

2019 Certification Process

Installation Firms

Applications submitted, or post marked after Feb.15, 2019 are subject to a \$125 late fee. This includes incomplete applications. We will also add a \$30 late fee for each individual application.

Installation Firms must:

- Complete an application.
- Pay a \$400 certification fee.
- Have a valid OnlineRME account (if performing reportable O&M maintenance).
- List certified individuals employed by Firm. A minimum of one certified individual is required if the firm inspects or installs tanks.
- Provide a copy of your Firm's valid contractor license.
- Provide proof of general liability insurance of \$1,000,000, or more per occurrence.

Your certification is valid through March 15, 2020 if we have up-to-date copies of your insurance and contractor's license. If you renew your insurance or license and do not provide us a copy, we must remove you from our list of certified professionals, cancel your access to OnlineRME, and not issue permits until your certification is current.

Installers must:

- Complete an application.
- Pay a \$240 certification fee for each individual.
- Provide Continuing Education Units earned within the past 12 months (March 16, 2018– March 14, 2019) related to sewage/septic/O&M, must be submitted with your application. See application for required hours and back page for examples of accepted CEU's.
- Attach a copy of certificate of successful completion if any new training on a proprietary system was completed.

We will notify you if your application is incomplete. You won't be recertified in Pierce County until resolved.

Reciprocity

Individuals who haven't completed a certification exam in Pierce County but are currently certified and in good standing in another Washington State county are eligible for certification.

Questions about certification process? Contact:

Sara Bird (primary)
Alisha Roston (secondary)

(253) 798-7692
(253) 798-4727

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On-site sewage system (OSS) course examples for Certified Professional CEUs:

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| General maintenance or O&M for OSS | OSS troubleshooting |
| O&M for proprietary systems | OSS timer panel/electrical training |
| OSS Installation training | Septic Pumper training |
| OSS related safety training | Soils training |
| OSS related conferences | OSS worker first aid training |
| Tacoma-Pierce County Health Department workshop | Public Health related conferences |
| Recommended Standards and Guidance (RS&G) or regulation training | |

If you received training not listed in the categories above, we require a syllabus, agenda and any additional information to determine suitability of CEUs.

Questions about CEUs? Contact:

Leigh McIntire	(253) 798-6144	lmcintire@tpchd.org
George Waun	(253) 798-6485	gwaun@tpchd.org