

How to Receive Certification as an Installer

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 either Grade Level II or Grade Level IV. Levels are based on the types of systems the certification holder will be able to install. Grade Level II does not require any previous industry experience. Grade Level IV requires the applicant to have held a satisfactory Grade Level II for a minimum of two years prior to application for Grade Level IV.

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

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| Grade II | Single Septic tank, Conventional (Gravel) Gravity System

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 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. |

Education Requirements Prior to Application

Grade Level II Requirements: Completion of Introduction Class

Grade Level IV Requirements: Once a Grade Level II has been satisfactorily held for minimum of two years, the applicant for Grade Level IV will need to take the 6 hour Advanced GL IV NCOWCICB approved class prior to making application to NCOWCICB and qualifying for Grade Level IV exam.

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

Exam Requirements

All certifications issued by NCOWCICB require an exam. NCOWCICB is required by G.S. to offer the exam three times annually with one in Eastern, Western, and Piedmont areas of the state. However, NCOWCICB will usually offer the exam several 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) business 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. Exam dates are given in a range of days. NCOWCICB will assign a date and time of exam to each applicant. Choosing a specific day within the date range is not an applicant option.

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.

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

Certifications expire on December 31 each year.

Only renewals received 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

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Annual Renewal Fees:

All Grade Levels of Installer: \$75.00

Late Payment of Renewals

Renewals received after the due date of November 15th will incur a \$25.00 late fee

All certifications expire on 12/31 annually.

Recertification of an Expired Certification

The recertification process varies depending on the individual time span of expiration of certification held. Contact NCOWCICB for requirements based on individual 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