

Accelerated Certification/Master Contractor Training

Participation and Examination Guide

Effective 10/06/2010

To determine if an individual is qualified to take the ACT examinations, the following guidelines shall apply:

- 1. Attendance:** The accelerated certification/master contractor training courses will start promptly at the designated time as shown on each course agenda. Individuals arriving later than 15 minutes after the designated course start time will not be allowed to attend and must make arrangements to return at a later date.
- 2. DOH Employees and Private Individuals Seeking Certification as Environmental Health Professionals:** Individuals in this category must first apply for certification by submitting an application to David Wolfe in the Department of Health, Bureau of Community Environmental Health. Mr. Wolfe may be reached at (850) 245-4070, Ext. 2454. Mr. Wolfe will provide Bob Glenn, Bureau of Onsite Sewage Programs, verification of individuals on his list that qualify and Mr. Glenn will forward this list to FOWA.
- 3. Registered Septic Tank Contractors:** Registered septic tank contractors seeking to become master septic tank contractors must contact FOWA to enroll. FOWA will verify that the contractor's Department of Health septic tank contractor registration is currently active by contacting Carol Todaro, Penny Barwick, or Bob Glenn in the Bureau of Onsite Sewage Programs, at (850) 245-4070. Once the registration status is verified, FOWA will enroll the contractor and allow the contractor to take the state ACT examinations.
- 4. State Licensed Plumbers:** Plumbers licensed pursuant to s.489.105 (3)(m), Florida Statutes seeking to become master septic tank contractors must contact FOWA to enroll. FOWA will verify that the plumber's Department of Business and Professional Regulation (DBPR), licensed is currently active. Verification may be conducted on-line at the DBPR license search website located at www.myfloridalicense.com. Once the plumber's status is verified, FOWA will enroll the plumber and allow the plumber to take the state ACT examinations.
- 5. Professional Engineers:** State licensed professional engineers seeking to become qualified to perform OSTDS site evaluations or become a Certified Environmental Health Professional must contact FOWA to enroll. FOWA will verify that the professional engineer's Department of Business and Professional Regulation (DBPR) license is currently active. Verification may be conducted on-line at the DBPR license search website located at www.myfloridalicense.com. Once the engineer's license status is verified, FOWA will enroll the engineer in either the Introduction to Florida Soils course or the full ACT and allow the engineer to take the appropriate state ACT examination(s). Please note Florida Licensed Professional Engineers wishing to become a certified environmental health professional must first call Mr. David Wolfe for pre-qualification and inclusion in the list to be forwarded to FOWA through Mr. Glenn. Mr. Wolfe may be reached at (850) 245-4070, Ext. 2454. Mr. Wolfe will provide Bob Glenn, Bureau of Onsite Sewage Programs, verification of individuals on his list that qualify and Mr. Glenn will forward this list to FOWA.

- 6. Staff working for Professional Engineers:** FOWA will verify the individual's employment status and that the supervising professional engineer's Department of Business and Professional Regulation (DBPR) license is currently active. License verification may be conducted on-line at the DBPR license search website located at www.myfloridalicense.com. Once the staff's employment and engineer's license status is verified, FOWA will enroll the staff member in the Introduction to Florida Soils course and allow the engineering staff member to take the state ACT soils examination.
- 7. Examinations:** Individuals that take the ACT courses to become Certified Environmental Health Professionals, Master Septic Tank Contractors, site evaluation-qualified engineers, or site evaluation-qualified engineering staff are required to take and pass the ACT examinations. ACT Examinations will consist of 50 questions, both multiple choice and true/false. You are allowed one hour and twenty minutes to complete the exam. Examinations will be graded as completed by the student, and 70% is the minimum passing score. Those students who do not pass the exam will be given the opportunity to review their examinations. A second examination will be given after the review period. A participant who does not achieve a minimum score of 70% on the second test will be required to take the course over, as will any participant who does not take the second test on the same day. Repeat courses can be re-scheduled by contacting Bob Glenn at (850) 245-4070.
- 8. Continuing Education Contact Hours:** DOH and Private Certified Environmental Health Professionals (CEHPs) and Master Septic Tank Contractors may take the ACT courses for continuing education contact hours. CEHPs are not required to take the ACT examinations, but are required to document attendance when making application for re-certification. Master Septic Tank Contractors that take the ACT for master-level continuing education contact hours are required pass an examination provided and administered by FOWA. DOH and Private Certified Environmental Health Professionals, that take any of the ACT courses for continuing education purposes, are only allowed to repeat these courses for continuing education credit once every two years.
- 9. Pre-Registration Coursework:** Individuals taking the ACT to build educational experience to substitute for work experience prior to making application to become a registered septic tank contractor are required to document attendance when making application to the department (copies of certificates of attendance must be submitted with applications for registration). Individuals in this category do not qualify to take the examinations given at the end of each course. FOWA shall maintain record of their attendance.

PLEASE NOTE: Participants that engage in behavior that interrupts, impedes, or creates disorder during the presentation of course material will be removed from the course and a certificate of completion will not be issued.