



Policies and Procedures
Examination Program for On-site Sewage System Installers
(under the *Building Code Act, 1992* and Ontario Building Code)

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Building and Development Branch
Ministry of Municipal Affairs and Housing

www.obc.mah.gov.on.ca

**Policies and Procedures
Examination Program for On-site Sewage System Installers**

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1.0 INTRODUCTION

1.1. *Scope*

This document outlines the examination program for on-site sewage system installers, administered and authorized by the Ministry of Municipal Affairs and Housing as referenced in Section 2.18. of the Ontario Building Code (OBC). Policies and Procedures for building practitioner examinations for chief building officials and inspectors, designers and Registered Code Agencies can be found on the Building Code website at www.obc.mah.gov.on.ca.

The Policies and Procedures are subject to revision. Users should check the Building Code website at www.obc.mah.gov.on.ca for the current edition of these Policies and Procedures and referenced documents.

1.2. *Role of the Examination Program*

Sections 15.11. and 15.12. of the *Building Code Act, 1992* (BCA), as amended by the *Building Code Statute Law Amendment Act, 2002* (Bill 124) require certain building practitioners to have the qualifications set out in the OBC. These qualifications are set out in OBC Sections 2.16. through 2.19., which were added to the OBC through Ontario Regulation 305/03 and amended through Ontario Regulations 145/05 and 146/05. The qualifications for on-site sewage system installers are described in Section 2.18. of the amended OBC.

The qualifications which on-site sewage system installers must have, include:

- (1) Successful completion of an examination program administered by the Ministry of Municipal Affairs and Housing, and
- (2) Registration with the Director of the Building and Development Branch.

Any individual is entitled to apply for and take examinations in accordance with these Policies and Procedures.

Table 1 outlines the role of the Examination Program with respect to the qualification of on-site sewage system installers.

Table 1: Types of Practitioners and the Relationship between Qualification Requirements and the Examination Program

Type of practitioner	Relationship between Qualification Requirements and the Examination Program
Persons engaged in the business of constructing on-site, installing, repairing, servicing, cleaning or emptying sewage systems (on-site sewage system installers)	To be qualified, on-site sewage system installers must be registered with the Director. Among other things, registration requires the filing of information on certain individuals who have successfully completed the Examination Program – see OBC Clause 2.18.3.2.(1)(a).

1.3. Date of effect

The requirement that on-site sewage system installers have the qualifications referenced in Section 2.18 of the OBC (as amended by Ontario Regulation 305/03) took effect September 1, 2003. On-site sewage system installers that were licensed prior to September 1, 2003 are deemed to be qualified.

1.4. Updating of Qualifications

When an examination that is part of this examination program is replaced with a new examination, individuals may be required to update their qualifications through successfully completing new examinations set by the Ministry of Municipal Affairs and Housing. Such examinations may be required, for example, following major changes to the technical or administrative requirements of the OBC. The OBC establishes mechanisms for notifying qualified building practitioners of new examination requirements (e.g., Subsection 2.18.3.8. of the OBC references the updating of qualifications for on-site sewage system installers).

2.0 EXAMINATION REQUIREMENTS FOR ON-SITE SEWAGE SYSTEM INSTALLERS

This subsection outlines the Examination Program administered or authorized by the Ministry of Municipal Affairs and Housing for the purposes of Section 2.18. of the OBC.

Persons who supervise construction on site, installation, repair, servicing, cleaning or emptying sewage systems [2.18.3.2.(1)(a) of the OBC], must successfully complete:

1. Technical examination
 - The examination entitled “On-site Sewage Supervisor – 1997”

An on-site sewage system installer will need to be registered with the Director to be qualified in this category.

3.0 APPLICATION TO WRITE EXAMINATIONS

Application to write examinations must be made using the Examination Application which can be found on the Building Code website (www.obc.mah.gov.on.ca) under the section “Licensing and Registration”, along with instructions on how to complete the form. The application and instructions can also be obtained from the Ministry of Municipal Affairs and Housing, Building and Development Branch.

Examination applications must be received at least 21 days before your preferred examination date(s) that are posted as “open” on the Building Code website (Examination Schedule). Applications must include the \$80 fee for paper filing or \$70 fee for electronic filing. Applicants that have submitted a complete application and are accepted for the examination will receive an Admission Letter confirming the location, date, and time of their examination, as well as their Building Code Identification Number for future references with the Ministry. The Ministry will contact applicants that have submitted a complete application in advance of the examination date and are not accepted.

For further information, including the Examination Program Candidate Protocol, Examination Program Testing Accommodations, and Examination Syllabi, please visit the Building Code website (www.obc.mah.gov.on.ca).