
Date

NCOWCICB

NORTH CAROLINA ONSITE WASTEWATER CONTRACTOR INSPECTOR CERTIFICATION BOARD APPLICATION FOR CERTIFICATION EXAM (SAMPLE)

- INSTRUCTIONS:**
- 1. COMPLETE THE BELOW FORM IN ITS ENTIRETY** (note: For new applicants this application must be received by NCOWCICB no later than 15 BUSINESS DAYS prior to the exam date.
 - 2. YOU WILL RECEIVE CONFIRMATION OF APPROVAL TO RECEIVE EXAM ALONG WITH LOCATION AND TIME OF EXAM 7 DAYS PRIOR TO EXAM. CONFIRMATIONS ARE SENT VIA EMAIL. READ THE CONFIRMATION DETAILS CAREFULLY. VERBAL CONFIRMATIONS OF EXAM OR PACKAGE ACCEPTANCE ARE NOT GIVEN.**
 - 3. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

NAME John Andrew Smith DATE OF BIRTH 12/1/1972
FIRST MIDDLE LAST MM/DD/YR

COMPANY NAME: Best Septic Ever

COMPANY ADDRESS: 1999 South Street First Town NC 12345
STREET CITY ST ZIP

COMPANY PHONE: (467) 648-1243 CELL: (467) 648-1087

EMAIL ADDRESS: youremail@internet.com

EXAM BEING REQUESTED (CHECK LEVEL(S) THAT YOU WILL BE TAKING):

GRADE LEVEL III GRADE LEVEL IV INSPECTOR EVALUATOR

EXAM LOCATION (CHECK ONLY ONE):*

- March 2025 Date TBD Clemmons, NC
 June 2025 Date TBD Eastern, NC
 August 20, 2024 Asheville, NC
 Nov 15, 2024 Cary, NC

*DATES, TIMES & LOCATIONS SUBJECT TO CHANGE. CONFIRMATION WILL CONTAIN TIME AND EXACT LOCATION INFORMATION

REQUIRED EDUCATION INFORMATION :

NOTE: COPY OF CERTIFICATE OF ATTENDANCE FOR ANY REQUIRE EDUCATION MUST BE SUBMITTED WITH APPLICATION

PLEASE CHECK HERE IF YOU NEED THE EXAM ADMINISTERED ORALLY

ACKNOWLEDGEMENT: I, THE UNDERSIGNED AND ABOVE NAMED PERSON, DO HEREBY MAKE REQUEST TO NCOWCICB TO TAKE THE CERTIFICATION EXAM FOR THE CERTIFICATION REQUESTED ABOVE AND APPLIED FOR THROUGH NCOWCICB. I CERTIFY BY MY SIGNATURE BELOW THAT I HAVE MET ALL THE REQUIREMENTS FOR TAKING SAID EXAM INCLUDING BUT NOT LIMITED TO HAVING SUBMITTED A COMPLETE APPLICATION FOR CERTIFICATION TO NCOWCICB, PAID THE APPROPRIATE FEE FOR GRADE LEVEL SELECTED AND RECEIVED THE REQUIRED EDUCATION HOURS. I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL THE INFORMATION CONTAINED HEREIN IS TRUE.


APPLICANT SIGNATURE

11/1/14
DATE

IMPORTANT: ABSOLUTELY NO ELECTRONIC DEVICES ALLOWED IN TESTING AREA INCLUDING BUT NOT LIMITED TO CELL PHONES.

Frequently Asked Questions

Can I change my company name later? Yes, visit our website www.ncowcicb.info go to forms click on Certification Information Change Form

If I start as Grade Level II can I upgrade later to a Grade Level IV? Yes. When you decide to upgrade contact NCOWCICB at 336-202-3126 or csstephens@ncowcicb.info your data will be reviewed and information provided for steps you need to take

Can I only work in the county listed on my application? No. The certification is a statewide certification and you can work anywhere in the state of North Carolina

Do I have to be at the jobsite during the installation of a system? It depends. W2 employees and/or persons associated with the company through ownership can work under your certification and at jobsites without you being present. If the workers are not W2 employees or owners you must physically be at the jobsite at all times. Remember, the certification holder is held accountable for all work performed.

