

**State of Florida
Department of Environmental Protection**



Septic Tank Contractor Registration Handbook

**Operator Certification Program
2600 Blair Stone Rd. MS 3506, Tallahassee, FL 32399-2400
Phone: (850) 245-7500 Fax: (850) 245-8410
Email: Operator.Certification@FloridaDEP.gov**

<http://www.floridadep.gov/ocp>

[Customer Satisfaction Survey](#)

Table of Contents

Mission of the Operator Certification Program	2
Introduction: Please Read This First!	2
Step One: Examination process	2
Examination Subject Matter and Regulatory Information	3
Step Two: Registration Process	4
Change of Address and Name	5
Registration Renewal and Inactive Status	6
Technical Assistance and Professional Training Providers	7
Mailing Addresses and Contact Information	8

Mission of the Operator Certification Program

The mission of the Florida Operator Certification Program is to promote public health and safety, protect the environment, and conserve Florida's water resources by ensuring that all persons working in drinking water, water distribution, wastewater, and septic tank contracting meet the highest standards for certification as determined by the rules and regulations of the Florida Department of Environmental Protection under the guidelines of the United States Environmental Protection Agency.

Introduction: Please Read This First!

Chapter 62-6, Florida Administrative Code (F.A.C.) defines specific requirements for application, examination, registration, renewal, and regulation of Septic Tank Contractors.

This handbook contains useful information on process information, related regulations, and associations that assist in training or technical programs. We encourage you to carefully read all information in the handbook before completing an application.

Step One: Examination Process

- Complete DEP Form 4074: Application for Septic Tank Contractor Registration.
- Attached 2x2 passport-style photo (taken within the past 6 months)
- Provide all information on the application in the appropriate spaces. If you are requesting special testing accommodations, please send documentation as to the disability or accommodation needed. A doctor's note or other documentation is required to obtain pre-approval. You may be contacted if we need any additional information.
- **Examination Fees**
 - **Initial application: \$100** (\$25 account creation fee and \$75 examination fee)
 - **Retake application: \$75**
 - Fees shall be paid by check or money order made out to the Florida Dept of Environmental Protection (FDEP).

All examination applications must be submitted with required documentation and fees to be considered complete. Applications received with missing information, documentation, or insufficient fees are considered INCOMPLETE. Applicants must meet the minimum eligibility requirements for examination prior to approval and scheduling.

Applications do not come directly to our office. Applications go to Finance and Accounting where a receipt number is issued. Upon receipt our department has up to 30 business days to process an application. If you have not received notification at the end of 30 business days please contact our office. Remember our mail is not automatically forwarded. Please provide a current address.

Retain all instructions and make copies of the completed application for your records before mailing. Upon review of your application, you will receive a status notification from the Department.

Please type or write clearly on your application to ensure your name and address is spelled accurately.

Please remember that information in this handbook is subject to change at any time. If you find information in this book that you believe to be questionable, please contact our office for clarification.

Examination Subject Matter and Regulatory Information

Florida Administrative Code:

[Chapter 62-6](#) Standards for Onsite Sewage Treatment and Disposal Systems

Florida Statutes:

381.0065	Onsite sewage treatment and disposal systems; regulation.		
381.00651	Periodic evaluation and assessment of onsite sewage treatment and disposal systems.		
381.00652	Onsite sewage treatment and disposal systems technical advisory committee.		
381.00655	Connection of existing onsite sewage treatment and disposal systems to central sewerage system; requirements.		
489.551	Definitions.	489.555	Certification of partnerships and corporations.
489.552	Registration required.		
489.553	Administration of part; registration qualifications; examination.	489.556	Suspension or revocation of registration.
		489.557	Fees, establishment.
489.554	Registration renewal.	489.558	Penalties and prohibitions.

- The **100-question exam** covers the subject matter and regulatory information mentioned above. You will receive these reference materials to use during the test. A **minimum score of 75%** is required to pass.
- The applicant has ninety days after the Department issues a request for additional information to submit the requested information to the Department. If the applicant does not respond within ninety days, the application will be denied.

Step Two: Registration Process

Once you have passed the examination, we will receive your exam score directly from the testing vendor.

