

STEPS TO BECOMING A LICENSED INSTALLER

1. Visit our website www.panhandlehealthdistrict.org
2. Hover your mouse over the Environmental Health Tab
3. Select Permits and Records
4. Scroll down until you see the blue rectangle that says 2020 Installers Class
5. Read through this slide show.
6. Once that has been completed send us an email at ehapplications@phd1.idaho.gov and request your test. Let us know if you would like to become a complex installer (any system that requires a pump) or Basic installer (any system that can be gravity fed).
7. You will be required to either visit www.deq.idaho.gov and search for the Technical Guidance Manual for Idaho. Download this to your desktop. This book will be used during the test (yes, it is an open book test!) Or you can visit any of the Panhandle Health District Offices and purchase a printed version for \$25.00. Either way keep in mind this book is updated from time to time so you will want to make sure you update your copy.
8. Once you have your test and TGM (Technical Guidance Manual) take the test at your pace. Once you have completed your test email the answer sheet back to us at ehapplication@phd1.idaho.gov . Once we have graded your test, we send you back your score along with an application to fill out (also includes an example of what the bond will need to look like for your agent) or we will send you your score and ask if you would like a new answer sheet to try again. You must get a 70% or above to pass.
9. Once you have passed you will need to fill out the first 2 pages of the application. Once they are completed you can mail the application, a copy of your bond and a check for basic (\$50.00) complex (\$100.00) which ever matches what test you took. After we have reviewed the information and have all we need we will either mail your license to you or give it to you while you are in the office.
10. Once you have become a licensed installer you will be listed on our website and DEQ's website as a licensed septic installer. (Free advertising! So, make sure we have a good # to reach you on your application!)
11. As always feel free to call us with any additional questions or concerns! We are here to help!
And good luck!