

Process for Becoming a Certified Onsite Sewage System Contractor in Washtenaw County

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 the required application fee. The application fee includes the cost of processing the application, taking the required training, and the exam. It does not include the cost of re-taking the exam should it be necessary.
2. The training will cover ALL items included on the exam, include discussions on administrative procedures, and provide training materials that can be used during the exam. The examination will be proctored and no talking or sharing of answers is allowed.
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 required. If a person does not pass, they can re-apply to take the exam—attending another training is a requirement of re-taking the exam.
4. Those individuals who successfully complete the exam will be notified in writing. Once receiving the letter, the contractor should come to the Western Service Center and register with the Division and pay the registration fee. The contractor will also be provided a certificate indicating they have met qualifications for being a certified septic system installation & repair contractor. Contractors may, at their choice, pay for the registration at the time of the initial application to streamline the process.
5. This Division will create and post 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 process or renew after March 31st will be added to the bottom of that year's list.