



# Oregon

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**Name**

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**City, State, Zip**

## **-IMPORTANT-**

### **Re: Onsite System Installer and Maintenance Provider Recertification**

You are receiving this letter because you are currently a certified installer or maintenance provider. The letter is intended to give you information about maintaining your certification, or becoming recertified. Please read this letter carefully.

#### **Background**

Through the rulemaking process an external stakeholder committee recommended to the Department of Environmental Quality (Department) that a rule be adopted that requires Onsite System Installers and Maintenance Providers to be certified as having completed minimum education and training requirements. On March 1, 2005 Oregon Administrative Rule (OAR) 340-71-0650 regarding Training and Certification Requirements for System Installers and Maintenance Providers went into effect (this rule is attached for your reference).

This rule, among other things, requires an initial training course. If you have received this letter then you have already completed this initial training course. The initial training course is offered by Chemeketa Community College (CCC) through an Intergovernmental Agreement with the Department. OAR 340-71-0650 also requires that recertification be given to each certified person who completes 18 hours (1.8 CEU's) of approved continuing education following his/her most recent certification and to each formerly certified person who completes these requirements within six months after his/her certification expires.

#### **Approved Continuing Education**

All continuing education is approved by the Oregon Environmental Services Advisory Council (OESAC). OESAC keeps a list of all courses that have been approved for continuing education that are applicable to the recertification requirements for Onsite System Installers and Maintenance Providers. This list is available on the internet at [www.oesac.org](http://www.oesac.org). If you have taken courses since the date of your certification that are not listed on the Onsite portion of the OESAC website then the course will not count toward your continuing education hours. The initial training course does not count toward your 18 continuing education hours. OESAC accepts applications for approval of continuing education courses; they do not seek out potential courses and solicit course providers to submit applications for approval of their course. It is your responsibility to seek out courses that are applicable to the onsite industry and ensure that the course providers have submitted their course evaluation information to OESAC and received approval of their course.

One way to keep abreast of possible courses is to become a member of Oregon's onsite professional organization, the Oregon Onsite Wastewater Association (O2WA). O2WA's mission is to give a voice to members of all disciplines and trades, to encourage the free exchange of ideas, to upgrade skills through education and training, and to promote the development of new and improved practices, policies and uniform standards. Information on O2WA can be found on their internet site at [www.oronsite.org](http://www.oronsite.org). O2WA deals with pertinent issues in the Onsite industry and also provides a quarterly newsletter to all members that often contain availability of upcoming training resources. You are not required to become a member of O2WA, however, this organization is a source of information for onsite professionals and continuing education courses.

### **Getting Recertified**

One to two months prior to your initial certification expiration you will receive notice by mail from Chemeketa Community College (CCC) that will tell you when your initial certification expires. If you are interested at this time about your certification status you can find that information on the Department's website at <http://www.deq.state.or.us/wq/onsite/certification.htm>.

The letter from CCC will include instructions on how and what to send CCC to get recertified. That letter will require you to submit documentation that you have received 18 hours of continuing education. That documentation will be in most cases the course completion certificate that the course providers should give to you following successful completion of the course. The letter will also ask for updated mailing address and business name change information if applicable. A fee of \$30 will be required to process your submittal.

As you will be required to submit your course completion certificate(s) to CCC you are the person responsible for keeping track of your course completion certificates and for tracking your continuing education hours. Neither the Department nor CCC tracks continuing education hours you receive during the three year certification period. If you have not kept track of your course completion certificates then you will need to contact the training provider to attain another copy of your certificate. The training provider should have information regarding your course completion as OESAC mandates keeping that information for three years as part of their course review process.

### **What happens if I fail to complete my 18 hours of continuing education?**

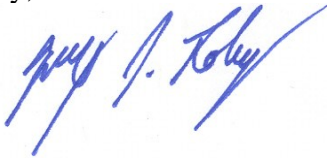
If you do not complete your continuing education hours within your three year initial certification period you can no longer do any onsite system installations or conduct any operation and maintenance provider services, as applicable unless under the direct supervision of a person in possession of a current certification. Conducting onsite system installation or maintenance provider services without a valid certification is a violation of OAR 340-71-0650(1)(a) or (b) as applicable and is enforceable by the Department.



If you do not complete the required 18 hours of continuing education prior to your certification expiration you have 6 months to complete your 18 hours of continuing education. **During this period you are not authorized to conduct any onsite system installations or maintenance provider services, as applicable.** You may retake the initial certification course, however due to instructor availability and scheduling considerations it may be a significant amount of time before courses are available for those wanting to retake the initial certification course. The Department prefers attaining the 18 hours of continuing education over retaking the initial certification course.

