



**CABINET FOR HEALTH AND FAMILY SERVICES  
DEPARTMENT FOR PUBLIC HEALTH**

**Andy Beshear**  
Governor

275 East Main Street, HS1WGA  
Frankfort, KY 40621  
502-564-3970  
FAX: 502-564-9377  
[www.chfs.ky.gov/dph](http://www.chfs.ky.gov/dph)

**Eric C. Friedlander**  
Secretary

**Steven J. Stack, MD**  
Commissioner

TO: All New and Current Certified Septic System Installers  
DATE: 03/09/2023  
SUBJECT: Septic System Installer Certification (fee and tiering)—Date Extension

Purpose

This letter is to make you aware of changes to the Septic System Installer Onsite Sewage Disposal System Installer Certification Program Standards Regulation (902 KAR 10:140) that was updated 9/28/22 and provide information on fees/invoice with instructions for mailing payment. Due to revised regulation, several changes occurred such as establishing new tiering levels for installers, an annual certification fee, as well as new training modules to support more advanced level trainings.

Installer Certification Tiering System

The installer tiering system will allow you to obtain permits for more advanced system types and expand your business opportunities. The tiers are Probationary, Full, Advanced and Master, with each level having certain advantages once achieved. Installers will start out either Probationary or Full certification status. After Master level is achieved, please note that installers will only be required to obtain continuing education every other year to remain current. You can contact your local health department office, or our office (502-764-1585) to verify your status and determine if you are eligible for Full certification before March 31, 2023. The attached table can assist with understanding requirements in place to level up in the tiering system. Once an installer decides to level up to the next tier, you will need to:

- complete a new DFS-303 (enclosed)
- be current on required annual 6 hours of continuing education
- pay the certification level fee (\$45.00, in addition to the annual fee described below)
- complete series of trainings workshops/webinars (described below)

Training Workshops

Training workshops will consist of individual modules on various installer topics and will be required to move to Advanced and Master level tiers. Training workshops will be available soon and additional correspondence will be sent with detailed instructions on how to enroll for the workshops and view. Once posted, these will be included on the Department for Public Health (DPH) website (<https://www.chfs.ky.gov/agencies/dph/dphps/emb/Pages/training.aspx>)

Invoice/Fees

The certified septic system installer certification will now have a \$45.00 annual fee. Kentucky Department for Public Health will be collecting this fee starting this certification year. **This date has been extended to April 30, 2023 to assist with transition.** An invoice has been included. Installer cards will not be issued until certification fees have been received, paperwork (liability copy, DFS 303) submitted, and the required 6 hours of continued education have been

obtained. **Please note that the certification fee will not be collected at the local health department.** Submit your certification fee by check or money order made payable to the Kentucky State Treasurer, include the invoice and mail to the following address:

Kentucky Department for Public Health  
Environmental Management Branch  
275 East Main St., Mailstop HS1C-D  
ATTN: Amber Ballinger  
Frankfort, KY 40621

#### Closing

Our office is confident that the Installer Certification Tiering implementation will promote an installer's accomplishments and present every installer the opportunity to advance their business. This is the first-time installers can proudly display their expertise in the onsite sewage disposal business and be recognized for their higher-level system installations. Thank you for your patience as this is implemented. Included is a list of Frequently Asked Questions to assist with this transition. If you have any other questions, please feel free to contact our office.

Respectfully,  
Amber Ballinger  
Installer Certification Program Coordinator  
Environmental Management Branch  
[Amber.ballinger@ky.gov](mailto:Amber.ballinger@ky.gov) 502-764-1585

#### **Attachments:**

1. Frequently Asked Questions (FAQ)
2. Installer Tier/Level Chart
3. DFS 303 Application and Level Up Form
4. Invoice

**UPDATE: Certification Date has been extended to April 30, 2023**

## **FREQUENTLY ASKED QUESTIONS—SEPTIC SYSTEM INSTALLER CERTIFICATION PROGRAM**

### **NEW INSTALLER/POTENTIAL INSTALLER:**

- 1) What Regulation and Statute addresses Certified Septic System Installers?  
902 KAR 10:140 Rev. 9/28/22 and KRS 211.357
- 2) How do I become a certified septic system installer?  
Visit your Local Health Department (LHD), fill out DFS-303 Application, pay \$25.00 test fee payable to LHD, provide liability insurance proof, schedule test date. You can also schedule to take the test in Frankfort, your choice.
- 3) How long do I have to take the test?  
Up to 3 hours and assistance is available for testing if needed.
- 4) What material is the installer test over?

902 KAR 10:085 and 902 KAR 10:081. It is open book.

5) What if I fail the installer test?

You can retest but you will have to submit a new DFS 303 application, pay the \$25.00 test fee to the LHD, provide liability insurance proof, and schedule the test date. You can also schedule to take the test in Frankfort, your choice.

6) How much liability insurance do I need?

The amount is up to your insurance carrier and yourself. There is no determined amount, however you will want to have the amount necessary to cover your equipment and any expenses. Discuss with your agent.

7) I am a Master Plumber, are the requirements the same for me?

