



CHESTER J. CULVER, GOVERNOR
PATTY JUDGE, LT. GOVERNOR

STATE OF IOWA

DEPARTMENT OF NATURAL RESOURCES
RICHARD A. LEOPOLD, DIRECTOR

Iowa's Time of Transfer Inspection Program

Iowa's time of transfer inspection law (SF261) was passed in April of 2008 and takes effect July 1, 2009. The new law requires that every home/building served by a septic system have that septic system inspected prior to the sale or deed transfer for the home/building. The law also requires the Iowa Department of Natural Resources (IDNR) to develop an inspection procedure and a time of transfer inspector certification program. The certification program will include an inspection training that covers the inspection procedure and reporting requirements.

Certified Time of Transfer Inspectors

To become a certified time of transfer inspector you must fill out the Time of Transfer Inspector application and submit it to the IDNR. You must also take the time of transfer inspector training offered by DMACC and the Onsite Wastewater Training Center of Iowa and pass the test given at the end of the training. To qualify for the time of transfer inspector training you must have one of the following:

1. Two (2) years of experience in the operation, installation, inspection, design or maintenance of private sewage disposal systems (onsite wastewater treatment or septic systems).
2. Complete the "Basics of Onsite 101" class offered by the Onsite Wastewater Training Center of Iowa or an equivalent class approved by the Department.

Complete the application outlining your experience or provide proof of registration/attendance at the "Basics of Onsite 101" class and submit it to the IDNR. When your application is approved, DMACC will be notified of your eligibility for the Inspector Training class. Sign up for the Inspector Training class. Class schedules for both the Time of Transfer Inspector Training and the Basics of Onsite 101 are available with this cover letter. Complete the training and test. When your test is graded you will be notified of the results and billed for the test fee (\$50) and the certification fee (\$300) if you pass. Pay the invoice and you will receive your certification.

Certifications are for two (2) years ending on even years. Certifications issued between even years will be pro-rated based upon each six-month period certified (\$75/six months). Renewals will be mailed at least 90 days prior to expiration of your certification.

You must earn at least 12 contact hours of continuing education during each two-year certification period. The training must pertain to private sewage disposal systems. Submit your continuing education hours to the IDNR as you accumulate them. They will be entered into the Operator Certification database. You will be able to access the database to track your progress.

A certification flow chart is printed on the back of the application explaining this entire process. If you have questions about time of transfer inspections or the requirements to become certified please call Daniel Olson, IDNR, at 515-281-8263 or e-mail at Daniel.olson@dnr.iowa.gov. If you have questions about registering for a training class or class schedules please contact Annette Adams, DMACC, 515-964-6464, or e-mail at aladams@dmacc.edu.



Return to: Iowa Dept of Natural Resources
 Time of Transfer Inspector Certification
 502 E. 9th St.
 Des Moines, IA 50319-0034
 Fax: 515-281-8895

Certified Time of Transfer Inspector Application (DNR Form 542-0192)

Name _____ Phone _____

Business Name _____ E-mail _____

Address _____ City _____ State ____ Zip _____

Experience and Education requirements:

State rules require you to take the “Time of Transfer Inspections” class to become certified. To qualify for the inspection course you MUST have; **1)** two years experience operating, installing, inspecting, designing or maintaining private sewage disposal systems, **OR 2)** take the “Basics of Onsite Systems” class.

1) If you have two (2) years of experience provide the contact information and a description of your experience below.

Business Name _____ Phone _____

Address _____ City _____ State ____ Zip _____

Contact _____ Years experience _____

Describe experience _____

Business Name _____ Phone _____

Address _____ City _____ State ____ Zip _____

Contact _____ Years experience _____

Describe experience _____

Attach additional sheets if necessary

2) If you do not meet the experience requirements, you must be registered for, or show proof of attendance at, the “Basic of Onsite Systems” class or the three day “Time of Transfer Inspector” course.

I certify the above information is true and accurate, to the best of my knowledge. I agree to abide by all terms and conditions of the DNR Time of Transfer Inspection Rules outlined in IAC 567 – Chapter 69, “Private Sewage Disposal Systems”.

