



WHATCOM COUNTY HEALTH DEPARTMENT
**PROCEDURES FOR OSS
INSTALLER LICENSING**

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1. A basic study guide can be purchased for \$6.00. Additional RS&G's can be purchased for \$1.50 per booklet, or obtained from the WSDOH website at <http://www.doh.wa.gov/ehp/ts/www/pubs-ww-topic.htm#RS&Gs>.
2. The fee to take the test is \$100.00.
3. You must score 70% or higher to pass the test. The OSS Supervisor will correct the test and notify you of your score. Tests may only be administered once per day, per person.
4. Upon passing, the owner or appointed primary installer of the company must complete the application for license and pay an initial licensing fee of \$120.00. Verification of L&I license and bonding (minimum of \$6,000) must also be provided. In order to be in compliance with RCW 18.27 Registration of Contractors, you must be licensed as a general contractor or have a sanitation/side sewer specialty license. Annual employment verification must be provided for a primary installer if not an owner of the company. If part owner, and not listed on the L&I verification page, written confirmation is needed to avoid annual employment verification. For employees of a licensed installer, annual verification of employment must be provided from the company he works for stating he is an installer for their company and covered under their bond.
5. The installer's license will expire on December 31. Fees are not prorated. An invoice for renewal is generated at the end of each year, renewal is \$120.
6. Licensed installers are required to provide three continuing education units (CEU's) in three years in his field. This verification must be provided no later than December 31st of each third year of being licensed. A person may take as many hours as they wish and it can be applied to future years, not to exceed three years.
7. Come January 31st, if you fail to pay your renewal fee or provide a copy of your bond (if expired), or following the third year of being licensed, you fail to provide verification of CEU's for each licensee, your license will not be renewed and will have expired effective December 31st.
8. If you want to be licensed once again, all testing, application and fees must be completed again to be reinstated.
9. An installer whose license has been revoked shall be ineligible to reapply for recertification until 60 days have passed from the date of revocation of the certificate.