



Island County Public Health

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PROCEDURES FOR BECOMING AN ISLAND COUNTY LICENSE MAINTENANCE SERVICE PROVIDER

1. Complete and submit the Application for Maintenance Service Provider Examination. A minimum of at least (1) year of applicable (**inspecting septic systems**) experience is required. Continuing education classes may be substituted for a portion of the experience requirement. Verification of satisfactory work experience and education is required prior to taking the exam. Please provide copies of special certifications of CEU's.
2. Washington's On-Site Sewage Association (WOSSA) will administer the licensing exam. After our review and approval of the exam application, you must contact WOSSA directly to sign up for the exam at (253) 770-6594.
3. There are two options for licensure: O & M Tech and O & M Specialist. An O & M Tech would be licensed to inspect and maintain conventional or conventional pressure systems. An O & M Specialist would be licensed to maintain all types of systems for which they are authorized to provide service. WOSSA offers two different exams depending on the type of license desired. Should you hold an O & M Tech license and wish to take the O & M Specialist exam, ICPH will change the status of your license from Tech to Specialist, free of charge, with verification of successful completion of the Specialist license exam. However, you are responsible to pay any fee related to taking the Specialist exam when 'up-grading' your license with WOSSA.
4. There is an exam fee payable to WOSSA. (Contact WOSSA for current fee amount) Please bring a pen or pencil, paper, and a calculator. Once the exam starts, you cannot leave the room. The exam is closed book and will take approximately 3 hours to complete.
5. You **must** receive a passing score (70% or higher). If you do not pass the exam, you may retake it in 30 days, and will be subject to pay the full exam fee again.
6. Following successful completion of the exam with WOSSA, please complete and submit the MSP License Application to obtain your Maintenance Service Provider License. An application fee is due when you return your completed packet to Island County Public Health.
7. In addition, you will need to provide a copy of your current contractor's license and an original Island County approved COMMERCIAL INSTALLER'S BOND AND/OR MAINTENANCE SERVICE PROVIDER SPECIALIST'S BOND. Note, the bond ***must*** run with the calendar year (January 1st through December 31st). The bond ***must*** be on the Island County's "COMMERCIAL INSTALLER'S BOND AND/OR MAINTENANCE SERVICE PROVIDER SPECIALIST'S BOND" form and must be in the amount of \$30,000 for Specialist and \$10,000 for Tech license types.

Important Note:

If an Island County licensed MSP plans to dig/excavate soil or perform repairs to Onsite Sewage Systems, they must hold a Contractor's License through the Washington State Department of Labor and Industries. You can contact them at www.lni.wa.gov or 1-800-647-0982. Please include a copy of your Contractor's License in your application packet.

Items to review:

- FYI – Once licensed, you will need to contact OnlineRME to set up an account to input septic inspections
- Sewage Disposal Rules – Island County Code Chapter 8.07D
- Reference Book – Residential Onsite Wastewater Treatment Systems: An Operations and Maintenance Service Provider Program
<https://www-mwps.sws.iastate.edu/catalog/water-septic-systems/residential-onsite-wastewater-treatment-systems>
(optional, but strongly encouraged)

**For any questions, please contact Linda Hammer @ Lindah@islandcountywa.gov