



Washtenaw County

Process for Becoming a Certified Onsite Sewage System Contractor

Section 3:10 of the Washtenaw County Regulation for The Onsite Management, Treatment and Disposal of Wastewater (effective April 1, 2009) requires that all work to install a septic system be performed by an individual certified by Washtenaw County, or by an individual whose work is being supervised by a person that is certified.

The following process will be used for certifying contractors:

1. A person desiring to be certified must complete an application and submit an application fee of \$50.00. The application fee includes the cost of processing the application and taking the required exam. It does not include the cost for re-taking the exam should this be necessary.
2. Any applicant for certification that has less than five (5) years experience, as determined by the Department based on the application, will be required to take Sewage System Installation Technical Training. Although not required for all applicants, this training is highly recommended for all contractors taking the contractor certification exam. This training will cover ALL items included on the exam, and training materials provided during this training can be used during the exam. The cost for this training is \$50.00.
3. Successfully passing the written examination. The cost for taking the exam is included in the application fee. The exam will have approximately 50 questions, and a score of 70% correct is the minimum required to pass. Attending the training session prior to taking the exam is highly recommended. If a person does not pass, they can re-apply to take the exam. Attending contractor training is a requirement of re-taking the exam (\$50.00 fee required). This examination will be proctored and no talking or sharing of answers is allowed.
4. Those individuals that successfully complete the exam will be notified in writing. Once receiving the letter, the contractor should come into the Western Service Center and register with the Department. The fee for registering for a two year period is \$100. The contractor will also be provided a certificate indicating that they have met qualifications for being a certified contractor. Contractors may, at their choice, pay for the training, exam, and two year registration fee (\$200 total) up front to streamline the process.
5. The Department will create a list of certified individuals on April 1st of each calendar year. The list will be created in random order. Contractors who go through certification after April 1st will be added to the bottom of the list.