What do I do if I forgot to put something in my application package? Will NCOWCICB hold it for me to get additional items to them? Incomplete packages will be mailed back to the sender we do not hold packages for additional items.

What is my timeframe for taking credit hours to qualify to renew annually? Credit hours should be taken beginning after 1/1 and prior to 11/15 annually to renew on time

How do I know a class is approved? Visit our website www.ncowcicb.info click on class information if the class you are considering is not there contact us and we will let you know if it is approved

What happens if I take a class that is not approved when I take it? Can I still use those hours for credit? No. The class must be approved by NCOWCICB before the class to receive credit hours.

Why isn't there a class a few minutes from where I live? NCOWCICB does not offer classes. The class locations and dates are set by the providers. Classes are generally offered throughout the state annually for credit hours needed to renew.

What online classes are approved by NCOWCICB? None, all NCOWCICB approved classes must be held in person.

I currently hold certification and someone that works for me wants to get certified. What do they need to do? If they have been employed by you for three years and have taken credit hours in the two years preceding application, they can be exempted from taking the Introduction classes by providing affidavits. Contact NCOWCICB for details

I am a General Contractor in North Carolina. Do I need to be certified? It depends. A GC does not have to be certified provided they are the builder of record for the initial building of the residence, and they physically do the work on the system themselves or the physical work is done by W2 employees.

Can a homeowner install their own system? A homeowner does not have to hold certification to install and/or repair the system provided the system is a gravity fed, rock and pipe system. A homeowner cannot install any other dispersal method or any pump systems.

Who is responsible for keeping up with my attendance for classes? The certification holder must keep a record of their attendance.

How long must an Inspector keep a copy of inspections performed? 7 years

What is the average price of a system or inspection in North Carolina? NCOWCICB does not get involved in the pricing. Prices vary depending on site, type and location. This is a business decision made by the certification holder.

Can I require my customers to make a deposit on a job before I do the work? This is purely a business decision and NCOWCICB does not get involved in those decisions. Keep in mind if you do take money for a job, you must perform the work in a timely fashion. Taking money and not performing the work would be a violation of the Code of Ethics.

How does someone file a complaint against a certification holder? Complaints must be received in writing either electronically or by mail.

Will I be notified if a complaint is filed? Once a complaint is received it is reviewed by NCOWCICB. NCOWCICB does not accept complaints of frivolous content, based on hearsay or for actions that do not fall under the authority of NCOWCICB. After determination of validity, you will be notified in writing of the allegations, and you will be given twenty-one business days to respond in writing to the allegations. The Board reviews complaints at regularly scheduled Board meetings. Once a decision is made by the Board you will be notified of that decision and given any further actions required by you.

What are the most common complaints received against certification holders? Installation without the proper permit, incomplete inspections, and receipt of funds without performing the work agreed upon.

How do I know if a permit is required for work I am about to do? When in doubt contact environmental health in the county where the property is located.

If I decide to retire, what do I do about my certification? You can retire a certification at any time by notifying NCOWCICB of your decision. If you decide not to renew after you receive your renewal invoice, check the box that says you do not want to renew and mail it back to NCOWCICB.

What do I do if a certified employee leaves my company? Notify NCOWCICB via email or mail of their departure. If you have their new address and/or phone number, please provide that also.

What does a company do if only one person in the company is certified and they pass away? Notify NCOWCICB of the date of death. The company can continue to function under their certification for 90 days from date of death.

If I am certified as an inspector, can I inspect a system for an installer to get an operations permit? No. The Inspector certification is to be used for existing systems when an inspection is requested for a real estate transaction.

Supplemental Documents

Forms

The following forms are provided herein as a courtesy. The forms are also available on our website www.ncowcicb.info under forms

Blank Application for Certification

Blank Exam Application

**NORTH CAROLINA ONSITE WASTEWATER CONTRACTORS & INSPECTORS
CERTIFICATION BOARD**

APPLICATION FOR CERTIFICATION

**INSTRUCTIONS FOR COMPLETING APPLICATION: PLEASE PRINT CLEARLY AND COMPLETE ALL
BLANKS. 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) _____ / _____

FOR OFFICE USE ONLY	
PYMT AMT \$ _____	CERT # _____
GL I _____ GL II _____ GL III _____ GL IV _____	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
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

