

**SECTION .0200 - CERTIFICATION OF ON-SITE WASTEWATER CONTRACTORS, INSPECTORS, OR AUTHORIZED ON-SITE WASTEWATER EVALUATORS**

**21 NCAC 39 .0201 APPLICATION REQUIREMENTS FOR CERTIFICATION**

- (a) Applications for certification shall be submitted on forms provided by the Board.
- (1) Applications for a contractor or inspector shall include:
    - (A) Applicant's name;
    - (B) Company address;
    - (C) Phone number;
    - (D) Date of birth;
    - (E) Email address, if available;
    - (F) Company or employer name and address;
    - (G) Company phone number;
    - (H) County where company is located;
    - (I) If the certification is for contractor or inspector;
    - (J) The contractor certification level requested;
    - (K) Certification number, if renewal;
    - (L) Required certification fee or annual fee for level of certification;
    - (M) Dates, locations, hours, and providers of required education and training;
    - (N) Applicant signature; and
    - (O) Social Security Number.
  - (2) Applications for evaluator shall include:
    - (A) Applicant's name;
    - (B) Company address;
    - (C) Phone number;
    - (D) Date of birth;
    - (E) Email address, if available;
    - (F) Company or employer name and address;
    - (G) Company phone number;
    - (H) County where company is located;
    - (I) Required certification fee;
    - (J) Dates, locations, hours, providers, and completion certificate that includes the required Board-approved evaluator course;
    - (K) Copy of current Errors and Omission Policy declaration page, as required by G.S. 130A-336.2;
    - (L) Copy of current General Liability Policy declarations page, as required by G.S. 130A-336.2;
    - (M) Copy of current Soil Scientist License pursuant to Chapter 89F;
    - (N) Verification of minimum of five years' experience in on-site wastewater soil science;
    - (O) Applicant signature; and
    - (P) Social Security Number.
- (b) Applications for renewal shall be submitted annually on forms provided by the Board and shall include:
- (1) Certification holder's name;
  - (2) Company name;
  - (3) Company address;
  - (4) Certification number(s)
  - (5) Copy of required continuing education documentation;
  - (6) Annual renewal fee;
  - (7) Current copies of all required insurance declarations pages;
  - (8) Evaluators will also submit current copy of LSS license; and
  - (9) Applicant signature.
- (c) Incomplete applications and applications not accompanied by the fee as set forth in Rule .0301 of this Chapter shall not be processed and shall be returned to the applicant.
- (d) Upon approval of an application pursuant to the requirements of this Chapter, the Board shall schedule an applicant to take the required examination.
- (e) The Board may request verification of education and training.

- (f) All certified contractors, inspectors, or evaluators shall submit a renewal application by November 15 of each year. If a renewal applicant's renewal application is not received by the Board until after December 31 of that calendar year, the renewal applicant shall pay a late fee of twenty-five dollars (\$25.00) in accordance with G.S. 90A-78(b). If a renewal application is received by the Board after December 31, it will not be processed until the late fee is received.
- (g) If the renewal application is postmarked more than 90 days after December 31, the person must meet the requirements for re-certification.
- (h) Applications for new certifications requiring testing pursuant to G.S. 90A-77 must be received by the Board at least 15 days prior to the scheduled date of the examination.
- (i) Any person requesting a certification level upgrade shall submit a request in writing and pay the difference in the fees set forth in Rule .0301 of this Chapter. Requests must be received no less than 24 hours prior to the scheduled date of the examination.
- (j) In cases where the applicant is ineligible for examination for failure to meet the requirements set forth in Rules and statutes, the applicant shall be notified by letter and advised of the reason for ineligibility.
- (k) Applicants who have supplied false information must wait 12 months before resubmitting an application for certification or renewal and must forfeit all fees paid.

*History Note:* Authority G.S. 90A-72; 90A-74; 90A-77; 90A-78; 130A-336.2;  
Eff. February 1, 2011;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. January 9, 2018;  
Amended Eff. June 1, 2021.