

Iowa Onsite Waste Water Association (IOWWA)
Certified Installer of Onsite Wastewater Treatment Systems (CIOWTS)

PROCEDURES FOR RENEWAL - CIOWTS CREDENTIAL

1. **IOWWA CIOWTS Certification Renewal** – IOWWA will email (or mail if no valid email is on file) a renewal invoice to you prior to the end of your 2-year credential period. During the 2-year credential cycle, you are required to have 12.0 hours minimum of continuing education. The invoice will reflect the number of hours on file for you and the amount due.

***Renewal fees:** Basic: \$115.00 | Advanced: \$120 .00
* *Subject to change.*
2. **The CIOWTS credential period runs on a two-year cycle.** The first day of your credential period is the first day of the month *you passed* the exam.
3. **Continuing Education:** You will need a total of 12.0 CE hours for renewal of the CIOWTS Certification in each 2-year credential cycle. Continuing education must be earned *during* the two-year credential cycle. Upcoming training events can be found at www.iowwa.com/pages/trainings. Those listed on our website are approved for the credential.
4. DMACC Onsite Wastewater Training Center - Continuing education hours earned at workshops sponsored by the *DMACC OWTC* are pre-approved for the CIOWTS credential. They provide IOWWA with a listing of those who attended their workshops.
5. Iowa Department of Public Health – Continuing education hours earned for the IDPH plumbing licensing Plumbing and Plumbing Code Disciplines are approved the CIOWTS Credential. Please submit via email to contactus@iowwa.com the date, location, instructor, course title and CE hours earned.
6. If CE hours are obtained at an event **not** sponsored by IOWWA, prior approval for the course will need to be made to IOWWA. Course title, description and presenter(s) biography information will need to be submitted to IOWWA at least 30 days prior to the event. If you receive CE hours from other sources, be sure to provide IOWWA with a copy of your certificate or record of CE hours earned as we will only track IOWWA sponsored events.
7. If an individual falls short of meeting the minimum CE hour requirement for the credential and/or does not submit the appropriate renewal fees, he/she will be entered into a one-time grace period that can last for a period of up to **60 days** from their credential expiration date. At the end of the grace period all appropriate fees and continuing education hours must be submitted to receive the “active” status.
8. If a credentialed individual fails to submit the appropriate fees and continuing education hours prior to the end of the **60-day** grace period, **his/her credential is revoked**. To re-obtain the credential, the individual must reapply and retake the examination.