APPLICABLE FEES

PLEASE CHECK THE BOX(ES):

<input type="checkbox"/> Application for Grade Level I	\$ 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

Total Fee Amount Due and Enclosed

\$ _____

NOTE: ALL FEES ARE NON-REFUNDABLE

INITIAL CERTIFICATION REQUIREMENTS

The Applicant shall:

- (7) Be at least 18 years of age.
- (8) Submit a properly completed Application package
- (9) Show completion of introductory class of on-site wastewater program approved by the Board.
- (10) Complete required initial education hours for Grade Level and/or Inspector
- (11) Pays the applicable fee for Certification Application.
- (12) 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 initial 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:

5. 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
6. Are there any liens for labor or materials filed on any of your projects? yes no
7. 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
8. 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

NCOWCICB

NORTH CAROLINA ONSITE WASTEWATER CONTRACTOR INSPECTOR CERTIFICATION BOARD APPLICATION FOR CERTIFICATION EXAM

- INSTRUCTIONS:**
- 1. COMPLETE THE BELOW FORM IN ITS ENTIRETY** (note: For new applicants this application must be received by NCOWCICB no later than 15 BUSINESS DAYS prior to the exam date.
 - 2. YOU WILL RECEIVE CONFIRMATION OF APPROVAL TO RECEIVE EXAM ALONG WITH LOCATION AND TIME OF EXAM 7 DAYS PRIOR TO EXAM. CONFIRMATIONS ARE SENT VIA EMAIL. READ THE CONFIRMATION DETAILS CAREFULLY. VERBAL CONFIRMATIONS OF EXAM OR PACKAGE ACCEPTANCE ARE NOT GIVEN.**
 - 3. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

NAME _____ DATE OF BIRTH _____
FIRST MIDDLE LAST MM/DD/YR

COMPANY NAME: _____

COMPANY ADDRESS: _____
STREET CITY ST ZIP

COMPANY PHONE: (_____) _____ CELL: (_____) _____

EMAIL ADDRESS: _____

EXAM BEING REQUESTED (CHECK LEVEL(S) THAT YOU WILL BE TAKING):

- GRADE LEVEL III GRADE LEVEL IV INSPECTOR EVALUATOR

EXAM LOCATION (CHECK ONLY ONE):*

- March 2025 Date TBD Clemmons, NC
 June 2025 Date TBD Eastern, NC
 August 20, 2024 Asheville, NC
 Nov 15, 2024 Cary, NC

*DATES, TIMES & LOCATIONS SUBJECT TO CHANGE. CONFIRMATION WILL CONTAIN TIME AND EXACT LOCATION INFORMATION

REQUIRED EDUCATION INFORMATION :

NOTE: COPY OF CERTIFICATE OF ATTENDANCE FOR ANY REQUIRE EDUCATION MUST BE SUBMITTED WITH APPLICATION

PLEASE CHECK HERE IF YOU NEED THE EXAM ADMINISTERED ORALLY

ACKNOWLEDGEMENT: I, THE UNDERSIGNED AND ABOVE NAMED PERSON, DO HEREBY MAKE REQUEST TO NCOWCICB TO TAKE THE CERTIFICATION EXAM FOR THE CERTIFICATION REQUESTED ABOVE AND APPLIED FOR THROUGH NCOWCICB. I CERTIFY BY MY SIGNATURE BELOW THAT I HAVE MET ALL THE REQUIREMENTS FOR TAKING SAID EXAM INCLUDING BUT NOT LIMITED TO HAVING SUBMITTED A COMPLETE APPLICATION FOR CERTIFICATION TO NCOWCICB, PAID THE APPROPRIATE FEE FOR GRADE LEVEL SELECTED AND RECEIVED THE REQUIRED EDUCATION HOURS. I HEREBY CERTIFY THAT TO THE BEST OF MY KNOWLEDGE ALL THE INFORMATION CONTAINED HEREIN IS TRUE.

APPLICANT SIGNATURE

DATE

IMPORTANT: ABSOLUTELY NO ELECTRONIC DEVICES ALLOWED IN TESTING AREA INCLUDING BUT NOT LIMITED TO CELL PHONES.