Master plumbers, not journeyman, not apprentices, are exempt taking the installer test and the \$25.00 test fee. They still fill out the DFS 303 application, provide liability insurance proof and obtain their CEUs each year to remain current.

8) Am I limited to only installing systems within my home county?

No, if you are in good standing and current on your certification requirements you can install statewide. You will have to visit the LHD within the county you want to perform work and obtain the permit just like in your county. Requirements are the same, your certification is statewide.

9) I passed the test, when do I get my certification card?

You will receive your certification card after your LHD, where you took the exam, contacts our office with your information and paperwork (test score, DFS 303, liability proof). After March 31, you will have to contact Frankfort and provide your \$45 certification fee. Once verified, you will receive your card.

### CURRENT INSTALLER:

10) What Regulation and Statute addresses Certified Septic System Installers?

902 KAR 10:140 Rev. 9/28/22 and KRS 211.357

11) How do I maintain my Installer Certification?

You are required to obtain six (6) continuing educational units (CEUs) each year with passing scores, maintain and submit proof of liability insurance annually, and pay the \$45 certification fee (after March 31, 2023) to remain current on your installer certification.

12) What level/tier does everyone start at?

After passing the installer test, all installers begin at Probationary/Provisional level.

13) What levels/tiers are available for installers after March 31, 2023?

a) Probationary/Provisional    b) Full    c) Advanced    d) Master

14) Why is leveling being implemented and why is it a positive to level up?

Installers will be able to specialize and by leveling/tiering up, they can market their

business as being able to provide a greater number of system options to clients. The leveling will allow seasoned installers to be separated from the newer, less experienced installers. Installers that achieve the Master level are required to receive their CEUs every other year instead of every year as with other lower levels.

15) I am at Probationary/Provisional level, what septic system types can I get a permit for and install?

Probationary/Provisional installers are limited to: Residential systems: Gravity distribution, rock trenches/beds, leaching chamber trenches/beds, Lagoon systems.

16) How do I go from Probationary/Provisional to Full before March 31, 2023?

To progress to Full an installer in good standing must provide a) copies of 5 completed/finaled systems that have been signed off on by any LHD environmentalist b) liability insurance copy c) evidence of obtained 6 CEUs. Reference steps in KRS 211.357(2). This paperwork can be provided to your LHD or the Frankfort office.

17) What is the advantage of being Fully Certified before March 31, 2023?

Any installer that progresses to Full Certification before March 31, 2023, can advance without paying the \$45 level up fee from Probationary/Provisional to Full. Thus, it is beneficial to provide your 5 completed system copies and liability insurance and 6 CEU evidence before then. Anyone that chooses to level up from Probationary/Provisional to Full after March 31, 2023, will have to pay the level up fee to go to Full. Also Fully Certified installers can get a permit for and install more complex system types.

18) How do I go from Probationary/Provisional to Full after March 31, 2023?

To progress to Full an installer in good standing must provide a) copies of 5 completed/finaled systems that have been signed off on by any LHD environmentalist, b) filled out DFS 303 form, c) liability insurance copy, d) evidence of obtained 6 CEUs, e) pay the \$45 level up fee. This paperwork is to be provided to the Frankfort office. Reference steps in KRS 211.357(2) and 902 KAR 10:140 Section 2(4).

19) I am at the Full Certified level, what septic system types can I get a permit for and install?

Full Certified installers are limited to: All Probationary/Provisional system types; Residential/Commercial/Industrial/Public Facility systems: Dosed systems, Fill and wait, Leaching chambers at grade and Wetland systems. 902 KAR 10:140 Section 3(2).

20) Where do I pay my \$45 level up certification fee?

It is the installer's responsibility to send the certification fee (check, or money order) payable to KY State Treasurer, to the Frankfort office. The address is: KY Environmental Management Branch Attn: Amber Ballinger 275 East Main Street HS1C-D Frankfort, KY 40601.

21) How do I go from Full to Advanced Level after March 31, 2023?

To progress to Advanced an installer in good standing must provide a) filled out DFS 303 form, b) liability insurance copy, c) evidence of obtained 6 CEUs, d) complete training workshops on various systems--Mounds, Low pressure pipe (LPP), Drip, Clusters, Advanced treatment and Experimental, e) pay the \$45 level up fee. This paperwork is to be provided to the Frankfort office.

22) Where do I find the training workshops and is there a cost?

Training workshops are at no cost and will be offered soon and listed on the Department for Public (DPH) website

<https://www.chfs.ky.gov/agencies/dph/dphps/emb/Pages/training.aspx>. It is the installer's responsibility to contact the Frankfort office and get on the listing for the training workshop you want to attend. Once your current certification level is verified, you will receive an email with the webinar link. You will register for each workshop you want to take. You will log in and listen to the workshop. Once completing all workshops, you will need to contact Amber Ballinger at our office (502-764-1585) to verify your completed workshop status.

23) I completed all workshops listed on the DPH website, what is my next step to level up from Full to Advanced?

