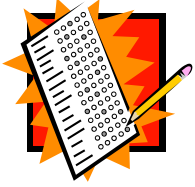


## Information for Kalamazoo County Installers: How to Register to Install Onsite Sewage Treatment Systems

In order to become registered to install sewage treatment systems in Kalamazoo County, the owner of the company's **business must take and pass a written test.**

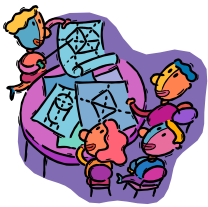


This test reflects changes to the Kalamazoo County Sanitary Code that went into effect on January 15, 2013. The business owner will only need to successfully pass the test one time **before the first year's registration and will not have to be taken in subsequent years.**

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

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 prior to renewing your registration.**



The Environmental Health Unit 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 the Environmental Health Unit. 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 Unit 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. 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 prior to renewing your registration.**

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

# APPLICATION TO REGISTER TO BUILD ONSITE SEWAGE TREATMENT SYSTEMS

Send completed application and fee to the Environmental Health Unit 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](http://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 Unit 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### Environmental Health Unit Use Only

Received By: \_\_\_\_\_

Examination Date: \_\_\_\_\_

License Number: \_\_\_\_\_

CEU’s Earned: \_\_\_\_\_ Owner: \_\_\_\_\_

Employee: \_\_\_\_\_





### Credit Card Payment Request

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 Unit 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 Unit 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 Unit Fax number and Address: (269) 373-5333  
Kalamazoo County HCS EH, 311 East Alcott Street, Kalamazoo, MI 49001

\_\_\_\_\_ 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 3 digits on the signature panel.

Expiration Date (Month & Year): \_\_\_\_ / \_\_\_\_ MC \_\_\_\_ Visa \_\_\_\_

Discover \_\_\_\_ AmEx \_\_\_\_

Environmental Health Unit Phone: (269) 373-5210 Fax: (269) 373-5333  
Web: [www.kalcounty.com/eh](http://www.kalcounty.com/eh)