

KITSAP COUNTY BOARD OF HEALTH ORDINANCE 2008A-01

ONSITE SEWAGE SYSTEM AND GENERAL SEWAGE SANITATION REGULATIONS

Policy #34: Certification Requirements for Installers, Monitoring & Maintenance Service Providers, and Pumpers

Effective Date: January 1, 2016, Revised: December 1, 2016

Purpose: The purpose of this policy is to update the requirements set forth in KCHD Ordinance 2008A-01, Section 17 for the certification requirements for Installers, Monitoring & maintenance Service Providers and Pumpers.

Policy: Annually certified Installers, Monitoring & Maintenance Service Providers, and Pumpers shall renew their certification per KCHD Ordinance 2008A-01, Section 17 except for the following changes:

1. General Requirements.
 - A. Certifications expired for greater than ninety (90) days or longer shall be declared null and void and will require full conformance with these regulations to become active again, except for the work experience requirements which may be waived, at the sole discretion of the Health Officer, based upon the results of a performance review of the applicant's work history.
2. Bonding, Insurance and State Contractors License Requirements.
 - A. This section shall supersede sections:
 - i. 17.B.1.d),e),f) and 17.B.2.b)(2), (3) for installers;
 - ii. 17.C.1.d),e),f) and 17.C.2.b)(2), (3) for maintainers; and
 - iii. 17.D.1.d),e) and 17.D.2.b)(2) for pumpers.
 - B. Maintenance Specialists and Installers shall:
 - i. Obtain and provide proof to the Health District of a valid Washington State contractor's license.
 - ii. The Washington State contractor's license must be valid in a non-suspended status at all times to perform services related to ones Health District certification.

C. Pumpers shall:

- i. Obtain and provide proof to the Health District of a valid Washington State contractor's license; or
- ii. Obtain and provide proof of Commercial Limited Liability Insurance. Insurance coverage shall be at least in the amount of:
 1. \$50,000.00 property damage policy; and
 2. \$200,000.00 public liability policy; or
 3. \$250,000.00 combined single limit policy; or
 4. As required by the Washington State Department of Labor and Industry.
- iii. The Washington State contractor's license or Commercial Limited Liability Insurance policy shall be valid at all times to perform services related to ones Health District certification.

3. Certification Renewal.

A. Certifications issued by the Health Officer shall be valid for a maximum of one year, and shall expire on March 31st of each year.

B. Continuing Education.

- i. The submittal of continuing education documentation for the certification period of July 1, 2015 through March 31, 2016 is not required.
- ii. Installers and Monitoring & Maintenance Specialists shall submit proof of ten (10) continuing education contact hours for the combined certification periods of July 1, 2015 through March 31, 2017 unless they meet the exemption requirements of section 2.B.iv. of this policy.
 1. Beginning with the certification period starting April 1, 2017, non-exempt Installers and Monitoring & Maintenance Specialists shall provide proof of eight (8) continuing education contact hours during each certification period.
- iii. Pumpers shall attend a 4 hour certification renewal class held each certification year by the Health District.
 1. Pumpers who fail to attend the certification renewal class shall be responsible for completing eight (8) continuing education contact hours during each certification period.

- iv. Certified Contractors who enter a certification period maintaining a Tier 1 certification status per Policy #30 and have been certified by the Health District for at least 5 consecutive years shall be exempt from completing and submitting continuing education documentation.

Please note: It is strongly advised that exempt contractors attend continuing education classes to stay current with trends and technology advances.

- v. Additional continuing education contact hours do not carry over from one certification period to the next.
- vi. Non-exempt certified contractors who fail to meet their continuing education requirements during the previous certification period shall have their certifications declared null and void and will require full conformance with KCBOH Ordinance 2008A-1 to re-certify, except for the work experience requirements which may be waived, at the sole discretion of the Health Officer, based upon the results of a performance review of the applicant's work history.

- C. Renewing contractors shall utilize forms and processes approved by the Health District.