After viewing all training workshops, verifying with Amber Ballinger that I have completed all workshops, to level up from Full to Advanced, each installer must email all required paperwork (DFS 303, liability copy, fee) to Amber Ballinger

[Amber.ballinger@ky.gov](mailto:Amber.ballinger@ky.gov) or mail to: KY Environmental Management Branch Attn: Amber Ballinger 275 East Main Street HS1C-D Frankfort, KY 40601. See FAQ #20

24) I did not pass one or some of my training workshops, can I retake them?

Yes, you can retake the training workshops at any time, even for a refresher. Contact our office (502-764-1585) for a list of training workshop dates or check the DPH website <https://www.chfs.ky.gov/agencies/dph/dphps/emb/Pages/training.aspx>.

25) Every time I level up, will I get a new Certification card?

Yes, you will receive an updated certification card that reflects your current status (Probationary/Provisional, Full, Advanced, Master).

26) I have progressed to the Advanced Certified level, what septic system types can I get a permit for and install?

Advanced Certified installers are limited to: All Probationary/Provisional and Full certification system types; Residential/Commercial/Industrial/Public Facility systems: LPP, Drip Irrigation, Mounds, Clusters, Advanced Treatment and Experimental Technology systems.

- 27) How do I go from **Advanced** to **Master** Level after March 31, 2023?  
To progress to Master, an installer in good standing must provide a) filled out DFS 303 form, b) liability insurance copy, c) evidence of obtained 6 CEUs d) copies of 2 completed/finaled Advanced level systems that have been signed off on by any LHD environmentalist e) pay the \$45 level up fee. This paperwork is to be provided to the Frankfort office.
- 28) I have progressed to the Master Certified level, what septic system types can I get a permit for and install?  
Master Certified installers are not limited in their installation of any system types. The Master Certification level can install all Probationary/Provisional, Full, Advanced level system types to include Residential, Commercial, Industrial and Public Facilities.
- 29) I keep seeing the phrase “in good standing”, what does this mean?  
Good standing is with no certification infractions, such as expiration, suspension, or revocation. To level up an installer must be in good standing at the current level to apply for the greater, more complicated, and experienced level.
- 30) What if I have been expired, or suspended in the past? What do I do?  
Contact the Frankfort office (502-764-1585) to discuss your options.
- 31) I am now at Master Level, how often am I required to obtain my 6 CEUs?  
At the Master Level of certification, an installer must obtain their 6 CEUs every other year to remain current. Contact the Frankfort office for certification date clarification.
- 32) Where can I get my annual 6 CEUs?  
Many LHDs offer Installer Training each year which will satisfy the annual requirement, so contact your local HD. Also, there are several conferences that you can attend (WWETT, KAMC/KOWA etc.) to get your CEUs. You must verify with the Frankfort office PRIOR to attending a conference to ensure the conference presenters requested installer CEUs. Note you can only repeat the same class once every three (3) years. This ensures you have the most up to date and current information relative to your business.
- 33) I need to contact the Frankfort office, what is the easiest way to do this?  
Phone: 502-764-1585 or email: [Amber.ballinger@ky.gov](mailto:Amber.ballinger@ky.gov) or mail: KY Environmental Management Branch Attn: Amber Ballinger 275 East Main Street HS1C-D Frankfort, KY 40601
- 34) As everyone begins at Probationary/Provisional or Full level after March 31, 2023; what if I have already installed some of the Advanced Level systems? Do I have to also start over at Probationary/Provisional or Full?  
Yes, even if you installed any of the advanced level systems, you will be listed as either Probationary/Provisional or Full; as the tiering/leveling was not established until the

Regulation update, there was no way to advance beyond Full Certification prior to the Regulation update.

- 35) Can I submit LHD signed off finalized copies of my Advanced level systems that I have previously worked on before March 31, 2023, to progress to the Advanced or Master level tier?

Yes, you can submit previously signed and finalized advanced level systems, plus all required paperwork (DFS 303, liability, CEU proof, fee) to our office to level up; only after you have successfully progressed through the other levels (Probationary/Provisional, Full, Advanced) in order.

- 36) Is there a time frame to level up or tier up?

No, leveling up is not required, nor is a time limit imposed. However, you are limited to what system types you can obtain a permit for based on your achieved level/tier. Thus, it is beneficial to obtain to the highest achievable level.

- 37) What if I have an outstanding permit pulled prior March 31, 2023, for an Advanced level system; and I haven't leveled up to Advanced, what do I or what does the LHD do?

You will be allowed to complete any *previously permitted* systems even if you are still at Probationary/Provisional or Full certification after March 31, 2023. You *will not* be able to pull a new permit for a system outside of your certification level after March 31, 2023. **Extended April 30, 2023.** Remember that permits shall expire one year from date of issuance (901 KAR 10:085 Section 2(1)(i)).

- 38) This is a lot of new information. Can I contact someone to discuss?

Yes, you can always contact the Frankfort office (502-764-1585) to discuss your certification status, training workshop availability, CEU location options or other topics. You can also check the DPH website

<https://www.chfs.ky.gov/agencies/dph/dphps/emb/Pages/training.aspx>, for the FAQ sheet, DFS-303 form, CEU availability options and various other information.

