

### **Application for Grade Level II 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

County: Enter the North Carolina County or n/a for out of state application

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.

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

Check the box that applies you do or do not have any other certification(s) from NCOWCICB

For Office Use Only: DO NOT WRITE IN THIS SECTION

#### **Second page of Application:**

Application Fees: Grade Level II \$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

### **Submission of Application Package**

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

Contents of complete package:

#### **Grade Level II:**

Completed Application for Certification

Copy of Installer Introduction Class Attendance Certificate

Completed Exam Application The current form is available on our website [www.ncowcicb.info](http://www.ncowcicb.info) under forms

Copy of Social Security Card

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. DO NOT SEND CASH**

## **DO NOT STAPLE, CLIP OR OTHERWISE ATTACH DOCUMENTS OR PAYMENT**

### **How 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.**

**All packages must be RECEIVED in complete format a minimum of fifteen (15) business days prior to exam.**

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

**APPLICATION FOR CERTIFICATION GRADE LEVEL II**

**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**

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 NC County

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

COMPANY TELEPHONE (note this number will appear on our website) \_\_\_\_/\_\_\_\_/\_\_\_\_

Check the appropriate box below:

\_\_\_\_ I do not currently have any other certifications issued by NCOWCICB

\_\_\_\_ I currently hold \_\_\_\_\_ certification(s) issued by NCOWCICB \_\_\_\_\_  
Type of Certification Certification #

FOR OFFICE USE ONLY

PYMT AMT \$ \_\_\_\_\_

GL II \_\_\_\_\_

CERT # \_\_\_\_\_

## GRADE LEVEL DESCRIPTION

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

**APPLICABLE FEE**

Application for Grade Level II \$ 200.00  
Amount 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) Provide copy of completion certificate of introductory class of on-site wastewater program approved by the Board.
- (4) Provides copy of social security card or printed verification of social security from [www.ssa.gov](http://www.ssa.gov)
- (5) Pays the applicable fee for Certification Application.
- (6) Satisfactorily complete a written or oral examination approved by the Board
  - 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.

## CONTINUING EDUCATION REQUIREMENTS

All certifications expire on December 31<sup>st</sup> of each year. Renewals are due by November 15<sup>th</sup> of each year. To qualify to renew certification holder shall be required to receive the following education hours:

Grade II: Certificate of 3 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 15<sup>th</sup> of each year. Renewals received after November 15 shall incur a late fee of \$25.00.

## 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