



West Virginia Department of Health and Human Resources  
 Bureau for Public Health  
 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 Bureau for Public Health or online at [DHHR - Sewage System Installer Certification and Renewal \(wvsto.com\)](http://DHHR - Sewage System Installer Certification and Renewal (wvsto.com)) or 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 Certificate Application Instructions

The following items must be included the following with your application:

1. A check or money order for \$150 made payable to "WV Bureau for Public Health." Or if online payment please submit a copy of the page indicating "Payment Successful".
2. A copy of your current driver's license
3. *Optional* A copy of your current contractor's license\*

### Class II Certificate Application Instructions

The following items must be included the following with your application:

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.*

### Mail your completed application and the above items to:

**Office of Environmental Health Services  
Attn: Dona Hall  
350 Capitol Street, Room 313  
Charleston, WV 25301-1071**

### 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 ZOOM. 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.