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 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 includes 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 currently 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. 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 Cory Frank, IDNR, at 515-725-8404 or e-mail at Cory.frank@dnr.iowa.gov.

Onsite Wastewater Program, 502 E. 9th St, Des Moines, IA 50319-0034
Phone 515/725-8404 www.iowadnr.gov
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 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 _________________________
Certified Time of Transfer Inspector Application Flowchart

Applicant submits DNR application with experience listed or “Basic 101” certificate of attendance

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Incomplete applications returned

Application to OpCert for data entry

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Letter generated and sent indicating eligibility for Inspector class and test

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Applicant signs up for Inspector class providing copy of the letter of eligibility to DMACC

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Applicant takes class and test

pass ↓ fail

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Issued invoice for test and certification ($50 test fee, $300 certification fee for a 2 year period ending on even years)

Issued invoice for test only ($50), provided with info for retake

DO NOT SEND FEE UNTIL INVOICED

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Upon receipt of payment receives certification

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Provides CEU info to OpCert over the next two year period