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Barry-Eaton District Health Department

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Memorandum

To: Parties interested in becoming a Registered Evaluator (via www.barryeatonhealth.org)
From: Regina Young, R.S., Water Protection Team Supervisor (email: ryoung@bedhd.org)
CC: Eric Pessell, Division Director
Date: January 4, 2010
Re: Evaluation and Maintenance Regulation, Time of Sale or Property Transfer - Registered Evaluator Requirements

This memo is to assist those interested in becoming a Registered Evaluator under the "Regulations Governing On-site Sewage and On-site Water Supply System Evaluation and Maintenance in Barry and Eaton County, Michigan." A copy of Regulation is available at our website (www.barryeatonhealth.org). Visit the TOST section of "In the News". Information regarding our Certification and Registration process is also posted to the web and is periodically updated.

The purpose of this memo is to provide an overview of the two step process to be a Registered Evaluator. You will find an application to become a Registered Evaluator on our website.

✓ Overview of the Certification and Registration Process:

To become a Registered Evaluator for time of sale or transfer (TOST) evaluations, an individual must first demonstrate competency in both on-site water systems and on-site sewage systems – their construction, operation and indicators of failure. This **first step** is called **Certification** and is where the individual identifies to BEDHD any applicable credentials, years of experience in the on-site water and on-site sewage field, and training experiences. There is no BEDHD fee to be *certified*, however there are fees by BEDHD or other applicable entities for training. Once the minimum requirements to be *certified* have been established and an application to become Registered Evaluator is submitted, a certification exam must be taken. Applicants will be notified of the dates and locations for this test.

In order to move to the **second step**, or the **Registration** process, a minimum score on the certification test is required. The applicant must submit the applicable registration fee* and complete the registration orientation training. Registration orientation covers the specifics of the BEDHD Regulation, the processes involved in a TOST review, the minimum required Evaluation Criteria and training on the use of the reporting software (web based reporting only). Upon completing the registration orientation, one must successfully pass the registration exam and provide proof of general liability insurance, before *Registration* and authorization to perform evaluations will be granted.

(*First time registration fee currently set at \$263. Annual renewal fee is currently set at \$105).

✓ Other important things to know:

We are all living in the information age. **Evaluators must be skilled in computer applications and the use of email.** One key part of the TOST program will be the use of computer applications for the web-based reporting by evaluators of their findings. On-line fee payment for BEDHD's review is required to be submitted by the Registered Evaluator at the time that the evaluation findings are submitted to BEDHD via the web. (Current review fees for both water and sewage system evaluations are set at \$130 -water only or septic only evaluations are \$80).

Registered Evaluators will be individuals operating a private business (i.e. evaluators are not employed by the BEDHD).

Joint inspections with BEDHD staff during actual evaluations are required of all evaluators and based on the level of certification established. Continuing education will be a requirement of maintaining registration. The continuing education and quality assurance portions of the Registered Evaluator requirements are being developed at this time.

BEDHD will be offering training courses in water and sewage- for use in certification. These certification courses are held when the demand for such training warrants and will be announced via our website. Certification training is typically held at least once a year.

Registration orientation will occur after certification. Again, registration orientation training dates will be announced via our website.

✓ How to get more information:

It is not possible to explain every aspect of the program. Key information as it relates to training dates, certification exam dates and the registration process will be posted to our website (www.barryeatonhealth.org).

Should you require additional information regarding this program, please contact this Department at (269) 945-9516, extension 35.