- Complete DEP Form 4074: Application for Septic Tank Contractor Registration.
- Provide all information on the application in the appropriate spaces, including signatures and dates.
- Verification of at least three years of experience, demonstrated by 6,000 hours of experience signed by either a septic tank contractor or plumbing contractor
 - Up to 4,000 hours (2 years) may be substituted with coursework or related experience, see F.A.C. 62-6.019(3)(a)(2-5)
- Approved coursework will be counted at a ratio of 33 work hours per hour of coursework up to a maximum of 4000 hours. Out of State Applicants
 - Per 62-6.019(3)(a)(4), certification from a regulatory agency of another state demonstrating the applicant held a statewide license for septic tank contracting in their jurisdiction, length of time the license has been held, verification of compliance with continuing education requirements consistent with Florida's requirements, and verification of the passing of an examination that at a minimum included the following topics: system location and installation, site evaluation criteria, system size determinations, disposal of septage, construction standards for drainfield systems, and U.S. Department of Agriculture's soil textural classification system. Out of state experience will be prorated as 2000 hours per 365 days of license holding. Per 62-6.019(3)(a)(2), the experience of a person employed by and under the supervision of a contractor licensed in another state for septic tank contracting is considered related work experience. No more than two years (maximum 4,000 hours) of related work experience will be accepted, and the certification must account for the hours of related work.
 - Please provide our office with the following information, along with the standard application information so that your out-of-state septic tank contractor registration can be evaluated:
 - Septic Tank Contractor Registration Verification Letter (reach out to the Operator Certification Program for this form)
 - A copy of your current and active out-of-state Septic Tank Contractor license(s)

- A **certified** State of Florida Criminal History Record Check, see F.A.C. 62-6.019(3)(b) for additional info related to out-of-state work experience
 - FDLE certified Criminal History Record Check link:
<https://shield.fdle.state.fl.us/shield/app/ecorsp>
 - Mailed directly to the FLDEP Operator Certification Program
 - Contact Name: Eli Miller
 - General Email: Operator.Certification@FloridaDEP.gov
 - Mailing Address: Post Office Box 3070, Tallahassee, Florida 32315.
 - Contact Phone: 850-245-7500
- Registration Fee
 - **\$100**
 - Fees shall be paid by check or money order made out to the Florida Dept of Environmental Protection (FDEP).

The applicant is responsible for all information supplied to the Department. The applicant has **ninety days** after the Department issues a request for additional information to submit the requested information to the Department. **If the applicant does not respond within ninety days, the application will be denied.**

Submit application and additional documents to:
Florida Department of Environmental Protection
Operator Certification Program
Post Office Box 3070
Tallahassee, FL 32315

Change of Address and Name

It is the responsibility of the applicant/contractor to inform the OCP office in writing by fax, mail, or email of any changes of address and name. **No changes will be made over the phone.** Failure to notify our office of your current address will delay notification of your examination, registration, and renewal status. You can find the

Registration Renewal and Inactive Status

All registrations must be renewed annually, by September 30th to continue septic tank contracting. Ninety days prior to the renewal deadline, registration-holders are sent a renewal notice to their last address of record. Please note that all operators are responsible for keeping track of their renewals; all notices sent by the Department are courtesy reminders that renewal of your license(s) is due. Remember to notify our office in writing of your current address.

Any registration renewal application which is not submitted in a timely and complete manner will revert to inactive status after expiration until renewed. Registrations not renewed by the renewal deadline are considered inactive, and the business authorization that the registration-holder qualifies will also move to inactive status. Those operators working with an inactive license may be subject to disciplinary and enforcement actions. An inactive registration which is not reactivated for more than 5 renewal cycles will be moved Null & Void status. Subsequent registration will require meeting all the current requirements for the Septic Tank Contractor Registration including examination. Example: Your registration is active until the expiration date 9/30/2026. If you fail to renew your license by this date it becomes inactive until 9/30/2031. If proper fees and CEU's are not received by 9/30/2031, your registration will become Null & Void.

