



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 took 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).  
or
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 at [www.wastewatertraining.com](http://www.wastewatertraining.com). 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 515-725-8404 or e-mail at [daniel.olson@dnr.iowa.gov](mailto:daniel.olson@dnr.iowa.gov). If you have questions about registering for a training class or class schedules please contact Caylene Hollinrake, DMACC, 515- 256-4920, or e-mail at [cjhollinrake@dmacc.edu](mailto:cjhollinrake@dmacc.edu).



Return to: Iowa Dept of Natural Resources  
 Time of Transfer Inspector Certification  
 502 E. 9<sup>th</sup> St.  
 Des Moines, IA 50319-0034  
 Fax: 515-725-8202

**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

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 Business Resources, Attn: Caylene Hollinrake, 1111 E Army Post Rd, Des Moines, IA 50315**

If you have any questions, please contact Caylene Hollinrake at (515) 256-4920, or [cjhollinrake@dmacc.edu](mailto:cjhollinrake@dmacc.edu) or Craig Hennager at (515) 256-4919 or [cjhennager@dmacc.edu](mailto:cjhennager@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 \_\_\_\_\_



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