

**Below is a sample of renewal invoice mailed to each certification holder
and contains pertinent information about the renewal process**

NCOWCICB

(North Carolina Onsite Wastewater Contractor Inspector Certification Board)

P O Box 132 Lawsonville, NC 27022

Phone (336) 202-3126 Fax 866-651-8102

Email: CSStephens@ncowcicb.info

To: Certification Holder
From: Connie S. Stephens, Executive Director NCOWCICB
Subject: Renewal of Certification and Updates
Date: September 15, 2011

Enclosed is your renewal invoice for your North Carolina Onsite Wastewater Contractor Inspector Certification. Please complete any applicable blanks and return it with your renewal fee. The certification that you now hold will expire on 12/31/11. Renewals are due by November 15, 2011. Renewals not received by the due date may not be processed by 1/1/12. To renew your certification you must have completed your continuing education. If you do not plan to renew the certification, please check the appropriate block on the invoice and return it. Read your invoice carefully, if requested on the invoice you must include with your renewal a copy of your attendance certificate for continuing education. **Do not include class attendance sheet unless requested.** Renewal can only be done via mail; **DO NOT BRING THE RENEWAL TO A CLASS LOCATION.**

Return the invoice with the proper fee to the following address: **NCOWCICB P O Box 132 Lawsonville, NC 27022**
DO NOT MAIL THE RENEWAL TO RALEIGH

IMPORTANT REMINDERS ABOUT CERTIFICATION

- The certification is issued with an individual's name and a company name. This certification can only be used to install, repair and/or perform a point of sale inspection by the individual or the employees of the company listed on the certification. The certification cannot be used by subcontractors. The practice of allowing uncertified individuals or companies to use your certification will not be tolerated by NCOWCICB as this is in violation of Article 5 General Statute Chapter 90A. In the event this practice is reported to NCOWCICB your certification may be revoked.
- Those holding certification for inspector cannot issue a report that lists an onsite wastewater system as Failing. Only the Local Environmental Health Department can deem a system as Failing. The inspection is a fact-finding function. In the event that facts are found that would deem a repair might be necessary, the inspector should note that the Local Environmental Health Department should be contacted. It is not the responsibility of the Inspector to suggest repair designs or system options.
- To file a complaint regarding violations of certification, send detailed information to NCOWCICB P O Box 132 Lawsonville, NC 27022, complaints must be in writing and notarized.
- To change the grade level of your certification you will need to complete a modification to application form, which is available on the web at www.ncowcicb.info. Depending on the type of change you may need to take additional education hours and/or an exam. To discuss your individual changes please contact by phone or email at CSStephens@ncowcicb.info
- Remember that you must take continuing education before you renew your certification. In order to renew in a timely fashion you will need to have your continuing education completed before the due date of November 15, 2011.
- 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.

**NCOWCICB
CERTIFICATION RENEWAL INVOICE**

Return this sheet along with fee check made payable to NCOWCICB in the enclosed envelope.

Check the Renewal Fee amount enclosed. **CHECK ONLY ONE BLOCK:**

- Grade Level I \$75.00
- Grade Level II \$75.00
- Grade Level III \$75.00
- Grade Level IV \$75.00
- Inspector \$75.00
- Combo Grade Level IV and Inspector \$125.00

Please enclose your attendance certificate from the continuing education class you have attended.

I DO NOT wish to renew the certification

This is a sample invoice. If using this to renewal complete all blanks in the box below

Full Name: _____
Company Name: _____
Address: _____
City: _____ State _____ Zip _____
Grade Level: _____ Certification Number _____
Inspector Certification Number _____

The following information needs to be corrected. Please type or print clearly the information that needs to be corrected.

Name: _____

Company Name: _____

Mailing Address: _____

Other: (If you are downgrading to a lower grade level please enter the information here)

Renewals are due by November 15, 2011.

Renewals postmarked after 12/31/11 will incur an additional \$25.00 late fee.

Renewals received after 3/31/12 will not be processed and former certification holder will have to reapply to NCOWCICB for certification.