



Office of Environmental Health Services
350 Capitol Street, Room 313, Charleston, WV 25301-3731
(304) 558-2981 FAX 558-1071

APPLICATION FOR CERTIFICATION AS A CLASS I OR CLASS II SEWER SYSTEM INSTALLER

☐ **New Class I Certificate** ☐ **Renewal of Expired Certificate No.** _____

☐ **New Class II Certificate (no additional fee required) Class I Cert. No.** _____

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

COUNTY _____ PHONE NUMBER _____

BIRTHDATE _____ SOCIAL SECURITY NUMBER (Last 4 digits only) _____

EMAILADDRESS: _____

**** Required information:**

Do you employ one or more individuals who work in West Virginia? ☐ Yes ☐ No

If yes, provide **Federal Employer Identification Number (FEIN)** _____

(Application must be denied if you are in default with unemployment or workers compensation.)

***If available provide the information below:**

WV DIV. OF LABOR CONTRACTOR'S LICENSE NUMBER _____

ISSUED TO: _____

Please note: A Sewer System Installer Certification can be obtained prior to getting a contractor's license from the WV Division of Labor.

I do hereby make application for certification as a Class I sewer system installer. I have been furnished with a copy of the West Virginia legislative rule governing Sewage Systems, 64 CSR 9, and Sewage Treatment and Collection System Design Standards, 64 CSR 47. I am thoroughly familiar with both documents and do hereby agree to comply with all applicable provisions of said rules and design standards.

Date

Signature of Applicant

Class I Sewer System Installer Fee \$ 150.00. Payment may be made by: check or money order payable to WV Department of Health or online at <https://oehs.wvdhhr.org/phs>.

FOR HEALTH DEPARTMENT USE ONLY

Class I Exam Part I (2 pts. each = 52 pts.) _____ Part II (2 pts. each = 24 pts.) _____

Part III (3 pts. each = 12 pts.) _____ Part IV (12 pts. each = 12 pts.) _____

Total Points Scored of 100 pts. possible = _____ %

Class II Exam Questions 1-85(Number Correct) _____ = _____ %

Class I or II Online Exam Score: _____

Exam Date: _____ Date Graded: _____ Graded by: _____

Class I or II Certificate No. Assigned: _____ Expiration Date: _____

Other Action: _____

For Central Office Staff Only

Date & Initial: Wallet Card

Issued: _____ Added to Database: _____

Defaulted List Checked: _____

Ck/MO/Epay: _____ Dated: _____ Amt: _____ Name: _____

APPLICATION INSTRUCTIONS

Class I and Class II Certificate Application Instructions

1. A copy of your current driver's license
2. *Optional* A copy of your current contractor's license*

** Please note: A Sewer System Installer Certification can be obtained prior to getting a contractor's license, but a contractor's license is necessary to obtain permit to install an on-site sewage system per the requirements of the WV Division of Labor.*

Applications and requested items can be mailed, faxed, or emailed to:

**Office of Environmental Health Services
Attn: PHS On-site Sewage Program
350 Capitol Street, Room 313
Charleston, WV 25301-1071**

Fax: 304-558-1071

Email: oehsphssewage@wv.gov

Online Exam Requirements

1. A computer with a microphone, camera, and speakers. We must be able to see and hear each other to complete the exam. You may be asked to move your camera around to show your work area prior to the exam.
2. The online exam will utilize Google Meet. You will be sent a link to the exam to your email address provided on the application by a District Sanitarian.

Online Exam Code of Conduct

1. This is a closed book exam. You are not allowed to use any reference materials during the exam including any printed materials, electronic devices other than the computer being used to take this exam, email, instant messaging, or internet searches. No other person can assist you while taking the exam unless assistance is provided as an accommodation for a disability. Requests for accommodation must be stated on page 1 of the application and approved prior to the exam.
2. You will not attempt to reproduce this exam in any way by taking screenshots, photographs, or making any written accounts of the contents of the exam. You will not post any questions from this exam on any internet or social media site. You will not attempt to share the exam with any other person by email, text message, or any other means.
3. You acknowledge that if you are found to be in violation of items 1 and/or 2 above that this can result in your exam being invalidated and your installer certification being suspended or revoked.

Once you have successfully passed the examination, you will need submit payment before your license will be issued.