

Installer Certification and Recertification Criteria of Indiana Onsite Wastewater Professionals Association (IOWPA) Revised 3/31/17

Section 1. Definitions

Certified Installer: An installer who passes a written proficiency examination conducted by IOWPA and maintains certification through retesting or obtaining the required Continuing Education Units. ***This is an individual certification requiring the certified individual to be physically onsite for the installation.***

1. **Local Health Department (LHD):** A county, city or area health department formed in accordance with Indiana Code 16-20.
2. **Onsite Sewage System (OSS):** a system for the treatment and soil absorption of sewage as defined in state rules governing sewage disposal for structures not connected to sanitary sewer.
3. **Registered Installer:** A Certified installer that is registered with a Local Health Department.
4. **Department:** the Indiana State Department of Health.
6. **IOWPA:** Indiana Onsite Wastewater Professionals Association.

Section 2. Examination:

Every installer and regulator engaged in the construction or regulation of an OSS in Indiana shall be knowledgeable of all laws, rules, and technical specifications, ordinances, and standards of both the State of Indiana and the counties that they are working in.

1. The applicant for certification shall demonstrate knowledge of the applicable laws, rules, technical specifications, and ordinances before becoming certified by passing a written examination conducted by IOWPA.
2. The examination shall be in multiple parts. IOWPA will develop examinations to test the applicant's knowledge of laws, rules, regulations, and ordinances and standards of the State of Indiana.
 - a. Part A will be a 'General Test' – everyone must pass (covers general gravity OSS and drainage)
 - b. Part B will be a 'Flood Dosed' test covering flood dosed, sub-surface, gravity feed.
 - c. Part C will be a 'Pressure Distribution and Sand Mound'
 - d. A future test may include alternative technology OSS for which an interim standard has been published by the department.
3. The examinations shall be reviewed from time to time to determine their applicability to current laws, rules, technical specifications and ordinances.
 - a. A score of eighty (80) percent or higher on each part will be considered passing. If the applicant fails to pass any part of the examination, the applicant may re-apply for Installer Certification no earlier than one (1) month following the examination date.
 - b. After 30 days a new test maybe taken at the earliest opportunity. The retest can be taken:
 - i. When IOWPA has a planned training day.
 - ii. A date scheduled with two proctors appointed by the certification committee. The cost of such test will be set at each instance but not to exceed the annual fee.
 - c. When a written examination is not feasible due to language or reading difficulties, an oral examination will be allowed given ample notice.

Section 3. Installer Certification:

An applicant shall comply with the requirements for obtaining certification, and may be certified to install an OSS for the following.

1. Upon successful completion of the examination for Section 2.2.a. (Part A), the applicant shall be issued a certification to install a gravity OSS and a flood dose OSS. Certification to install a gravity OSS and a flood dose OSS is required prior to certification to install a trench pressure OSS and a sand mound OSS, or certification to install and an alternative technology OSS for which an interim standard has been published by the department.
2. Upon successful completion of the examination for Section 2.2.b. (Part B), the applicant shall be issued a certification to install a trench pressure OSS and a sand mound OSS.
3. Upon successful completion of an examination for Section 2.2.c for an alternative technology OSS for which an interim standard has been published by the department, the applicant shall be issued a certification to install an OSS for that alternative technology.
4. Such certification shall be valid for a term of three years and on the third shall be renewed. The Certification shall bear the name and address of the certified installer, the categories of certification, and the expiration date shall not be transferable. The installer shall re-apply for Certification and provide documentation of the required CEUs or pass the necessary proficiency tests.
5. IOWPA may approve Continuing Education Units (CEUs) for educational experiences attended by the certified installer, in lieu of the testing requirement for renewal.
6. The installer shall possess a copy of the certification at all times when installing OSS.
7. A certified installer shall be on the site at all times during OSS construction, and shall be responsible for the construction. A certified installer may supervise other construction workers as a necessary to assist in the construction.
8. Certified installers must contact each LHD in whose jurisdiction they desire to work to determine if the county requires local registration. If a county requires local registration, the certified installer shall meet the requirements for registration.

Section 4. Continuing Education Units

Renewal of certification is required every third year. Continued certification as an OSS installer by IOWPA requires a total of 20 in the 3 year certification period. It is recommended that certified individuals complete at least 6-7 hours of continuing education each year to apply towards the total required, Records will be maintained by IOWPA by Certification Number for each certified individual. It is the responsibility of the certified individual to see that continuing education records are submitted to IOWPA. It is recommended the continuing education certificates be submitted in the year they were earned. Yearly statements will be issued to keep certified individuals informed of their progress. Should an individual fail to participate in the required number of hours, the certification by IOWPA will be withdrawn. To be recertified the individual will have to regain certification by examination.

Each year the Certification Committee of IOWPA will identify educational programs that can be used to fulfill the requirement. Event organizers and IOWPA members may submit events along with an agenda and topics for committee consideration at least two weeks in advance of the event. Approval of these will include the amount of time allotted for each program. As the list of approved sessions is developed, the approved educational meeting as well as the time and place will be listed on the IOWPA website. The IOWPA

Certification Committee will insure that a method of reporting attendance will be available for certified attendees.

Acceptable programs will be referenced on the Continuing Education Unit Tracking Form located at www.iowpa.org

Section 5. Guidelines to Qualify for CEU points

Sponsoring Organization:

1. Must be prearranged at least 2 weeks in advance
2. Meeting must pertain to on site waste water education.
3. The agenda and topics must be submitted to the Certification Committee.
4. Program organizer will agree to provide a roster of attendance
5. Number of units to be determined by Certification Committee for each event.

For individual members:

1. IOWPA members may submit individual events to the Certification Committee within two weeks after the event with a copy of the agenda and topics and proof of registration.

Section 6: Fees

Fees for Examination, Certification, and Renewal of Certification will be set by the Certification Committee and approved by the Board of Directors.

Section 7: Recertification and IOWPA Membership (updated as of 11/2014)

Effective January 1, 2016, all certified professionals must maintain a current IOWPA membership to be included on the IOWPA website listing of 'Certified Professionals'. If membership is not current, certification will be considered 'inactive'.

Section 8: Retesting to Recertify and Updating Membership (updated as of 5/12/16)

Effective January 1, 2016, if a certified professional has not maintained 20 CEUs (commencing 1/1/2017) by their recertification date and retests only to recertify, the retest fee may be at a premium and will be determined by the Certification Committee. In addition, if dues are two years in arrears, it will be required to pay them to become current.