

Renewal invoices are mailed out to all current certification holders mid September annually. The mailed invoice has your information pre-printed. To follow is a generic invoice.

**DO NOT LEAVE ANY BLANKS IF USING THE
GENRIC INVOICE**

Due date for renewal each year is

November 15

All certifications expire on 12/31 annually.

**Renewals not received on or before the due date of
November 15 will have a \$25.00 late fee added to
renewal fee.**

NCOWCICB
North Carolina Onsite Wastewater Contractor Inspector Certification Board
P O Box 132 Lawsonville, NC 27022
Phone: 336-202-3126 Email: csstephens@ncowcicb.info

Renewal Details: Read Prior to Mailing Renewal to Avoid Delays

- The due date for renewal is 11/15/2026. Renewals received after 11/15/26 will be charged a \$25.00 late fee.
- **DO NOT STAPLE THE CHECK TO THE INVOICE**
- Your current certification expires on 12/31/26.
- Renewals received on or before 11/15/2026 will be processed prior to 12/31/2026.
- Complete renewal invoice, sign and return it with renewal fee. Incomplete invoices will be returned.
- If you do not plan to renew the certification, please check the appropriate block on the invoice and return it.
- If at any time you have questions about your certification, the requirements for classes, upgrading, etc contact NCOWCICB directly do not direct these questions to Local Environmental Health Departments or class providers.
- NCOWCICB must be notified within thirty (30) days of any change in your mailing address, phone numbers or company name.
- **IF YOU ARE PAYING WITH A TWO PART CHECK MAIL ONLY THE CHECK**
- Renewal can only be done via mail
- **DO NOT BRING THE RENEWAL TO A CLASS LOCATION**
- It is not required but recommended that you mail the renewal with tracking if you want confirmation that it has been received on or before the due date. DO NOT SEND WITH SIGNATURE REQUIRED FOR DELIVERY. Office personnel cannot tell you if the renewal has been received prior to complete processing.
- When using this generic invoice you **MUST** include the attendance certificate for required continuing education.

Return the invoice with the proper fee to the following address

NCOWCICB P O Box 132 Lawsonville, NC 27022

NCOWCICB CERTIFICATION 2027 RENEWAL INVOICE

Renewal Due Date 11/15/2026

Return this invoice along with fee check made payable to NCOWCICB

Complete the questions at bottom of invoice, incomplete invoices will be returned

Amount Due: \$75 each for GL II, IV, or Inspector \$100 Evaluator or PCI

DO NOT STAPLE CHECK TO INVOICE

☐ Check here if any information below is a change from 2026

PRINT CLEARLY

Name: _____

Company Name: _____

Address: _____

City: _____ ST: _____ Zip: _____

Grade Level: _____ Cert.# _____ Inspector#: _____ Evaluator#: _____ PCI# _____

Phone: _____ Email: _____

****COPY OF ATTENDANCE CERTIFICATE FOR REQUIRED CONTINUING EDUCATION MUST BE ENCLOSED****

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 certification? ☐ 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 certification been convicted of any criminal offense in last 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
5. 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 listed herein have been allowed or shall be allowed to install, inspect or evaluate using this certification.
6. ☐ I DO NOT wish to renew the certification
7. 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 ☐ I have not been investigated for employee misclassification within the past twelve (12) months.
8. I certify that I shall adhere to 21NCAC 39 .801(s) Employees of a local health department or DHHS shall not construct, install, evaluate, or repair, or offer to construct, install, evaluate, or repair, onsite wastewater systems outside of their employment with a local health department or DHHS.
9. I have read and understand the enclosed requirements for insurance requirements effective 1/1/27.

By signature below, I affirm the above statements are true to the best of my knowledge and hereby acknowledge that I will be subject to discipline if fraudulent information is contained herein.

X: _____ Date: _____

Signature of Certification Holder

Renewals received after 11/15/26 will incur an additional \$25.00 late fee. Renewals received after 3/31/2027 will not be processed and former certification holder will have to reapply to NCOWCICB for certification.

Insurance requirements effective 1/1/2027

G.S. 90A-72(a) . . . No person conducting any project requiring certification pursuant to this Article shall do so without holding sufficient general liability coverage for the project, as well as any additional liability coverage that may be required for systems completed pursuant to G.S. 130A-336.1 or G.S. 130A-336.2.

Frequently asked questions

Who is required to have general liability insurance? Any person certified by NCOWCICB

Will I need to provide copy of declaration page to NCOWCICB? Coverage is subject to verification by NCOWCICB, however unless specifically requested by NCOWCICB you will not need to submit the declaration page to NCOWCICB

What if I only do occasional work using my NCOWCICB certification will I need to have continuous insurance coverage? Insurance coverage will need to be in effect at the time of the project. For those that don't consistently perform services requiring NCOWCICB certification a per project policy may be available. Speak to your insurance agent for information on individual project coverage

Does NCOWCICB have insurance companies or agents they can recommend for coverage? No. NCOWCICB is not affiliated with any specific insurance company or agent.

What does it mean “. . . additional liability coverage that may be required for systems completed pursuant to G.S. 130A-336.1 or G.S. 130A-336.2”? 130A-336.1 refers to systems using Engineer Option Permits (EOP) for which general liability and errors and omission insurance coverage was already in effect. 130A-336.2 refers to systems using Authorized Onsite Wastewater Evaluator (AOWE) permits for which general liability and errors and omission insurance coverage was already in effect. Verification of insurance coverage for these permitted systems is subject to verification by the Engineer or Evaluator.

What is sufficient general liability insurance coverage for the project? Consult an insurance agent and provide details of project you are performing.