



**MASSACHUSETTS TITLE 5 SYSTEM INSPECTOR CERTIFICATION**  
**ATTENDEE REGISTRATION PACKET**  
**FEBRUARY 26 & MARCH 1, 2024, 9AM -12PM | VIRTUAL CLASS**  
**MARCH 14 &15, 2024 9 AM & 1PM | IN-PERSON EXAM**

Name		
Organization		
Address		
City, State, Zip		
Phone		
E-mail		
Type	Regular Registration (\$250)	MHOA Member Registration (\$225)

- Register early as space is limited. Registrations are taken on a first-come/first-served basis based on completeness of application and full payment. A confirmation email with specific logistics, Zoom link, downloadable materials and directions will be emailed to you after your registration has been approved. You will need a computer with access to the internet and audio to participate in this meeting. This course is NOT approved for Title 5 Training Contact Hours. No cancellations or refunds after February 19, 2024.
- The registration fee is \$250 per person (or \$225 for MHOA members). The fee covers the cost of registration, handouts, manual and the exam. There is a \$30 fee for checks returned due to insufficient funds. Municipalities are permitted to submit a copy of their Payment Request as proof of payment – purchase orders are NOT accepted.
- Applications are not complete unless the registration form, payment/municipal proof of payment, eligibility application, and proof of eligibility are received. Incomplete applications are NOT considered registered.

**Qualifications for Eligibility**

**Board of Health Member or Agent**

Submit appointment letter or membership/ID card (establishing 1 year of experience).

**Engineer in Training (EIT)**

Submit copy of certifying documentation and proof of concentration (civil, environmental or sanitary)

**Licensed Home Inspector or Associate Home Inspector**

Submit copy of Mass. state registration card.

**System Installer or Pumper**

Submit copy of town or city permit.

**Others**

Submit letter from employer verifying experience of at least one year in septic system inspections or design.

**Pre-Qualified – Class/Exam Not Required**

- Mass. Registered Professional Engineer (civil, sanitary or environmental engineering)
- Mass. Certified Health Officer
- Mass. Registered Sanitarian

*Pre-qualified applicants are not required to take the training or the exam. A \$100 fee and pre-approval application can be submitted to NEIWPCC.*

Amount enclosed: \_\_\_\_\_

Check No.: \_\_\_\_\_ (Payable to NEIWPCC)

Visa/Mastercard/Discover ONLY

Credit Card #:

\_\_\_\_\_

Name on card:

\_\_\_\_\_

CVC: \_\_\_\_\_ Expiration \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name and Billing Address for Credit Card (if different):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Massachusetts Title 5 System Inspector Eligibility Form**

System Inspectors who perform inspections pursuant to 310 CMR 15.301 shall be: (a) Massachusetts Registered Professional Engineers with a concentration in civil, sanitary or environmental engineering; Massachusetts Registered Sanitarians; or Certified Health Officers; or (b) Board of Health members or agents, Engineers in Training (EIT certified) with a concentration in civil, sanitary, or environmental engineering, professional home inspectors, licensed septage haulers, disposal system installers, or other individuals with a minimum of one year of demonstrated experience in septic system inspection, who have attended training provided or authorized by the Department; and who have passed an examination prepared and administered by the Department or an agent authorized by the Department to qualify as an approved System Inspector pursuant to 310 CMR 15.34-(2).

Please read all questions carefully and answer fully. Application must be filled out completely, where applicable, and proof of eligibility (see next page) must be attached. Eligible persons must take the SI class and pass the SI exam in order to become a MA Title 5 System Inspector (see next page).\* **Also note that this form should be completed and submitted at the same time as the certification course registration form.**

Type or print clearly in ink only.

Attach recent photo with face not less than one inch wide, or a copy of driver's license may be used. **Please note this is a mandatory requirement.**

Proof of eligibility must be attached to this application. If proper proof is not submitted, your application **WILL NOT BE PROCESSED.**

Applicant Name	Date of Birth	Driver's License or ID #
Email	Company Name	

	Residence	Business
Street Address		
City, State, Zip		
Phone Number		

I, \_\_\_\_\_ [Print Name], do solemnly swear (affirm) that all the information presented in this application is true in substance and effect.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Date Received	Approval Date	Yes or No Approval By	Status and Comments	Certification Number

(See next page for info on required qualification proof.)

Check all that apply

Select	Qualification	Required Proof
	Board of Health Member or Agent with at least one year of experience	Correspondence on municipality letterhead stating status and appointment date
	Engineer In Training (EIT Certified)	Notification letter showing concentration (civil, sanitary or environmental engineering)
	Professional Home Inspector	<ul style="list-style-type: none"> <li>• Business card</li> <li>• Copy of recent inspection</li> <li>• Letter from employer</li> </ul>
	Licensed Septage Hauler	Copy of current license
	Disposal (Septic) System Installer	Copy of town permit
	Apprentice with at least one year of experience in septic system inspections or design)	Letter from employer verifying at least one year of inspection and/or design experience
	Mass. Registered Professional Engineer with concentration in civil, sanitary, or environmental engineering (pre-qualified: course and exam not required)*	Copy of license
	Mass. Certified Health Officer (pre-qualified: course and exam not required)*	Copy of license
	Mass. Registered Sanitarian (pre-qualified: course and exam not required)*	Copy of license

\* **Note:** Massachusetts Registered Professional Engineers, Certified Health Officers, and Registered Sanitarians are not required to take the course and examination in order to become certified MA Title 5 System Inspectors, but must submit an application fee of \$100 (payable to NEIWPCC) along with this (completed) form and proof of "pre-qualified" eligibility.