



Individuals proposing to install an on-site sewage system in Snohomish County must first be certified by the Snohomish County Health Department (Health Department). Installers who possess a certification from a county other than Snohomish must also be certified by the Health Department prior to conducting business here.

Requirements to Become Certified

- Submit the [Certification Application Form](#)**
Complete this form and email it to SHD-EHQ@snoco.org. Your application will be reviewed by the Health Department and an invoice will be sent to pay the exam fee.
- Submit Current Department of Labor & Industries State Contractor's License**
You can submit this at any time before paying the annual certification fee (can be submitted before or after taking the exam). Send this document to SHD-EHQ@snoco.org.
- Pay the Exam Fee**
You will be notified via email to pay this fee after your application has been reviewed. You can [pay this fee online](#). Once you have paid, the Health Department will send you an invitation to choose an exam date through Public Safety Testing (our testing partner). See current fees on our [fee schedule](#).
- Register for the Exam**
Instructions to register will be in the invitation email that you will receive after paying the exam fee. You can choose to take the exam in-person at the testing facility in Lynnwood, or at home online. Follow all instructions carefully prior to taking the exam. Failure to do so will make you ineligible to take the exam on the date you chose.
- Study for the Exam**
It is highly recommended you review the [Certified On-site Sewage System Installer Examination Study Materials](#) provided by Health Department prior to taking the exam.
- Pass the Exam**
Written Exam: The written exam is comprised of true/false and multiple-choice questions. The exam is worth 100 points with a total of 70 points needed to pass (70%). The exam will take approximately 2 hours to complete. Resource materials, cell phones or other electronic devices are not allowed during the exam. Once results from your written exam become available, any remaining certification requirements must be completed **within 90 days**. If more than 90 days passes, you will be required to reapply and retest.

Field Review: The field review follows the successful completion of the written exam. The field review consists of a site meeting with an Environmental Health Specialist to discuss the results of the exam and to review an installed on-site sewage system ready for final inspection. This allows for a more hands-on discussion of installation principles and practices and provides an opportunity to answer further questions.

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Pay the Annual Certification Fee

After passing both portions of the exam, you will receive another invoice via email to pay the annual certification fee. Certificates are valid for the calendar year in which they are applied for and are renewed annually every January. You can [pay this fee online](#). See current fees on our [fee schedule](#).

Register in OnlineRME

Once you have paid the annual certification fee, you will be emailed your certificate number and a link to register in OnlineRME. You will need to use your certificate number to register. After you have registered, email your OnlineRME number to SHD-EHQ@snoco.org.

Receive Your Certificate

When all the certification requirements have been met, you will be sent an electronic copy of your certificate over email and a paper copy will be sent in the mail. Once you receive your certificate, you are eligible to perform work as an on-site sewage system installer in Snohomish County.

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