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March 13, 2026

Dear Massachusetts Title 5 Professional:

According to our records, your Title 5 Soil Evaluator (SE) and/or System Inspector (SI) approval ***will expire on June 30, 2026***. Enclosed is your renewal packet which contains your renewal form and a list of frequently asked questions.

RENEWAL:

- Verify address/email on the renewal form is correct and return it to NEIWPCC with **$100** payment by **June 30, 2026**.
- **Municipality Employees** (Board of Health Inspectors, Agents and Directors) are eligible for a **$25 discount**. Volunteer Board members and private contractor agents/inspectors are **not** eligible. A letter verifying your eligibility signed by Board of Health office or Town Clerk **MUST** accompany the renewal for a discount.

SE/SI ON ACTIVE STATUS:

- Ten (10) approved Training Contact Hours (TCHs) **earned between July 1, 2023 and June 30, 2026 are required.**

SE/SI ON INACTIVE STATUS:

- Are **not** required to earn TCHs
  Must **still renew** every three years to keep approval valid
- May **NOT** conduct soil evaluations or system inspections

TO REACTIVATE STATUS:

- **Earn 10 TCHs** in the **current** calendar year
- Submit a **Status Change form**
- Pay a **$25 reactivation fee**

COMMON RENEWAL ISSUES TO AVOID:

- Submitting TCHs earned **outside** the renewal period
- **Forgetting proof** of TCHs
- Submitting a discount request without **verification**

To renew, you must submit **ALL** of the following by **June 30, 2026:**

- ❑ Completed renewal form
- ❑ Renewal fee ($100, or $75 for eligible municipal employees)
- ❑ Proof of required Training Contact Hours (if Active)

Please contact me if you have questions regarding this renewal process, I can be reached at NEIWPCC at 978-349-2516 or by email at title5@neiwpcc.org.

Thank you,

Michelle Jenkins
Information Officer, NEIWPCC Wastewater

NEIWPCC Title 5 Certification
Overview and TCH Info

Title 5 RENEWALS – Frequently Asked Questions (FAQs)

Do I need to submit 10 Training Contact Hours (TCHs) with my renewal application?
If you are an active Soil Evaluator/System Inspector (SE/SI), you will NEED to provide proof that you obtained the required approved 10 TCHs by your approval expiration date. These TCHs must be acquired during the 3-year period prior to the approval expiration date (**July 1, 2023 through June 30, 2026**) and must have the appropriate approval – SE for Soil Evaluator, SI for System Inspector, or SE/SI for both.

If I am both an SE/SI, should I send in $100 for <u>each</u> separate renewal application?
Yes. Submission of the renewal form, along with the renewal fee, and proof of TCHs, is required of all SEs/SIs who wish to renew. If you are currently an approved SI AND SE, you will receive and must return a separate renewal form and fee for EACH approval. NEIWPCC must receive both forms and fees by the approval expiration date; otherwise, an additional late fee will apply and approval will be subject to revocation.

If I am both an SE and SI, do I need to obtain 10 TCHs for each?
If you are both a Soil Evaluator (SE) and System Inspector (SI), you will be required to obtain 10 TCHs for both approvals. You may submit the same 10 TCHs **IF** *the classes were approved for both SE and SI*. Classes that are approved for both SIs and SEs will be designated as "SE/SI" on the list of approved classes. If only one is listed (either "SE" or "SI") then that class is approved for ONLY that one. Listings of approved classes are available on the NEIWPCC website at: http://neiwpcc.org/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/.

Can someone take the same course during the renewal period for TCH credit?
No. An SE or SI cannot take the same course during the 3-year renewal period for TCH credit for their renewal.

Is NEIWPCC tracking the TCHs from approved classes so that documentation will not be required to be submitted with my renewal?
No. As there are many different training providers that have been, and are continuing to be, approved for their courses, seminars, etc., NEIWPCC does not have the ability to track and record all completed training. Therefore, it is the responsibility of each approved SE and SI to track their own TCHs obtained during their renewal period. This should be done by keeping the certificate or letter of attendance/completion (which should have a Title 5 approval number on it) that is given for your attendance at an approved class. Copies of these certificates should be sent in along with completed renewal form and payment.

Where can I obtain a list of the approved courses for TCH credit?
Approved classes for TCH credit are listed here: http://neiwpcc.org/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/. Information on classes is updated on a regular basis, as classes are submitted by training vendors and approved by NEIWPCC. Please note that this list(s) should not be considered all-inclusive, as other approved TCH courses may exist that are not on this list(s).

What if I attended a program that is not approved?
A form for Request for TCH Approval may be obtained on the NEIWPCC web site at: http://neiwpcc.org/our-programs/wastewater/mass-title-5/approved-title-5-tch-courses/. If the program or class you attended is not on the approved list, no TCHs can be granted. Attendees are free to **contact the training vendor** to request that they download the Request for TCH Approval/Evaluation form and submit with all relevant information about the program that the approval is being requested for. The TCH approval form along with program information must be submitted by the training vendor **ONLY** (not the attendee) to NEIWPCC for review by the Title 5 Onsite Advisory Committee.

What if only one application form was received but I am both an SE and SI?
The proper form must be submitted for *each* renewal. If you did not receive a form, please contact NEIWPCC. Currently, renewal notices are not available online.

As a MA Registered Sanitarian, Professional Engineer (Civil, Environmental or Sanitary) or Certified Health Officer who has been pre-approved as an SI, do I need to renew my approval?
YES. You must renew your approval in the same manner as all others who have become MA Title 5 System Inspectors. This includes submittal of a renewal form, proof of TCHs and $100 fee. Renewal forms will be mailed out approximately 3 months prior to your approval expiration date.

Is there a reduced renewal rate for government employees?
YES, in cooperation with MassDEP, the Title 5 Onsite Advisory Committee has authorized a reduced renewal fee of $75 for SEs and SIs who are Board of Health employees. <u>To be eligible you MUST be a municipal employee **and** serve as a Board of Health inspector, health agent or director</u>. Volunteer Board members and private contracted agents/inspectors are **NOT** eligible. If you are eligible and are both a System Inspector and Soil Evaluator, the combined discounted renewal fee is $150. To receive the discount, proper verification in the form of a letter from either a Board of Health office or Town Clerk <u>MUST</u> accompany the completed renewal application.

For more information, visit the Title 5 renewals section on our web site at: http://neiwpcc.org/our-programs/wastewater/mass-title-5/title-5-renewals/