



# SSTS Individual Certification Application

## Subsurface Sewage Treatment Systems (SSTS) Program

*Doc Type: Certification Application*

**Purpose:** Complete this application to gain an individual certification. If experience is required for your specialty area (see Table I), you will be awarded a *restricted* certification. If no experience is required for your specialty area, you will be awarded a full certification. To remove the restriction from your certification, report your experience by completing the *Experience Documentation Form*.

**Instructions:** Submit this application once you have successfully completed the appropriate Onsite Sewage Treatment Program (OSTP) training and Minnesota Pollution Control Agency (MPCA) examination(s). The applicant for certification must complete Parts 1 – 6. The applicant’s mentor must complete Part 7.

**Mail completed application:** Attn: Jane Seaver  
 Minnesota Pollution Control Agency  
 520 Lafayette Road North  
 St. Paul, MN 55155-4194

**Tennessee warning:** Pursuant to Minn. Stat. § 13.41, the information you provide on this application is classified as private data (except for your name and designated address) until the time you are licensed/certified. Once you are licensed/certified, all the information provided will be classified as public data and become part of the MPCA’s public file. If you are not licensed/certified, the information provided (except for your name and designated address) will continue to be classified as not public data. You are being asked to provide the requested information to assist the MPCA in processing your application. The MPCA will use the information when determining your qualifications for obtaining a license/certification. You are not legally required to provide any of the requested information. If you supply the requested information, it will be used to process your application. If you do not supply the requested information, it will be difficult for the MPCA to determine your qualifications for licenser/certification. While your application is pending, the not public data that you submitted will be available only to authorized personnel within the agency and to those authorized or required by law or court order. In such cases, it may then be shared with other agencies, including the Minnesota Department of Revenue, the Office of the Minnesota Attorney General and persons contacted for purposes of verification or investigation. Submitting false information is grounds for denying your application or suspending, revoking, or taking other disciplinary action against your credentials after it is issued.

### Applicant Information (Please print)

1. Name:  Mr.  Mrs.  Ms.  Other: \_\_\_\_\_ Certification # (if known): \_\_\_\_\_

\_\_\_\_\_  
*(First name) (Middle Initial Required) (Last name) (Jr/Sr)*

2. Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

3. Additional certifications:  Professional engineer  Professional Soil Scientist  Professional Geologist

Class:  A  B  C  D Wastewater operator

4. For which specialty area(s) are you requesting SSTS Certification?

**Continue to #5:**

- Restricted Maintainer
- Restricted Designer
- Restricted Inspector
- Restricted Installer

**Proceed to #6 (and skip #5 and #7):**

- Service Provider
- Advanced Designer
- Advanced Inspector
- Recertification

5. Indicate which Business License or Agency **has or will accept the liability for your required amount of mentored work experience** in the field in which you would like to be certified, using either A, B or C below.

A. As an employee or restricted DCI of an SSTS business **currently** licensed in your specialty area: \_\_\_\_\_  
*To be added as a DCI to this license, submit an SSTS Business name License #*  
*Certificate of Employment.*

B. As a restricted DCI of a SSTS business **pending** licensing in your speciality area: \_\_\_\_\_  
*An SSTS Business License Application must also be Business name*  
*submitted.*