Print Name _____

Signature _____ Date _____



**I N S P E C T O R T R A I N I N G
R E G I S T R A T I O N F O R M**

**Please use a separate registration form
for each person attending.
Duplicate as needed.**

Pre-registration is required.

LOCATION AND DATE OF TRAINING: _____

COST: \$300/person for 2-day training. Please register separately for Basics of Onsite class (\$100).

*Social Security No. ____ - ____ - ____

*Name _____
Last First Initial

Representing _____

*Home Address _____ Bus. Phone _____

*City _____ State _____ *Zip _____

*Birthdate ____/____/____ Resident of Iowa Yes No Male Female

E-Mail _____

**Please send this form and a copy of your DNR approval with your check for \$300 made payable to
Des Moines Area Community College, to: DMACC, Attn: Annette Adams, 2006 S.**

Ankeny Blvd., Bldg. 18 Rm. 1B, Ankeny IA 50023

**IF YOU HAVE QUESTIONS, PLEASE CALL ANNETTE ADAMS at 800-362-2127, OPTION 5, EXT 6464, or 515-964-6464
OR DENNIS HAYWORTH at EXT 6346, or EMAIL ANNETTE: aladams@dmacc.edu or DENNIS: dahayworth@dmacc.edu**

If you wish to charge your tuition & fees, complete the following and fax with your approval to (515) 964-6604.

MasterCard/VISA No. _____ Expiration Date: _____

Signature needed for MasterCard/VISA _____



** Information required for registration and CEU tracking.*



2009 Inspector Training Schedule

February 18-19	Two Day	Carroll – DMACC, Rm 142 906 N Grant Rd, Carroll
March 17-18	Two Day	Algona – 2111 Hwy 169 N, Algona
April 14-15	Two Day	Mt. Pleasant – Rm 102 200 N Main St, Mt Pleasant
April 22-23 (Basic 101 is offered April 21)	Three Day*	Waverly – Waverly Civic Center 200 2st St NE, Waverly
May 13-14 (Basic 101 is offered May 12)	Three Day*	Ankeny – DMACC, Bldg 18, Rm 35 2006 S Ankeny Blvd, Ankeny
June 9-10	Two Day	Cedar Rapids – KCC, Cont Ed Bldg, Rm 124 6301 Kirkwood Blvd SW, Cedar Rapids
September 23-24	Two Day	Atlantic – Rm 137 (Wed), Rm 145 (Thurs) 705 Walnut St, Atlantic
October 21-22 (Basic 101 is offered October 20)	Three Day*	Ankeny – DMACC, Bldg 18, Rm 35 2006 S Ankeny Blvd, Ankeny

**EACH CLASS IS LIMITED TO 30 PARTICIPANTS.
DNR APPROVAL LETTER IS REQUIRED FOR REGISTRATION.
PRE-REGISTRATION IS REQUIRED. NO WALK-INS ALLOWED.**

For more information, contact Dennis Hayworth at 1-800-362-2127, option 5, ext 6346.
To register, contact Annette Adams at 1-800-362-2127, option 5, ext 6464 or 515-964-6464.



* Three Day training includes Basics of Onsite Wastewater Treatment course through OWTC followed by two days of Inspector Training classes and test.

Onsite Wastewater of IOWA Training Center

www.wastewatertraining.com

2009 Workshop Schedule

January 21	Basic 101 Brent Parker	Industrial Tech Bldg SWCC, Red Oak
22	Basic 101 Brent Parker	Rm 180, Performing Arts Center SWCC, Creston
February 17	Operation and Maintenance John Bein	Rm 142, Carroll Campus DMACC, Carroll
March 19	Soil Absorption/At-Grade/Mounds David Gustafson, Univ Minn	Wilder Auditorium Northeast IA CC, Calmar
April 14	Alternative Treatment Systems	Clinton – GATCI, Rm 15 EICCD, Clinton
April 21	Basic 101	Waverly – Waverly Civic Center 200 1 st St NE, Waverly
May 12	Basic 101	Ankeny – DMACC, Bldg 18, Rm 35
June 17	Aerobic Treatment	Ankeny – DMACC, Bldg 18, Rm 35
September 15	Site Evaluation and Design Randy Miles	Ankeny – DMACC, Bldg 18, Rm 35
October 20	Basic 101	Ankeny – DMACC, Bldg 18, Rm 35

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