How to Renew:

- Complete DEP Form 4076: Application for Septic Tank Contractor Registration.
- Include copies of your CEU certificates; 12 hours required, up to 6 hours can be rolled over from the previous year
- Check for \$100

The applicant is responsible for all information supplied to the Department. The applicant has **ninety days** after the Department issues a request for additional information to submit the requested information to the Department. **If the applicant does not respond within ninety days, the application will be denied.**

Submit application and additional documents to:
Florida Department of Environmental Protection
Operator Certification Program
Post Office Box 3070
Tallahassee, FL 32315

Technical Assistance and Professional Training Providers

EPINCORP, Inc.

PO Box 162204
Altamonte Springs, Florida 32716-2204
Telephone: (407) 774-8506
Web Site: <http://www.epincorp.com>
Authorized Representative: Dr. Sonia Cruz
Authorization Number: SP0012
Authorization Expiration Date: 11/01/2028

Florida Association of Environmental Soil Scientists, Inc.

PO Box 570370
Orlando, Florida 32857
Telephone: (407) 494-9178
Web Site: <http://faess.org/>
Authorized Representative: Tim Hull
Authorization Number: SP0005
Authorization Expiration Date: 2/4/2027

Florida Environmental Health Association, Inc.

PO Box 350356
Jacksonville, Florida 32235
Telephone: (904) 568-1927
Email: contact_us@feha.org
Web Site: <https://feha.org/>
Authorized Representative: Trisha Dall
Authorization Number: SP0001
Authorization Expiration Date: 5/27/2029

Florida Onsite Wastewater Association, Inc.

5115 State Road 557
Lake Alfred, Florida 33850-7202
Telephone: (863) 842-5262
Fax: (877) 832-9434
Web Site: <https://myfowa.com/>
Authorized Representative: Sherrill Parr
Authorization Number: SP0002
Authorization Expiration Date: 05/23/2028

Informa Markets

222 West Las Colinas Boulevard
Irving, Texas 75039
Telephone: (212) 600-3516
Email: cindy.barrand@informa.com
Authorized Representative: Cindy Barrand
Authorization Number: SP0018
Authorization Expiration Date: 03/10/2025

T. Richardson Soils and Environmental, LLC

9158 NE 76th Court
Gainesville, Florida 32609
Telephone: (386) 937-1283
Email: travson1@gmail.com
Authorized Representative: Travis C. Richardson
Authorization Number: SP0020
Authorization Expiration Date: 11/1/2028

WCA Environmental Services, Inc.

21168 Alderson Avenue
Port Charlotte, Florida 33952
Telephone: (941) 763-9568
Fax: (941) 627-0097
Email: wande79384@aol.com
Authorized Representative: Winston C. Anderson
Authorization Number: SP0016
Authorization Expiration Date: 03/15/2027

SludgeHammer Group, Ltd.

4772 US 131 Building D
Petoskey, Michigan 49770
Telephone: (231) 348-5866
Web Site: <https://sludgehammer.net/fl-training-registration-2025/>
Email: rzaremba@sludgehammer.net
Authorized Representative: Ryan Zaremba
Authorization Number: SP0022
Authorization Expiration Date: 7/24/2029

Mailing Addresses and Contact Information

There are **TWO** addresses to use concerning OCP. One is for applications with fees. The other is for general information. Failure to mail fees with applications to the P.O. Box address given will result in delays in the processing of applications. **Please do not send checks or money orders without an application.** If forms or applications are mailed without proper payment, contact our office at (850) 245-7500 immediately. Please note that we have a limited number of program staff answering phone calls. If we are unable to answer your call, it will be sent to our voice mail system. Make sure you leave your name, telephone number (including the area code), and a message. Remember to speak slowly and clearly - we cannot return the call if we cannot understand the message.

For Payment of Fees and Applications

Department of Environmental Protection Operator
Certification Program
Attn: Finance & Accounting
Post Office Box 3070
Tallahassee, Florida 32315-3070

Do Not Send Cash!



For General Information Requests and Correspondence

Department of Environmental Protection
Operator Certification Program
2600 Blair Stone Road
M.S. 3506
Tallahassee, Florida 32399-2400

Email and Phone Number

Operator.Certification@FloridaDEP.gov
(850) 245-7500

Internet Address

You may visit our website at:
<http://www.floridadep.gov/ocp> for additional copies of this handbook, forms and other important information.
You may also view your CEU hours.



**If you have any questions, please,
reach out directly to the
Operator Certification Program!**