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## **Application for Onsite Certification by Examination Fact Sheet**

Only a certified professional, a professional engineer, a registered environmental health specialist, or a person under their direct supervision may engage in the inspection, pumping, siting, layout, construction, reconstruction, alteration, modification, repair, closure or otherwise changing of a onsite wastewater treatment system. "Direct supervision" is defined in [Title 124 – Rules and Regulations for the Design, Operation and Maintenance of Onsite Wastewater Treatment Systems](#) as meaning the person overseeing the work of others is physically present at the site where the work is being performed and has control over, responsibility for, and professional knowledge of the work being done.

An applicant may obtain a certificate by examination in one or more of the following categories:

- Master Installer;
- Journeyman Installer;
- Soil Evaluator;
- Inspector;
- Master Pumper; and
- Journeyman Pumper

A certified professional may only practice in the categories in which they hold a valid certificate.

An [endorsement](#) to engage in a special activity or procedure that requires advanced training or skills can also be obtained from the Department. An endorsement, however, can only be issued to a person holding a valid certificate in the appropriate categories as identified in the rules and regulations for the special activity or procedure.

To become certified, the applicant for certification by examination must submit to the Department an [application for certification by examination](#) containing the information described in Title 124. Alternatively, the required information may be submitted on a form provided by the Director.

All required information shall be typed or legibly printed and, at a minimum, must include the following:

- A request that includes the words “Application for Onsite Certification by Examination”;
- The applicant’s full name (first name, middle initial, and last name), mailing address and phone number;
- A listing of each certificate the applicant wishes to take an exam for;
- The [certification application fee and exam fee](#) for each exam to be taken;
- The statement “I swear or affirm that the information and documentation submitted are true, complete, and accurate”; and
- The applicant’s signature and date signed.

An individual seeking certification by examination in multiple categories of certification may submit a single application for certification by examination with one [application fee](#) for one or more categories, but must submit the examination fee for each examination to be taken. A separate examination is required for each category sought. Where application is made for multiple categories and certification application fees for the categories are different, the applicant must submit the highest fee.

[Examinations](#) are scheduled by the Department on a regular basis throughout the year. Applicants who pass an examination in any category will be issued a certificate in that category. A passing grade of 80% shall be required for certification in any category.

An applicant who fails an examination will be permitted to be re-examined at a subsequent examination. An applicant who desires to be re-examined must submit an application for certification by examination and the examination fee. The certificate application fee is not required for re-examination within two years of the initial application. An applicant who fails three examinations in succession shall obtain a minimum of six hours of approved continuing education prior to re-examination. Failure to pass the examination within two years of the date the initial application for certification by examination was received will result in the rejection of the application. An individual whose application has been rejected who desires certification must submit a new application for certification by examination and the applicable examination and application fees.

All certificates by examination expire December 31 of every odd-numbered year unless renewed in accordance with Title 124.