

# Accelerated Environmental Health Professional Certification And Master Septic Tank Contractor Training

## Participation and Examination Guide

To determine if an individual is qualified to participate in the Accelerated Environmental Health Professional Certification Training (ACT) and take the ACT examinations, also required for the Master Septic Tank Contractor Registration, the following guidelines shall apply:

1. **Attendance:** Access to the online portion of the ACT courses will be made available after successful registration. These must be completed prior to attendance at the hands-on portion of the ACT courses. The hands-on portion of the courses will start promptly at the designated time as shown on each hands-on course agenda. Individuals arriving later than 15 minutes after the designated course start time or absent during a course for more than 15 minutes will not be allowed to attend and must re-register to return at a later dated ACT event. Personal and business matters such as phone calls and emails can be addressed during breaks, lunch, or outside of class time. Attendees must silence electronic devices during class. Individuals must complete both the online and the hands-on portions of a course to receive credit.

- a. ***THE FOLLOWING EQUIPMENT IS REQUIRED TO PARTICIPATE IN THE SOILS COURSE (Master II):***

- i. *Six-foot soil auger, with appropriate soil auger bucket (capable of reaching 72 inch soil depth),*
- ii. *Munsell Soil Color Book (pages clean, complete set of hue pages present, not reproduced, all color chips intact and not cracked or discolored, front not laminated, includes all gley charts, most current version).*
- iii. *Sharpshooter shovel, (12" or longer blade recommended)*
- iv. *Tape measure that's a minimum of 6 foot long by 1 inch wide steel, rigid, self – locking, and reaches 72 inches long or similar measuring device*
- v. *Water bottle with a spray nozzle*

*Sharing of field equipment is disruptive to instruction and NOT permitted.*

***ANY STUDENT ARRIVING WITHOUT THEIR OWN EQUIPMENT WILL BE ASKED TO LEAVE, AND WILL NEED TO RESCHEDULE FOR A DIFFERENT SESSION AT THEIR EXPENSE.***

2. **State Employees and Private Individuals Seeking the Environmental Health Professional Certification:** Individuals in this category must first apply for certification to the Florida Department of Health (FDOH), Bureau of Environmental Health, Certified Environmental Health Professional (CEHP) Office. Once the applicant is approved to take the course, their name will be forwarded to the Florida Onsite Wastewater Association (FOWA). Please address all certification questions to the FDOH's CEHP office: [CEHP link](#) or type the following web address on your computer's browser: <http://www.floridahealth.gov/licensing-and-regulation/certified-environmental-health-professional/index.html>.
3. **Registered Septic Tank Contractors:** Registered septic tank contractors seeking to become Master Septic Tank Contractors must contact FOWA to enroll. FOWA will verify that the contractor's Florida Department of Environmental Protection (FDEP) septic tank contractor registration is currently active by contacting the Onsite Sewage Programs, at (850) 245-4070 or email [OSTDS-SepticContracting@floridadep.gov](mailto:OSTDS-SepticContracting@floridadep.gov). Once the registration status is verified, FOWA will enroll the contractor and allow the contractor to take the course followed by the state ACT examinations.
4. **State Licensed Plumbers:** Plumbers licensed pursuant to s.489.105(3)(m), Florida Statutes seeking to become Master Septic Tank Contractors must contact FOWA to enroll. FOWA will verify that the plumber's Department of Business and Professional Regulation (DBPR), license is currently active. Verification may be conducted online at the DBPR license search website located at [www.myfloridalicense.com](http://www.myfloridalicense.com). Once the

plumber's status is verified, FOWA will enroll the plumber and allow the plumber to take the course followed by the state ACT examinations.

5. **Professional Engineers:** Florida licensed Professional Engineers (PE) licensed under Chapter 471, Florida Statutes (FS), with soils training, can perform the necessary site evaluations for the permitting, design, and construction of Onsite Sewage Treatment and Disposal Systems (OSTDS) per Rule 62-6.004(3), Florida Administrative Code (FAC). A PE with soils training is not required to be certified as a CEHP. The PE's site evaluation work product is credentialed under the Florida PE license.

A PE may, at their option, apply to become a CEHP (see item 2., above for instructions).

