

This guidance document is advisory in nature but is binding on an agency until amended by such agency. A guidance document does not include internal procedural documents that only affect the internal operations of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document.

12-015

September 2025

Onsite Professional Certification Requirements

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 an onsite wastewater treatment system. "Direct supervision" is defined in [Title 124 - 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.

Certificate Categories

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. The following endorsement is available for those holding a Master Installer certificate:

- Mound Endorsement

Application

To become certified, the applicant must submit to the Department an [application for onsite certification](#) containing the information described in Title 124, or provide all required information typed or legibly printed. The applicant must also complete and submit a [citizenship attestation form](#), the application fee, and the examination fee. **All fees are nonrefundable.**

An individual seeking certification by examination in multiple categories of certification may submit a single application form with one application fee, 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.

Examination

In-person [examinations](#) are scheduled by the Department on a regular basis throughout the year. The Department also offers virtual examinations by request. Applications received less than five days prior to a scheduled examination date may be held for the next scheduled examination date. Applicants must show photographic identification at the examination site to be admitted for examination.

The examinations will be by open book testing and the Department will make available to each examinee at the test site a copy of Title 124 and other documents which cover the subject matter tested in the exam. All materials provided to the examinee by the Department for use during the examination will remain the property of the Department and must be returned upon completion of the exam. Any materials brought by examinees to the examination site for use in completing the examination may be subject to inspection by examination proctors and subject to confiscation or exclusion from the examination area for the duration of the exam without advance notice to examinees.

Use of equipment capable of copying or reproducing the examination by the examinee during the examination is prohibited and may result in expulsion from the examination, rejection of the application and forfeiture of all fees submitted. In addition, use of telephonic or radio equipment by the examinee during the examination is prohibited and may result in expulsion from the examination, rejection of the application and forfeiture of all fees submitted.

The Department may provide special arrangements for administering the examinations, which to the extent possible, will accommodate special circumstances of an applicant without compromising the examination purposes or integrity. Such special circumstances may include, but not be limited to, reading difficulties, physical skills limitations, or absence from the state during regular examination dates. Accommodation may include special proctors or readers, oral examination, dictation of answers, use of on-line exams, or use of non-resident proctors.

Applicants will be notified in writing regarding the examination results. Results will be either pass or fail. Applicants who pass an examination in any category will be issued a certificate in that category.

A passing grade of 80% percent shall be required for certification in any category.

An applicant who fails an examination will be permitted to re-test at a later date. An applicant who desires to re-test 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 certification fees.

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