SEPTIC INSTALLER CERTIFICATION SCHEDULE

***Space is limited***

Applications for exams must be accepted by NHDES Subsurface Systems 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 below. Previous applications will not be accepted.

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

Directions

INSTALLER'S EXAM
Exams are open book. Please bring necessary documents and items, such as a 1:20 scale, a copy of the rules, pen/pencil, calculator, etc.

** 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.

REQUIRED KNOWLEDGE FOR THE EXAM:

➢ Knowledge of septic system installation procedures and practices.
➢ Knowledge of how to read a plan and determine how the design intent relates to the plan.
➢ Ability to identify the highest existing contour within the bed area and other specifics in the design intent.
➢ Knowledge of how the bed bottom is set and what instruments are used. 3 scenarios are given – at grade, above grade, below grade.
➢ Ability to read a plan and determine if system components can be moved.
➢ Knowledge of the 50% rule and how it relates to shifting the EDA.
➢ Knowledge of required setbacks.
➢ Knowledge of how moving the tank will cause the invert elevations to change.
➢ Knowledge of tie points and methods of laying out the bed.
➢ Ability to use a scale.
➢ Ability to read contours and how they relate to survey spot elevations.

The best way to gain knowledge of how to install a septic system is to apprentice with a permitted installer. Knowledge of all aspects of the installation process is incorporated into the exam.

EXAM DATES
October 27, 2022 and October 28, 2022. There are 2 exams per day - a morning session from 8:30 am – 11:30 am or afternoon session from 12 – 3pm.

The dates will be filled on a first come, first served basis. Please mail in your application to take this exam instead of coming to the office in person. We will register people on a first come first serve basis using the postmark date of your application.

A date will be assigned after the application has been accepted. Written notification of the date and your acceptance will be mailed to you (or emailed to you, if you provide your email).
REQUIRED READING:
*State of NH Subdivision and Individual Sewage Disposal System Design Rules*

PUBLICATIONS AND APPLICATION FORMS ARE AVAILABLE ONLINE

Installer Application: [https://onlineforms.nh.gov/?FormTag=NHDES-W-05-005](https://onlineforms.nh.gov/?FormTag=NHDES-W-05-005)

Please read all the information on the application carefully, to insure the application is not returned for not being complete.

Rules: *State of NH Subdivision and Individual Sewage Disposal System Design Rules*  

Copies of the Rules are available from the Subsurface Bureau. Please call for applicable fees:

NHDES Subsurface Systems Bureau  
PO Box 95, 29 Hazen Drive  
Concord, New Hampshire 03302-0095  
Please call for applicable fees and mailings (603) 271-3501

**INSTALLER EXAM PROTOCOLS**

- The morning exam will begin at 8:30 a.m. Please arrive at 29 Hazen Drive by 8:00 am.
- The afternoon exam will begin at 12 noon. Please arrive early for sign in.
- You must present a valid photo ID to be allowed to enter the building.
- You may not leave the exam room unless escorted by Subsurface Systems Bureau staff. Leaving the building during the exam is not allowable due to restricted entry requirements.
- Subsurface Systems 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.