Florida licensed PEs, lacking soils training or wanting to expand their soils training, may elect to take the Department's ACT Introduction to Florida Soils course. FOWA will verify the professional engineer's Department of Business and Professional Regulation (DBPR) license is currently active. Verification may be conducted online at the DBPR license search website located at [www.myfloridalicense.com](http://www.myfloridalicense.com). Once the engineer's license status is verified, FOWA will enroll the engineer in the ACT Introduction to Florida Soils course. Examination is not required for course completion.

6. **Staff working under the supervision and control of a Florida Licensed Professional Engineer:** FOWA will verify and document the individual's employment status and the responsible charge supervising professional engineer's, Department of Business and Professional Regulation (DBPR) license is currently active. License verification may be conducted online at the DBPR license search website located at [www.myfloridalicense.com](http://www.myfloridalicense.com). Once the staff's employment and engineer's license status is verified, FOWA will enroll the staff member in the ACT Introduction to Florida Soils course and allow the engineering staff member to take the course followed by the state ACT soils examination. Engineers or engineer's staff seeking to become a private provider inspector will need to enroll in all three parts of the ACT and pass the corresponding examinations in order to qualify to provide that service.
7. **Examinations:** Individuals that take the ACT courses to become Certified Environmental Health Professionals or Master Septic Tank Contractors are required to take and pass all portions of the ACT with corresponding examinations. Florida Licensed Professional Engineers and any staff of a Florida PE wishing to act as a Private Provider Inspector must also take and pass all portions of the ACT. Florida PEs that take the ACT Introduction to Florida Soils course only to obtain soils training and become site evaluation-qualified engineers, are not required to take the ACT soils course examination. Employees of Florida licensed PEs who take the Introduction to Florida Soils course to become site evaluation-qualified engineering staff, are required to take and pass the ACT soils examinations.

The exams for each section of the ACT will be proctored by the DEP's Operator Certification Program's testing provider. Once the webinar and hands-on portion of the ACT is complete, participants will receive notification with further instructions regarding the exams. A score of 70% or greater is required to pass each portion of the course. Any participant scoring less than 70% will be provided further instruction for reexaminations. Participants will be allowed to schedule a maximum of two attempts (one initial and one re-take) to achieve passing scores on any section of the ACT. Those who do not achieve a passing score after scheduling two attempts are required to first retake the ACT course(s) corresponding to the exam that was not passed before they will be authorized to schedule another exam.

8. **Repeat Courses:** All repeat courses can be scheduled by contacting FOWA. Those seeking to obtain their CEHP and need to repeat a course, must first contact the DOH CEHP program office for approval.
9. **Continuing Education Contact Hours:** FDOH and Private Certified Environmental Health Professionals (CEHPs) and Master Septic Tank Contractors may take the ACT courses for continuing education contact hours. Current/active CEHPs are not required to take the ACT examinations but are required to document

attendance when making application for re-certification. Master Septic Tank Contractors that take the ACT for master-level continuing education contact hours are required pass an examination provided and administered by FOWA. FDOH/FDEP and Private Certified Environmental Health Professionals, who take any of the ACT courses for continuing education purposes, are only allowed to repeat these courses for continuing education credit once every two years.

10. **Pre-Registration Coursework:** Individuals taking the ACT to build educational experience to substitute for work experience prior to making application to become a registered septic tank contractor are required to document attendance when making application to the department (copies of certificates of attendance must be submitted with applications for registration). Individuals in this category do not qualify to take the examinations given at the end of each course. FOWA shall maintain record of their attendance.

**11. Exemption to Certification Requirements:**

Subsection 381.0101(5), Florida Statute provides for exemptions for registrations when “A person who conducts primary environmental evaluation activities and maintains a current registration or certification from another state agency which examined the person’s knowledge of the primary program area and requires comparable continuing education to maintain the certificate shall not be required to be certified by this section.”

**PLEASE NOTE: Participants that engage in behavior that interrupts, impedes, or creates disorder during the presentation of course material will be removed from the course and a certificate of completion will not be issued. One warning will be issued prior to removal.**

*Effective 10/06/2010; Revised 03/10/2015; Revised 8/21/2018; Revised 12/03/2018; Updated 2/25/2020; Updated 4/2/2021; Updated 10/21/2024.*