The Department, in cooperation with Chemeketa Community College looks forward to the first recertification period and can provide assistance with meeting the recertification requirements as outlined above. Below I have listed contact information that you may find valuable if you have questions regarding recertification.

Sincerely,



Zach Loboy  
Onsite Program Coordinator

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Center for Business and Industry  
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Oregon Onsite Wastewater Association  
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**340-071-0650**

**Training and Certification Requirements for System Installers and Maintenance Providers**

(1) Certification required. After March 1, 2006, under this rule:

- (a) A person who supervises or is responsible for construction or installation of onsite systems must be a certified installer unless the person is the permittee for construction or installation of the system or the permittee's regular employee.
- (b) A maintenance provider who inspects, maintains, or certifies or supervises maintenance on onsite systems using alternative treatment technologies, recirculating gravel filters, or commercial sand filters must be certified as a maintenance provider unless the maintenance provider owns the system being serviced and has received training from the manufacturer on proper maintenance of the system.

(2) Training and certification programs. The department may enter interagency agreements to provide a program to train and certify onsite system installers, maintenance providers, and other onsite maintenance providers as described in this rule.

(3) Initial training and certification.

- (a) Each initial training course for certification must provide the minimum training described in this section. One day of training equals 8 hours including a total of 30 minutes of break time and a 1-hour lunch.
- (b) Course instructors must have academic credentials or field experience in the course discipline and experience as instructors.
- (c) Installer training.

(A) The training course for installers must include at least 8 hours of lectures, demonstrations, hands-on training, course review, and exam. The department encourages use of audiovisual materials to complement lectures where appropriate.

(B) Installer training must at a minimum adequately address the following topics:

- (i) Working knowledge of onsite rules.
- (ii) Working understanding of permits.
- (iii) Basic math skills.
- (iv) Technical drawing.
- (v) Field layout of onsite system.
- (vi) Installation requirements.
- (vii) Job safety practices.



(d) Maintenance provider training.

(A) The training course for maintenance providers must include at least 8 hours of lectures, demonstrations, hands-on training, course review, and exam. The department encourages use of audiovisual materials to complement lectures where appropriate.

(B) Maintenance provider training must adequately address the following topics:

(i) Working knowledge of onsite rules.

(ii) Working understanding of permits.

(iii) Basic math skills.

(iv) Technical drawing.

(v) Onsite system processes.

(vi) System operation and maintenance.

(vii) Job safety practices.

(4) Examinations and certification.

(a) The training provider must administer an open book examination to persons seeking certification. A person seeking initial certification in a discipline must complete the initial training and pass the examination for that discipline, except that installers certified by the department before December 31, 2003, are not required to take the examination.

(b) Each examination must be approved by the department and include questions that adequately cover the topics in the training course for that discipline. Applicants must answer 70 percent correctly to pass.

(c) The training provider must issue a certification to each person who completes the training course and passes the required examination.

(d) Each certification must include the following:

(A) A unique certificate number.

(B) Full name of the person certified.

(C) Dates of the training course.

(D) Date of the examination.

(E) An expiration date three years after the certification issuance date.

(F) The name, address, and telephone number of the training provider that issued the certificate.



- (G) A statement that the person receiving the certification has completed the requisite training and examination for the discipline certified.
- (f) Certified persons must have proof of certification at the location where they are conducting work requiring certification.
- (5) Recertification.
  - (a) For each discipline, the training provider or department must review and approve continuing education courses and other training for recertification. Training approved for each discipline must cover topics related to that discipline, including the topics addressed in section (1) of this rule.
  - (b) For each discipline, the training provider must extend recertification to each certified person who completes 18 hours of approved continuing education following his most recent certification and to each formerly certified person who completes these requirements within six months after his certification expires.
- (6) Suspension or revocation of certification.
  - (a) The department may suspend or revoke the certification of any person for the following reasons:
    - (A) Performing work requiring certification at a job site without physically possessing a current certification.
    - (B) Permitting the duplication or use of one's own certification by another.
    - (C) Obtaining certification from a person not accredited to provide the certification.
    - (D) Violation of requirements in this division.
    - (E) Failure to pay civil penalties assessed for violations of this division.
  - (b) The department must notify the person whose certification is being revoked or suspended of the reasons for the action and any conditions that must be met before the certification will be reinstated.
  - (c) A person may appeal a suspension or revocation by requesting a contested case hearing in accordance with OAR chapter 340, division 11.
  - (d) A person whose certification has been revoked may not be recertified and may not apply for a new certification for twelve months after the revocation date or under exceptional circumstances as approved by the department.

Stat. Auth.: ORS 454.615, 454.625 & 468.020 Stats. Implemented: ORS 454.615, 454.625 & 468.020 Hist.:  
DEQ 11-2004, f. 12-22-04, cert. ef. 3-1-05

