

FALL 2020
INSTALLER CERTIFICATION SCHEDULE

*****Space is limited*****

Applications for exams must be accepted by NHDES SUBSURFACE BUREAU prior to attending the exam.

Written notification of acceptance or return will be mailed to the address provided on the application. An [updated application](#) can be found on our website. Previous applications will not be accepted.

Deadline for all applications is November 10, 2020

Exam location: DEPARTMENT OF ENVIRONMENTAL SERVICES
29 Hazen Drive, Concord, NH.

[Directions](#)

INSTALLER'S EXAM

Exams are open book. Please bring necessary documents and item, such as a 1:20 scale, a copy of the rules, pen/pencil, calculator. NHDES staff will not provide any materials for the exam.

****Please note that cell phones are prohibited in the exam room.**

****Please read the Protocols required while in the building.**

REQUIREMENTS:

- Knowledge of septic system installation procedures and practices.

REQUIRED READING:

- [State of NH Subdivision and Individual Sewage Disposal System Design Rules](#)

EXAM DATE: November 17 & 24, 2020

Please note that the exam application will allow you to choose your preferred exam date. Please read all the information on the application carefully. The dates will be filled on a first come, first served basis. Once each date is fill to capacity, applications will no longer be accepted.

A date will be assigned after the application has been accepted. Written notification of the date and your acceptance will be mailed or emailed, if preferred.

Publications and Applications are available

ONLINE:

Installer Application: https://www.des.nh.gov/organization/divisions/water/ssb/design_install.htm

Rules: [State of NH Subdivision and Individual Sewage Disposal System Design Rules](#)

MAILINGS:

NHDES SUBSURFACE SYSTEMS BUREAU (603) 271-3501
Department of Environmental Services
PO Box 95, 29 Hazen Drive
Concord, New Hampshire 03302-0095

INSTALLER EXAM PROTOCOLS

- The exam will begin at 9:00 a.m. Please arrive at 29 Hazen Drive by 8:30. Please practice proper social distancing at all times.
- You must present a valid photo ID to be allowed to enter the building.
- Everyone entering the building must pass a mandatory health screening. The following are the current screening questions that are subject to change; **if you refuse to answer or answer “Yes” to any of the following questions, you will not be allowed into the building.**

Have you had close contact with someone suspected or confirmed to have COVID-19 in the past 14 days?

Have you had any of the following COVID-19 symptoms in the last 72 hours:

- o *Fever, or feeling feverish;*
- o *Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;*
- o *General body symptoms such as muscle aches, chills, or severe fatigue;*
- o *Gastrointestinal symptoms such as nausea, vomiting, or diarrhea;*
- o *Changes in the sense of taste or smell?*

In the past 14 days, have you traveled OUTSIDE of New Hampshire, Vermont, Maine, Massachusetts, Connecticut, or Rhode Island, regardless of the mode of transportation?

Note: *it does not matter if the mode of transportation was public or private.*

Note: The Health Screeners at 29 Hazen Drive have the authority to deny anyone access to the building as a result of the screening or for failure to wear a mask. If you are denied entry by the health screeners for any reason, please respectfully accept their determination.

Once allowed access to the building, **you must** wear a face mask or other appropriate protective face covering at all times. You will be escorted by Subsurface System Bureau staff to the exam room.

- You may not leave the exam room unless escorted by Subsurface System Bureau staff. Leaving the building during the exam will not be allowed.
- Subsurface System Bureau staff will not provide any materials to you other than the exam. Please be sure to bring all materials you will need (e.g., pens, pencils, engineering scale, scratch paper, calculator, reference books, etc.) to the exam. Cell phones are not allowed to be used and must be either left in your vehicle or turned off and left off the exam table.