C. As a regular employee of a township, city, or state agency: \_\_\_\_\_  
*Agency name*

**Table 1: Experience and Mentoring Responsibility Requirements**

<input type="checkbox"/> <b>Restricted Maintainer</b>	Experience requirement	Co-complete 15 pump-outs with properly disposed of septage.	
	<i>Mentor responsibilities</i>		<i>Verify sewage tanks were maintained and septage disposal was in accordance with applicable rules. This verification includes a field verification of all work activities.</i>
	Documentation required for five jobs	Municipal disposal used	<p>One experience document from each of the following is required.</p> <ul style="list-style-type: none"> <li>· monthly pumping log showing address, amount pumped, pumping access used and the disposal site</li> <li>· copy of the document used for homeowner refusal of pumping through maintenance access</li> <li>· copy of completed tank maintenance form provided to the homeowner</li> <li>· copy of disposal receipt for municipal disposal</li> <li>· copy of the written agreement between the municipal facility and the maintainer</li> </ul>
		Land application used	<p><b>One experience document from each of the following is required.</b></p> <ul style="list-style-type: none"> <li>· monthly pumping log showing address, amount pumped, pumping access used and the disposal site</li> <li>· copy of the document used for homeowner refusal of pumping through maintenance access</li> <li>· copy of completed tank maintenance form provided to the homeowner</li> </ul> <p><b>Plus any two of the following:</b></p> <ul style="list-style-type: none"> <li>· site application rates with the dates of application</li> <li>· nitrogen calculations</li> <li>· septage pH readings before and after liming</li> <li>· application site characteristics with size, soil borings and slope</li> </ul>
	Both municipal disposal and land application used	<p><b>At least one experience document from each of the following is required.</b></p> <ul style="list-style-type: none"> <li>· monthly pumping log showing address, amount pumped, pumping access used and the disposal site</li> <li>· copy of completed tank maintenance form provided to the homeowner</li> <li>· copy of disposal receipt for municipal disposal</li> </ul> <p><b>Plus any two of the following:</b></p> <ul style="list-style-type: none"> <li>· site application rates with the dates of application</li> <li>· nitrogen calculations</li> <li>· septage pH readings before and after liming</li> <li>· application site characteristics with size, soil borings and slope</li> </ul>	
<input type="checkbox"/> <b>Restricted Installer</b>	Experience requirement	Co-complete a minimum of 15 Individual Sewage Treatment Systems (ISTS) installations, with a minimum of 1 aboveground system installation and a minimum of 1 belowground system installation.	
	Observation requirement	Applicants must observe five service or operational visits with a Maintainer, with no mentorship agreement or signature required. Simply report location and date of observations.	
	<i>Mentor responsibilities</i>		<i>Verify construction of systems according to the approved design and applicable construction requirements. Verification must include on-site observations during the work periods in which the apprentice is determining the a) system layout and placement b) that the site conditions allow for construction c) the proper soil moisture conditions for excavation d) the elevations of sewage tanks and soil treatment systems e) the quality of tanks and suitability of other materials f) solutions to problems encountered and g) upgrade and repair advice provided.</i>
	Documentation required for five jobs	<p>Five (5) of the following are required for installing Type I-V pressurized above ground systems, pressurized below ground systems, or gravity-fed below ground systems:</p> <ul style="list-style-type: none"> <li>· Copies of the Local Governmental Unit (LGU) sign-off/inspection sheet showing approval for scarification, tanks(s) installation, drainfield installation, and final inspections.</li> </ul> <p><b>Or</b></p> <ul style="list-style-type: none"> <li>· Copies of the LGU-issued Certification of Compliance</li> </ul> <p>If you submit copies of installation permits, your application will be placed on hold until copies of COCs are submitted. An installation permit only indicates approval to install the system, it does not indicate the system was properly installed.</p>	

<input type="checkbox"/> <b>Restricted Designer</b>	Experience requirement	Co-complete a minimum of 15 ISTS site and soil evaluations, designs, and management plans for a Type I, II, or III system with a flow of 2,500 gallons per day or less, with a minimum of 1 aboveground system design and a minimum of 1 belowground system design.
	Observation requirement	Applicants must observe five installations and five service or operational visits with a Maintainer, with no mentorship agreement or signature required. Simply report location and date of observations.
	<i>Mentor responsibilities</i>	<i>Verify the completeness and accuracy of the preliminary and field evaluation work products. This includes the in-field verification of the soil borings and the interpretation of the height of the seasonally periodically high saturated soil level and bedrock. All design assumptions and calculations must be verified.</i>
	Documentation required for five jobs	One experience document from each of the following is required. <ul style="list-style-type: none"> <li>• Site evaluation</li> <li>• Soil evaluation</li> <li>• Type I, II or III above ground system design</li> <li>• Type I, II or III below ground system design (Can be gravity-fed or pressurized)</li> <li>• Type I, II or III system management plan (choose only one plan)</li> </ul>

<input type="checkbox"/> <b>Restricted Inspector</b>	Experience requirement	Co-complete a minimum of 15 inspections of a Type I, II, or III system with a flow of 2,500 gallons per day or less, with a minimum of 1 aboveground system inspection and a minimum of 1 belowground system inspection.
	Observation requirement	Applicants must observe five installations, five service or operational visits with a Maintainer and five soil evaluations, system designs and development of management plans, with no mentorship agreement or signature required. Simply report location and date of observations.
	<i>Mentor responsibilities</i>	<i>Verify the completeness and accuracy of inspection the compliance status of a newly constructed or existing ISTS. This verification includes a field verification of all field observations and conclusions. Design reviews must also be verified.</i>
	Documentation required for five jobs	Inspector for private business Inspector for government agency

MPCA staff may monitor progress for obtaining experience. If the objectives for acquiring experience are not being fulfilled, the MPCA may require that the plan be discontinued or modified to correct problems. A final evaluation shall be made to determine whether the experience requirements were successfully completed.

## Applicant Certification

6. I hereby certify that the information provided is true and correct to the best of my knowledge. I understand that knowingly providing false information can result in denial or revocation of my certification at any time.

Print name: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_ (mm/dd/yyyy)

## Mentor Certification

7. I hereby certify that

- I agree to provide direction and personal supervision to the applicant as they to complete their experience in accordance with Table I.
- I agree to verify all that is required by the mentor according to the Table I.
- I have not had a violation that resulted in a successful MPCA enforcement action within the past five years.
- I understand that knowingly attesting to false information can result in revocation of my own certification and/or license at any time.

Mentor's name (please print): \_\_\_\_\_ Mentor's Signature: \_\_\_\_\_  
 Certification #: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_