

Accelerated Environmental Health Professional Certification And Master Septic Tank Contractor Training

Participation and Examination Guide

Effective 10/06/2010; Revised 03/10/2015; Revised 8/21/2018; Revised 12/03/2018; Updated 2/25/2020;
Updated 1/12/2021

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 will not be allowed to attend and must re-register to return at a later dated ACT event. Individuals must complete both the online and the hands-on portions of a course to receive credit.
2. **DOH 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 Mr. Michael Lawhorn, Jr., Certification Program Coordinator. Michael may be reached at (850) 901-6515 or (850) 245-4250 or at email Michael.Lawhorn@flhealth.gov. For quick access to the certification link, please click on the following link: [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>.

Mail the completed application packet, with the appropriate fees, and have official transcripts mailed to:

Department of Health, Bureau of Environmental Health,
Facility Programs Section
4052 Bald Cypress Way, Bin A08, Tallahassee, Florida 32399-1710
Attention: Environmental Health Professional Certification

Note: Official electronic transcripts may be sent directly from the transcript provider (school or transcript company), via secure email, to Mr. Lawhorn's email address at Michael.Lawhorn@flhealth.gov.

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 FDOH septic tank contractor registration is currently active by contacting Ed Williams in the Onsite Sewage Programs, at (850) 901-6522 or (850) 245-4070 or email Ed.Williams@flhealth.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. 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 64E-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. Those seeking to become certified, per Florida Statute s. 381.0101, FS, must complete application form [DH4100](#) and submit it with proof of Florida PE licensing or college transcripts to Mr. Michael Lawhorn for pre-qualification determination. Once the CEHP application is approved, the applicant and FOWA will be notified the applicant is eligible to attend the next available ACT course and take all three course examinations. Mr. Lawhorn may be reached at (850) 901-6515 or (850) 245-4250 or via email at Michael.Lawhorn@flhealth.gov.

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. 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. 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.

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 the ACT examinations. 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.

- a. Until an online testing solution is in place, ACT Examinations will consist of 50 questions for each exam, both multiple choice and true/false. One hour and twenty minutes is allowed to complete the exam. Examinations will be graded as completed by the student, with 70% as the minimum passing score. Those students who do not pass the exam will be given the opportunity to review their examinations and a second examination will be given, on the same day, after the review period. Students are not required to take a second exam. A participant who does not achieve a minimum score of 70% on the second exam will be required to repeat the online and hands-on portions of that course prior to attempting to pass the exam again, as will any participant who does not take the second exam on the same day.
- b. Once an online testing solution is implemented, ACT Examinations will be administered online through a service provider. Access to the exam will be given upon successful completion of the hands-on portion. Students will be allowed two attempts to achieve the minimum passing score of 70%. Those students who do not pass the exam on the first attempt will have a second attempt available. The two attempts must be made within the two-week period after attending the hands-on

portion. A participant that does not achieve a minimum score of 70% on the second exam or does not complete the second attempt within the allotted two-week period will be required to repeat the online and hands-on portions of that course prior to attempting to pass the exam again.

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 contact Mr. Michael Lawhorn (Michael.Lawhorn@flhealth.gov) for approval and pay any applicable fees prior to enrollment.
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. 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 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.