

Instructions for Military Trained Application

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

- Complete Application for Certification. Do not leave any blanks. Please print or type application.
- Mail Application for Certification to NCOWCICB with appropriate fee made payable to NCOWCICB, mail to P O Box 132 Lawsonville NC 27022
- Include a copy of Letter of Training from military showing applicable onsite wastewater training and/or experience
- The fee for certification is based on Grade Level selection. Page two of the application shows the system types that may be installed for each Level
- All Grade Levels require an exam. Include an exam application if applicable with the package. The exam application is available on our website www.ncowcicb.info click on forms
- Once certification has been issued annual continuing education will be required based on Grade Level of certification: Grade Level II is 3 hours annually and Grade Level III and IV require 6 hours
- Annual renewals after receiving certification are due each year on Nov 15th. The annual renewal fee is \$75.00

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

**APPLICATION FOR CERTIFICATION WITH MILITARY TRAINING
EXPERIENCE EXEMPTION**

**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 INSPECTORS CERTIFICATION BOARD RESERVES THE RIGHT TO
REJECT ANY APPLICATION THAT IS INCOMPLETE. SEND THE COMPLETED APPLICATION WITH THE
APPLICABLE FEE (BY CHECK OR MONEY ORDER) MADE OUT 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 # ____/____/____

EMAIL _____

COMPANY NAME (will appear on certification card) _____

COMPANY ADDRESS _____
STREET ADDRESS CITY ZIPCODE

MAILING ADDRESS: _____ COUNTY _____

COMPANY TELEPHONE ____/____/____ COMPANY FAX ____/____/____

FOR OFFICE USE ONLY

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 II ☐ GRADE LEVEL IV

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 IV	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 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:

☐ Application for Grade Level II	\$ 200.00
☐ Application for Grade Level IV	\$ 300.00

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 prior to attending any required education classes.
- (3) Provide copy of Letter of Training form Military showing applicable training and/or experience in onsite wastewater
- (4) Pay the applicable fee for Certification Application.
- (5) Satisfactorily complete a written or oral examination approved by the Board for Grades III or IV.
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.

CONTINUING EDUCATION REQUIREMENTS

All certifications expire on December 31st of each year. Renewals are due by November 15th of each year. In the year of renewal of certification the Applicant shall be required to submit necessary Certificates to the Board of the following education hours:

- | | | |
|-----|-----------|--|
| (1) | Grade II: | Certificate of 3 hours of approved courses |
| (2) | Grade IV: | Certificate of 6 hours of approved courses |

RENEWAL OR CERTIFICATION IMPROVEMENTS

Applicants seeking renewal of Certificates shall submit evidence of required continuing education taken in the year of renewal and Renewal Fee for applicable Grade-level. Renewal fees are due by November 15th 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 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 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 ever 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