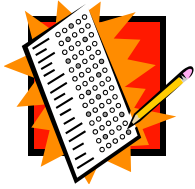


Information for Kalamazoo County Installers: How to Register to Install Onsite Sewage Treatment Systems

In order to register to install sewage treatment systems in Kalamazoo County, an installation company's **business owner must take and pass a written test.**

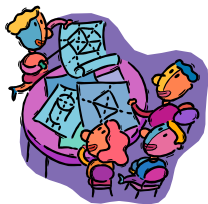


This test reflects changes to the Kalamazoo County Sanitary Code that went into effect on November 12, 2007. Even installers that have been registered and doing business in Kalamazoo County prior to November 2007 must have the business owner take the test. **This test only needs to be taken and passed once before the first year's registration and will not have to be taken in subsequent years.**

After passing the test and paying the fee, the company will then be a registered installer in Kalamazoo County. **The registration is valid through December 31 of that year.**

To Re-Register in Subsequent Years

A company's business owner, and possibly additional employees, must have appropriate training during a registration year in order to re-register. The business owner must earn at least 4 Continuing Education Units (CEU's), and either the business owner or other key employees must earn 4 additional CEU's. In other words, **8 CEU's must be earned during a registration year with at least 4 of those CEU's earned by the business owner in order for a company to register for the following year. Eight CEU's must be earned every year.**



Environmental Health will provide the opportunity for business owners and employees to earn CEU's by hosting an Installer Conference in the late fall every year. This will allow the installers to fulfill a portion of their requirements and register for the following year. Other conferences and trainings will be considered for fulfillment of these CEU's. The conference or training must be relevant and appropriate as determined by Environmental Health. If an installer chooses to use CEU's from another conference or training to fulfill the yearly CEU requirements, the installer should submit an agenda from that conference prior to the fall Installer Conference. This way, the installer will be assured that the earned CEU's are acceptable, and attendance at the Kalamazoo County Installer Conference is not necessary. Of course, installers are encouraged to attend the Installer Conference in any event to meet with Environmental Health staff outside of day-to-day field and sites visits and understand issues pertinent to Kalamazoo County.

Quick Summary

- ✓ **The business owner must take and pass a test the first year of registration after November 12, 2007. The test need only be taken the first year.**
- ✓ **Registration expires every year after December 31.**
- ✓ **In order to register for the following year, 8 CEU's must be earned, with 4 of these being earned by the business owner. These 8 CEU's must be earned every year prior to registering for the following year.**

For more information on registration requirements, call 373-5337.

APPLICATION TO REGISTER TO BUILD ONSITE SEWAGE TREATMENT SYSTEMS

Send completed application and fee to Environmental Health at the address below. Acceptable payments include a check (payable to “**Kalamazoo County Health & Community Services Department**”) or credit card (an authorization form is available at www.kalcounty.com/eh/fees.htm). The business owner of the applying company must have successfully passed an Installers Registration Exam at our office before this application will be considered. Please call for more information.

Business Name: _____ Date: _____

Mailing Address: _____

City, State & Zip: _____

Business E-mail: _____ Business Phone: _____

Business Fax: _____

Owner’s Name: _____ Phone Number: _____

Employee Name: _____ Mobile Number: _____

Signature: _____

NOTE: Four Continuing Education Units (CEU’s) earned by the business owner and four CEU’s earned by the primary onsite operator are required prior to next year’s registration. These CEU’s may be earned at the Environmental Health Annual Sewage Conference. Attendance and receipt of CEU’s from applicable seminars, training, and education elsewhere may also be accepted.

CEU’s earned at (check one): _____ Environmental Health Annual Sewage Conference

_____ Other, Specify: _____

If other, please describe training below and submit proof of CEU’s earned to our office. An agenda for other trainings may be attached in place of a written description:

Environmental Health Use Only

Examination Date: _____ Received By: _____

License Number: _____

CEU’s Earned: _____ Owner: _____ Employee: _____



MasterCard, Visa, or Discover Card Payment Request

For secure payment, submit this form to Kalamazoo County Environmental Health by **FAX or MAIL only**. Please **fully complete** and **SIGN** this form and send it with the application.

Service Requested _____

Address of Property _____

Service Requested by _____

Cardholder's daytime phone number _____

Name of Credit Card Holder as it appears on the credit card:

First Middle Last

Billing Address:

Street Address City & State Zip Code

Costs for services (Environmental Health Fee Schedule), applications, and instructions are located on the Kalamazoo County website at <http://www.kalcounty.com/eh/licenses.htm>. Costs for services can also be obtained by contacting Environmental Health staff at (269) 373-5210.

Please charge the above credit card for the requested service(s).

Signature of Card Holder: _____ Date: _____

Kalamazoo County HCS Environmental Health Fax number and Address: (269) 373-5333

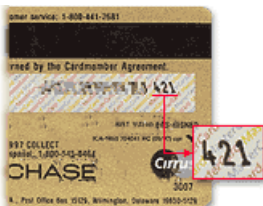
Kalamazoo County HCS EH, P.O. Box 42, Nazareth, Michigan 49074-0042

_____ This shaded area is for office use only. _____

_____ Phone _____ Fax _____ Mail _____ EH Staff Initials _____ Date _____

Authorization # _____ Dollar Amount \$ _____

Credit Card Number:



V-Code: _____

The V-Code is the last three digits on the signature panel.

Expiration Date (Month & Year): ____/____ MC ____ Visa ____ Discover ____

Health & Community Services Department
Environmental Health Unit
3299 Gull Road
Kalamazoo, MI 49048-0042



KALAMAZOO COUNTY GOVERNMENT
In the Pursuit of Extraordinary Governance...

Phone: (269) 373-5337
Fax: (269) 373-5333
Web: www.kalcounty.com/eh